

**AB2019-23 PREVENTIVE MAINTENANCE AND REPAIR OF LOCKING SYSTEMS AT THE MERCER COUNTY
CORRECTION CENTER**

RES#2019-414 PERIOD: SEPTEMBER 1,2019 - AUGUST 31,2021

NAME OF BIDDER	KNE CORPORATION
ADDRESS	20 FRANCIS STREET
CITY, STATE, ZIP	DOVER, MA 02030
CONTACT	VICTOR CONKLIN
TELEPHONE	781 762 8344
E-MAIL	VICTOR@KNECORP.COM
PREVENTIVE MAINTENANCE	
COST YEAR ONE	
NUMBER OF HOURS ANNUALLY APPROX 40 PER MONTH	432
HOURLY RATE	165.00
COST YEAR ONE	71,280.00
COST YEAR TWO	
NUMBER OF HOURS ANNUALLY APPROX 40 PER MONTH	432.00
HOURLY RATE	165.00
COST YEAR TWO	71,280.00
GRAND TOTAL YEAR ONE AND TWO	142,560.00
REPAIR RATE 8:00 A.M. TO 5:00 P.M.	165.00
ESTIMATED NUMBER OF HOURS	300
TOTAL COST FOR REPAIR WORK	49,500.00
GRAND TOTAL BID	192,060.00

Approved as to Form and Legality

Date

.....
County Counsel

September 12, 2019
.....

AWARD OF BID RECEIVED APRIL 16, 2019 TO KNE CORPORATION FOR PREVENTATIVE MAINTENANCE AND REPAIRS OF LOCKING SYSTEMS AND RELATED EQUIPMENT AT THE MERCER COUNTY CORRECTION CENTER. PERIOD: SEPTEMBER 1, 2019 THROUGH AUGUST 31, 2021. TOTAL AMOUNT NOT TO EXCEED \$192,060.00 (\$71,280.00-YEAR ONE, \$71,280.00-YEAR TWO, \$49,500.00 - FOR WORK OUTSIDE OF PREVENTATIVE MAINTENANCE) (AB2019-23)

WHEREAS, the Mercer County Purchasing Department has advertised for bids for preventative maintenance and repairs of locking systems and related equipment at the Mercer County Correction Center, for a period of two (2) years, as per bid terms and specifications, as provided by law; and,

WHEREAS, one (1) sealed bid was received on April 16, 2019 in connection with the aforementioned services; and,

WHEREAS, the bidder hereinafter designated is the lowest qualified bidder; and,

WHEREAS, the bid of KNE Corporations, 20 Francis Street, Dover, MA 02030 shall be awarded for the period of September 1, 2019 through August 31, 2021, in a total amount not to exceed \$192,060.00 (\$71,280.00 - year one; \$71,280.00 - year two; and \$49,500.00 for repair work outside of preventative maintenance); and,

.....
Clerk to the Board

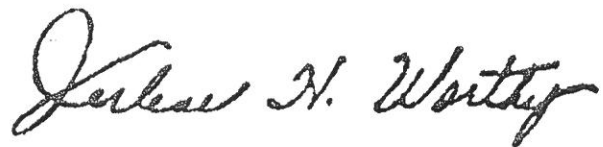
RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.
Cannon	X				✓		Melker	X					
Colavita				X			Walter	X					
Frisby	X					✓	Cimino	X					
Koontz	X												

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

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 such funds are available in the 2019 Mercer County Budget and are contingent upon the 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 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 Correction Center, and the Purchasing Department for further distribution.



.....
Clerk to the Board

**SPECIFICATIONS FOR THE PREVENTIVE MAINTENANCE AND REPAIRS OF IDENTIFIED
LOCKING SYSTEMS AND RELATED EQUIPMENT AT THE MERCER COUNTY
CORRECTION CENTER FOR A PERIOD OF TWO (2) YEARS**

INTENT

The County of Mercer seeks services for maintenance and repair of the jail's locking system and surveillance system. The locking system was renovated in 2004. The video system has periodically been updated since that time. Contractor must be registered with the Department of Labor; pursuant to the Public Works Contractor Registration Act and must pay prevailing wage rates based upon work classifications. Bidders shall provide three references for services provided at Penal Institutions over the past five years. **The contract shall commence on May 8, 2019 through May 7, 2021.**

SCHEDULE

RELEASE: March 22, 2019

QUESTIONS: April 3, 2019 to via email to imaldonado@mercercounty.org

ADDENDA: April 5, 2019

OPEN BIDS: April 16, 2019 at 11:00 A.M.

The awarded contractor shall submit a certified payroll record to the correction center within ten (10) days of the payment of the wages. The awarded contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1.

The awarded contractor and employees assigned to work are subject to a formal background check. Based upon the results of the background check the Warden may, at his discretion, deny access to the facility.

The contract will include the following doors, locks and related security equipment:

- 217 Swing Doors/Gates
- 28 Airteq Sliding Doors
- 3 Omron Graphics Control Panels
- 2 Curtis Toledo 3 E 50 VT 6 A 90 Air Compressors which shall be inspected as per N.J.A.C. 12:90 et. Seq.
- 1 Trentech Visual Monitoring and Control System
- 2 Hankinson PR5-115 Refrigerated Air Driers
- Two Keywatch Systems
- Intrepid Micropoint Detection System – 24 volts

CERTIFICATION

Bidders shall be authorized to work on all systems including the Airteq System and shall provide proof of authorization including a training certification from Southwest Microwave for the Intrepid Micropoint Detection system.

YES NO

SIGNATURE

SITE VISIT

A visit is highly recommended and may be scheduled by potential bidders to inspect the job site, the locking systems and all other equipment noted above. Please contact the Correction Center at (609) 583-3553 to arrange a visit. A facility tour will be arranged at an agreed upon time. **A listing of the doors follows the technical specifications.**

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.

PREVAILING WAGE ACT

Pursuant to N.J.S.A. 34:11-56.25 et seq. contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1. [P.L. 2009, c.249 \(A-4268/S-3095\)](#): Extends prevailing wage requirements to contracts for "maintenance-related projects" over \$50,000. It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards.

[Additional information is available at www.state.nj.us/labor/lsse/lspubcon.html](http://www.state.nj.us/labor/lsse/lspubcon.html) or at the following:

Public Contracts Section
Office of Wage and
Hour Compliance
CN 389
Trenton, New Jersey 08625-0389
Telephone number: (609) 292-2259

EMERGENCY REMEDIAL ACTION:

BIDDERS MUST HAVE TECHNICIANS ABLE TO RESPOND TO EMERGENCY CALLS (RESPOND TO THE COUNTY DESIGNEE) WITHIN FOUR HOURS AND PROVIDE ONSITE REPAIR SERVICES WITHIN EIGHT HOURS. BIDDERS MUST HAVE THE ABILITY TO ORDER PARTS AND PROVIDE EIGHT HOUR REMEDIAL ACTION FOR EMERGENCIES.

Bidders shall be authorized to work on all systems including the Airteq System and shall provide proof of authorization including a training certification from Southwest Microwave for the Intrepid Micropoint Detection system.

This is a preventive maintenance contract and bidder shall provide the annual cost to perform preventive maintenance on the above referenced systems and equipment. Please refer to the technical specifications for the AirTeq 8250 Series Sliding Door Operators and AirTeq Lock Maintenance. This operating and maintenance manual

covers preventive maintenance as per the specifications and bidders shall include the annual rate in the proposal page.

The awarded contractor shall complete the Preventative Maintenance Services Report (sample included) for every site visit.

SOFTWARE AND HARDWARE

The County reserves the right to purchase software and hardware through the New Jersey State Contract as per the direction of Information Technology.

WARRANTY

The awarded contractor shall provide a one year warranty on all work. Replacement locks shall be warranted for a period of three to six months, depending upon use and determined by the Business Manager.

MAINTENANCE REQUESTS

The County will provide a maintenance request slip reporting a problem to the awarded contractor. The awarded contractor's invoice shall refer to problem and solution. The awarded contractor's invoice shall match with the Mercer County Corrections Center maintenance slip and a copy be submitted with the invoice that corresponds.

Keys shall be provided for longevity, quality and strength to avoid breakage.

The contractor shall provide an hourly rate for work outside of preventive maintenance and repair for emergency repairs. Refer to Proposal Sheet.

REQUIREMENTS

The awarded bidder will maintain an inventory of all locks by manufacturer and location and a key inventory for each lock by location and/or key ring number. All changes in locks or keys will require that the inventory be updated immediately. The key inventory will be provided by the Correction Center and is to be used by the winning bidder in their reports. This list, at a minimum, will be updated weekly and submitted to the Warden and the Custody Lt. in charge of keys. Documentation of all inspections, tests, cleanings and evaluations will be required, as will documentation of all repairs and replacements. Submission of a full work report, apart from the key inventory, is required at the end of each month.

The inventory on hand with the awarded bidder is subject to County Correction Center inspection. Should the awarded bidder run out of stocked item for repair, it should not take longer than 1 month delivery of replacement parts.

INITIAL REVIEW OF DOOR SYSTEMS, SLIDERS, TRENTECH CONTROLS AND INTREPID DETECTION SYSTEM

Review and evaluate all locks/doors and covered systems in conjunction with assigned custody supervisor. Develop a report that lists all locks and other covered equipment

and using that report, inspect each item or system. List condition of each item and recommendations for maintenance in accordance with system requirements. Provide the Warden and the Custody liaison with copies of the report. See page 16 of specifications for Preventative Maintenance Service Report.

MAINTENANCE SCHEDULE

- The successful contractor shall provide a written schedule notice with date and time that weekly, monthly, quarterly and annual maintenance will be performed including the inspection and lubrication of all Swing doors and Norment 8250 Pneumatic Sliding Doors.
Please refer to the attached door schedule.

1. WEEKLY PREVENTIVE MAINTENANCE/REPAIRS/REPLACEMENTS(EVERY THURSDAY MORNING):

- Perform a visual inspection and a functional test on the Intrepid Micropoint Detection System including the following: map monitor, printer, cable system, link units, processor modules, alarm response, & power supply.
- Evaluate locking systems and generate a systems performance report including all doors, gates, 8250 pneumatic sliders, 3 Omron graphics control panels, 1 Trentech visual monitoring and control system and its interface with the graphics control panel. Schedule identified problems for repair or replacement; however, the County reserves the right to purchase hardware and or software through the New Jersey State Contract.
- Visual inspection, cleaning and check of safety valve operation for the Curtis Toledo compressed air system. Drain filter bowls of Hankinson refrigerated air driers.
- Perform an inspection of the entire pneumatic system for leaks. Check the oil level & condition of (2) Curtis Toledo 3E-50VT-6A90 compressors. Submit a report documenting the inspection and oil change. **(PERFORMED ONCE A MONTH)**
- Flush & clean automatic drains & filter sleeves for (2) Hankinson PR5-115 Refrigerated Air Driers; clean condenser fins for proper air circulation. Submit a report documenting the work **(PERFORMED ONCE A MONTH)**

3. QUARTERLY MAINTENANCE TO INCLUDE

- Change Curtis Toledo compressor oil (2); inspect valves & clean carbon from valves; check & tighten all compressor nuts, bolts & fittings; check unloader valve operation

- Conduct Performance test on Intrepid Micropoint Detection System including camera response to 12 different zone alarms.

4. YEARLY MAINTENANCE TO INCLUDE:

- Once each year inspect and lubricate all swing doors; inspect, clean, & lubricate all lock and latch mechanisms; inspect and adjust all lock position and door position switches; inspect, clean, and lubricate all Norment 8250 Series Sliding door devices. Provide other routine service recommended to properly maintain the equipment. *

***Initial inspection, cleaning and lubrication noted immediately above must be conducted at the beginning of the contract.**

RELATED SERVICES

- Provide re-keying service for all of the keys and locks; to include civilian offices, mop closets, storage closets, electronic keying systems, and outside gates/fences.
- Manufacturer recommended maintenance, not otherwise noted, but identified, must be included so as to optimize equipment performance.

REPLACEMENT PART ORDERING PROCEDURE

When locks or other related materials are required for replacement or repair, the vendor shall be able to supply, from the vendors inventory, but may also purchase the parts and/or supplies. The vendor, must be able to supply replacement parts and/or supplies within a timely manner. **Parts and supplies must not take longer than 1 month to supply.** The vendor will then forward their wholesale invoice to the County for payment, along with a copy of the parts and/or supplies invoice showing the actual itemized wholesale price that the vendor paid. The vendor will provide on their invoice the up-charge to be added to the actual wholesale price they paid. The vendor will provide a current Manufacturer's wholesale list.

All repairs, replacements must be completed to the satisfaction of the County, within an allowable time.

Any lock that needs to be replaced must be replaced with an equal or better lock and the information for each replacement must be entered into the inventory.

The vendor shall anticipate routine part and supply needs and maintain an appropriate stock and/or inventory onsite.

THE BID MUST TAKE INTO CONSIDERATION THE FOLLOWING:

1. Provide "on call" services for the entire security system with four (4) hour response time. In emergencies the response could be any time, day or night. The emergency rate shall be paid at 1.5 times the regular rate.

2. All oil, filters, and other small supply costs are to be included in your bid.
3. Maintenance or repair of the Trentech Visual Monitoring and Control System and the three Omron Graphics Control Panels may require coordination with the manufacturer and contractor shall be certified by the manufacturer to work on the referenced systems.

THE AWARDED CONTRACTOR SHALL PROVIDE ALL WORK BETWEEN THE FOLLOWING HOURS:

Preventive Maintenance shall be performed between 8:00 AM and 5:00 PM, Monday through Friday; Emergency Repair shall be performed at any time as required around the clock.

All emergencies shall be authorized by the Warden or Designee prior to placing the emergency request:

- Contractor shall not charge an emergency fee for work which is not completed on the date of the emergency call
- Keys made must be logged and signed for by the shift commander or Captain and vendor shall state the purpose for key(s)
- Service call fees are not permissive. Vendor shall bill for work outside of Preventive Maintenance based upon the hourly rate
- Increase for services throughout the term of the contract is not permissive as contract is based upon a firm rate for PM and repair
- The contractor shall provide a markup not to exceed 10% for materials and supplies. Vendor shall not apply markup to shipping charges. Awarded contractor shall provide proof of purchase.
- Emergency calls shall be billed at the hourly rate specified and based upon the actual hours worked. Bidders shall not stipulate a minimum or maximum number of hours per emergency call. Emergency hours will be paid only during those hours worked and next day services are not considered an emergency.
- All billing invoices must be accompanied by a work order and receipts of purchased supplies or parts and attached copy of maintenance request form
- All proposed work must include an itemized invoice and an invoice quote with prices from the supplier and preferred pricing
- Emergency call (invoices must include date and description of work)
-

SCOPE OF WORK AND REQUIREMENTS

The scope of the maintenance agreement includes all maintenance and repair of the facility high security locking system and surveillance system. The contractor shall preserve and maintain all high security locking systems and surveillance systems covered by this agreement in a safe, complete and continually usable and functioning condition, for which each system was designed, constructed, improved, altered, or repaired.

The contractor's work shall include preventive maintenance, corrective maintenance, cleaning, testing and other tasks as required to maintain the system in proper operating condition. The contractor shall provide routine repair for non-critical malfunctions in specified systems. Repairs of all types of failures and damages shall be provided under

this agreement, excluding those as a direct result of fire, flood, or act of God. All parts replaced during the life of this agreement must be OE parts, unless the parts being replaced are being upgraded.

Replacement parts that are not OE or upgrades must be approved by the jail command staff and then may only be used on a temporary basis until the OE or upgraded parts can be installed. All required upgrades shall be covered by the maintenance contract. The contractor agrees to repair all damage as part of the services provided under the base contract amount. The contractor shall provide all required labor to perform all work as outlined above.

Parts shall be billed separately from the labor at cost plus mark-up not to exceed 10% of the contractor's cost. Parts invoicing shall be supported by the actual invoice to the contractor.

The contractor shall not undertake work considered out of the scope of services without specific prior written consent from Warden Charles Ellis or designee.

A. Critical malfunctions: Technician on site within four (4) hours of call with malfunction resolved within eight (8) hours or within next day of call.

B. Non critical malfunctions: Technician on site the same day or within next day of call with malfunction resolved within three (3) working days of call.

C. Any repairs that cannot be resolved in the above listed times shall be reported to the jail command staff as soon as possible with reasons why the repair cannot be accomplished with the time allowed and a plan as to how and when repair will be completed. (Lack of components shall not be an acceptable reason for delays.)

The contractor's technician shall verbally apprise jail command staff as to the work that is being performed. Written documentation shall be maintained regarding maintenance work, parts replacement and all relevant information. A copy of the written documentation of work completed must be provided at time of services rendered that indicate the cause of the malfunction, corrective action taken and system status after completion of the repair.

After on-site troubleshooting, if the contractor's technician determines the service/repair is not covered under the approved maintenance contract, the contractor shall notify the Warden or designee for authorization to proceed with work. No work shall be completed without prior authorization.

The contractor agrees that the occurrence of any acts or omissions listed below would constitute a violation of the contract agreement. Any exceptions should be noted on your response.

A. Failure to dispatch a trained system technician as outlined in the response and repair times.

B. Failure to maintain documentation on system maintenance, spare parts and work performed.

C. Failure to maintain system to standard as set forth by any subsequent agreement.

Contractor Qualification and Bid Proposal Requirements (Address each of the following)

Contractor must be a detention locking system and equipment maintenance and repair contractor, with proven experience in maintaining comparable installations of this size, type, and scope within the last five (5) years.

Contractor must provide documented proof of certifications associated with highly qualified detention equipment contractors. Copies of such licenses and training certification shall be included in this bid response.

Employ factory trained personnel in the installation, operation and maintenance of access systems (locking systems) and surveillance systems with audio; and have at least five (5) years experience in such systems.

Support services must be able to maintain enough inventories of spare parts so as to limit the amount of down time during any critical malfunction of the system. Any downtime, overtime costs, or time allotted for Custody Staff to maintain door operations can and will be charged back to the awarded bidder.

In the event the contractor's technician is unable to perform necessary repairs to the system due to a lack of understanding the system, equipment, or services as required by and in accordance with this maintenance contract and/or to the satisfaction of the Warden, it shall be the responsibility of the contractor to retain the services of the applicable manufacturer's representative or other qualified contractor to expeditiously complete all work and repair the system failure. This shall be at no additional cost to the County.

The contractor will provide training to the staff of the County throughout the contract period as necessary.

CONTRACTOR'S RESPONSIBILITIES

1. The contractor shall become familiar with the locking systems and the surveillance systems that need to be maintained. There will be a site visit and inspection of facility,
2. In the event of critical failure, the technicians must have and maintain adequate supplies and parts to restore the system in the specified time frames.
3. All costs to the County shall be clearly and precisely spelled out in the bid documents and maintenance documents. The contractor shall furnish, install, operate, and maintain in acceptable condition, all other equipment, materials and supplies necessary for the performance under this contract.
4. The contractor shall take adequate means to protect all finished parts, materials and equipment against damage from any cause during installation and service calls.
5. Any equipment, material or damage to the facility caused by the contractor shall be repaired or replaced by the contractor at no cost to the county.
6. Work done in the facility must be done in such a way as not to damage the facility, or allow any contraband to enter into the facility. All work done must be left in a neat and orderly manner as not to cause the staff to clean up after the contractor. Please refer to County's Background Check requirements.
7. The subsequent contract will not be deemed valid until the facility has been inspected with a completed walk thru and check on all systems. At a minimum, the walk thru team will consist of jail command staff and a sales person with the contract, a technical manager, or installation manager who shall know company systems and can provide answers to questions about the system during final system walk thru. The County's facilities manager may attend the final inspection.

PREVENTATIVE MAINTENANCE SERVICE REPORT

Contractor: _____
Technician: _____
Date(s) of Service: _____
Facility Site: _____

Door ID or Number: _____

Checklist – Door Devices:

- Clean roller tracks
- Check and lubricate locking mechanism
- Test motor for proper voltage and operation
- Check wires and wiring and secure as necessary
- Check screws, nuts and bolts for security and tighten or replace as necessary
- Check bottom guide wear pads and adjust as necessary
- Adjust lock bars as necessary
- Adjust door drive bracket as necessary
- Adjust height adjustment rollers as necessary
- Check and adjust or replace limit switches as necessary
- Check and adjust drive pressure and speed as necessary
- Inspect all door hardware and adjust as necessary
- Adjust door and related device components to operate smoothly and freely

Comments:
