

COUNTY OF SUSSEX

**RESOLUTION RE: AWARD OF CONTRACT EXTENSION FOR
MISCELLANEOUS BUILDING TRADE SERVICES (HVAC)
TO BE PERFORMED IN AND AROUND VARIOUS SUSSEX
COUNTY BUILDINGS TO AIR SYSTEMS MAINTENANCE
INC., FROM SEPTEMBER 23, 2022 THROUGH SEPTEMBER
22, 2023 NOT TO EXCEED \$500,000.00**

WHEREAS, public bids were advertised for Miscellaneous Building Trade Services (HVAC) to be performed in and around various Sussex County Buildings for the County of Sussex on July 27, 2021 and publicly received by the Sussex County Bid Proposal Committee on August 17, 2021; and

WHEREAS, only one (1) bid was received and reviewed by the Division of Facilities Management and the Purchasing Agent, and:

WHEREAS, it was recommended by the Division of Facilities that an award be made to the only responsible bidder for HVAC work to Air Systems Maintenance Inc. with all work performed under the Contract based on the services and the rates specified in the bid proposal; and

WHEREAS, the proposal specification allowed for a Contract ending September 22, 2022 with the County reserving the right to extend said Contract for one (1) additional and consecutive one (1) year period; and

WHEREAS, the Division of Facilities Management desires to exercise this option and extend the Contract for an additional and consecutive one (1) year period; and

WHEREAS, the bidder(s) have agreed to extend all bid prices to the date declared in its bid proposal to other municipalities and governmental entities of Sussex County; and

NOW, THEREFORE, BE IT RESOLVED that upon recommendation of the Division of Facilities Management, the Sussex County Board of County Commissioners does hereby award a Contract extension for Miscellaneous Building Trade Services (HVAC) to be performed in and around various Sussex County Buildings to Air Systems Maintenance Inc. based on the services and the rates specified within the bid proposal tendered on August 17, 2021; and

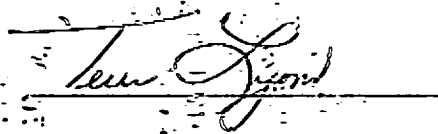
BE IT FURTHER RESOLVED by the Director of County Commissioners, Clerk of the Board and their respective authorized designee(s) are hereby authorized and directed to execute a Contract extension and any related documents; and

BE IT FURTHER RESOLVED that the passage of this resolution shall act as a Contract extension document for all parties involved; and

BE IT FURTHER RESOLVED that this Contract will be in effect from September 23, 2022 through September 22, 2023; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to Air Systems Maintenance Inc., Attn: Thomas Crozier, 718 Jefferson Avenue, Kenilworth, New Jersey 07033.

Certified as a true copy of the
Resolution adopted by the Board
on the 10th day of August, 2022.



Teresa Lyons, Clerk
Board of County Commissioners
County of Sussex, New Jersey

| RECORD OF VOTE | | | | | | |
|----------------|-----|-----|------|-----|------|-----|
| COMMISSIONER | AYE | NAY | ABST | ABS | MOVE | SEC |
| Carney | ✓ | | | | | |
| Fantasia | ✓ | | | | ✓ | |
| Fasano | ✓ | | | | | |
| Space | ✓ | | | | | ✓ |
| Yardley | ✓ | | | | | |

ABST - Abstain

MOVE - Resolution Moved

ABS - Absent

SEC - Resolution
Seconded

Resolution Summary

RESOLUTION RE: AWARD OF CONTRACT EXTENSION FOR MISCELLANEOUS BUILDING TRADE SERVICES (HVAC) TO BE PERFORMED IN AND AROUND VARIOUS SUSSEX COUNTY BUILDINGS TO AIR SYSTEMS MAINTENANCE INC., FROM SEPTEMBER 23, 2022 THROUGH SEPTEMBER 22, 2023 NOT TO EXCEED \$500,000.00

Description of Resolution:

This resolution is for award of a Contract extension to Air Systems Maintenance Inc. for Miscellaneous Building Trade Services (HVAC) to be performed in and around various Sussex County Buildings.

The term of this Contract Extension shall be in effect from September 23, 2022 through September 22, 2023.

COUNTY OF SUSSEX



Clerk of the Board of Chosen Freeholders
Sussex County Administrative Center
One Spring Street, Newton, NJ 07860
Tel: 973-579-0240
Fax: 973-383-1124

Teri Lyons, Clerk of the Board
Email: tl Lyons@sussex.nj.us

Suzannah Givone, Clerk Pro Tem
Email: sgivone@sussex.nj.us

August 11, 2022

Air Systems Maintenance Inc.
Attn: Thomas Crozier
718 Jefferson Avenue
Kenilworth, NJ 07033

**RESOLUTION RE: AWARD OF CONTRACT EXTENSION FOR
MISCELLANEOUS BUILDING TRADE SERVICES (HVAC)
TO BE PERFORMED IN AND AROUND VARIOUS
SUSSEX COUNTY BUILDINGS TO AIR SYSTEMS
MAINTENANCE INC., FROM SEPTEMBER 23, 2022
THROUGH SEPTEMBER 22, 2023 NOT TO EXCEED
\$500,000.00**

Dear Mr. Crozier:

The above-captioned resolution was adopted by the Sussex County Board of County Commissioners at its meeting held on August 10, 2022.

Enclosed please find a certified copy of the Resolution for your files. If you have any questions, or need additional information, please do not hesitate to contact me.

Sincerely,

Suzannah Givone
Clerk Pro Tem
Sussex County Board of County Commissioners

Encl

COUNTY OF SUSSEX is an Equal Opportunity Employer.

PROPOSAL FORMS 2021

RESPONDENT SIGNATURE (REQUIRED)

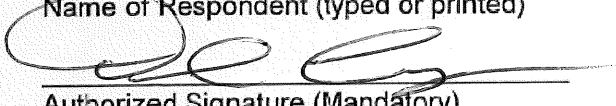
The undersigned respondent hereby affirms that he/she has visited the site (if necessary), examined all conditions affecting the work, including the contract documents and that he/she has received all notices, revisions or addenda to the specification or proposal documents.

The respondent **must** sign and date this document for their proposal to be considered for an award of contract. This along with all specifications, any drawings, general terms/conditions and any submitted document/literature will constitute a contract. The **final** contract will commence with the Resolution of award by the COUNTY OF SUSSEX.

Respectfully submitted,

Air Systems Maintenance, Inc.
Company/Corporation

Thomas Crozier
Name of Respondent (typed or printed)


Authorized Signature (Mandatory)

Vice President
Title of Person Signing

718 Jefferson Avenue
Address

Kenilworth, New Jersey 07033
City and State Zip Code

908-241-1555
Telephone Number

08/16/2021
Date

tom@airsystemsmaintenance.com
Email (Person signing Contract)

THIS FORM MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH YOUR PROPOSAL.

PROPOSAL FORMS 2021

COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM

A County Cooperative Contract Purchasing System is a cooperative purchasing system that may be created only by a County government. The County advertises for bids and awards a contract to a successful respondent. With the approval of both the County and the successful respondent, local contracting units within the geographic boundary of the County may purchase under the contract, subject to its specifications, terms and conditions.

Accommodation of Local Contracting Units within the County Of Sussex

Please check one (1):

Check here ☒ [x]

If you are willing to provide the goods and services herein bid upon to local governmental contracting units located within the County of Sussex (System ID #CK03-SXC) without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders will be placed directly by the contracting units, subject to the overall terms of the contract to be awarded by the County of Sussex, and no additional service or delivery charges will be allowed except as permitted by these specifications.

State what is the last date the County or a local governmental unit may order these items under this contract: 9/1/2023 (Example: specific date or end of Contract Term)_

Check here ☐ []

If you are not willing to extend prices to contracting units located in the County of Sussex. **Unwillingness to extend prices will not affect the consideration of your bid with respect to the needs of the County of Sussex.**

THIS FORM MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH YOUR PROPOSAL.

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PROPOSAL FORMS 2021

HVAC

SCHEDULE OF HOURLY RATES

YEAR 1: DATE OF CONTRACT AWARD FOR A 12 MONTH PERIOD
OR UPON PAYMENT OF MAXIMUM CONTRACT AMOUNT
MAXIMUM VALUE OF THIS CONTRACT IS: \$500,000.00.

| SCHEDULED SERVICE CALL* (MINIMUM ONE WEEK ADVANCE NOTICE) | RATE |
|--|----------------------|
| 1. SERVICE TECHNICIAN MONDAY-FRIDAY 7 AM - 4 P.M..... | \$ <u>120.00</u> /HR |
| 2. SERVICE TECHNICIAN ALL OTHER TIMES | \$ <u>155.00</u> /HR |
| 3. DDC INTEGRATOR | \$ <u>150.00</u> /HR |

TWENTY FOUR (24) HOUR NOTICE FOR SERVICE CALL**

| | |
|---|----------------------|
| 4. SERVICE TECHNICIAN MONDAY-FRIDAY 7 AM - 4 P.M..... | \$ <u>120.00</u> /HR |
| 5. SERVICE TECHNICIAN ALL OTHER TIMES | \$ <u>155.00</u> /HR |
| 6. DDC INTEGRATOR | \$ <u>150.00</u> /HR |

TWO (2) HOUR EMERGENCY CALL OUT***

| | |
|---|----------------------|
| 7. SERVICE TECHNICIAN MONDAY-FRIDAY 7 AM - 4 P.M..... | \$ <u>120.00</u> /HR |
| 8. SERVICE TECHNICIAN ALL OTHER TIMES | \$ <u>155.00</u> /HR |

TOTAL OF ALL RATES\$ 1,125.00

* Scheduled service, the owner shall request this work no less than one week prior to necessary completion and/or start date.

** Important, but does not need immediate response, will be done next business day during normal working hours.

*** Emergency and requires immediate attention within the following two hours after the call is made to the vendor.

**** Contractor shall attend to all requirements of the Prevailing Wage and determine applicable rates, provide certified payroll and Monthly Project Workforce Reports (AA202).

9. PRICE DISCOUNT OR MARK-UP FOR ALL MATERIALS USED.
VENDOR MUST DOCUMENT PROOF OF COST IN CONJUNCTION
WITH STATED INCREASE..... 25 %
OR STATED DECREASE %

THIS FORM MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH YOUR PROPOSAL.
Page P-25 of 33

PROPOSAL FORMS 2021

METHOD OF AWARD WILL BE BASED ON THE FOLLOWING HYPOTHETICAL TOTAL LUMP SUM CALCULATION USING THE INFORMATION STATED ABOVE. AWARD WILL BE BASED ON FIRST YEAR RATES. **THE SECOND YEAR OF THE CONTRACT SHALL NOT BE AWARDED IF UNIT PRICES ARE UNUSUALLY WEIGHTED OR SKEWED:**

PART A:

1. SERVICE TECHNICIAN MON-FRI(SCHEDULED) 80 HOURS @ 120.00 \$ 9,600.00
2. SERVICE TECHNICIAN MON-FRI
(TWO HR. NOTICE)..... 60 HOURS @ 120.00 \$ 7,200.00
3. SERVICE TECHNICIAN ALL OTHER TIMES
(TWO HR. NOTICE)..... 45 HOURS @ 155.00 \$ 6,975.00
4. MATERIALS USED (Total of
Materials +/- Percent bid) \$7,000.00 @ +25% \$ 8,750.00
5. PROJECT PROPOSAL
ESTIMATING 2 HOURS MAX. @ \$75.00/HR \$ 150.00
6. DDC INTEGRATION AND PROGRAMMING.....20 HOURS@ 150.00 \$ 3,000.00

TOTAL LUMP SUM \$ 35,675.00

**** THESE HYPOTHETICAL TOTAL AMOUNTS WILL BE USED TO DETERMINE THE
LOWEST RESPONDENT.**

This lump sum calculation in no way is construed as a total dollar amount of services being sought by the County. Total services may be greater or less than amount indicated as total lump sum. NOTE: MATERIALS BILLED TO THE COUNTY ARE TAX FREE SEE SECTION ENTITLED "TAXES".

THIS FORM MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH YOUR PROPOSAL.
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PROPOSAL FORMS 2021

- G. Drain pans- Check condensate pump for proper operation and drainage, clean drain pans, blow out condensate drain lines.
- H. Controls-Check operating and safety controls for proper operation.
- I. Compressors- Check for oil and refrigerant leaks, inspect and tighten electrical connections.

*Filters and Belts to be supplied by Sussex County dependent upon availability. If County does not have the material in stock then contractor is responsible to purchase as needed.

PRICE IS FOR LIEBERT CHALLENGER 3000 UNIT PER LABOR AGREEMENT OF THE CONTRACT:

PER VISIT: \$480.00

TOTAL 12 VISITS: \$ 5,760.00

Example- Based on the proposal forms submitted in this contract.

| | | |
|--------------------------------------|----------------------|--|
| 1 service technician for inspections | 8hrs @ \$75 per hr. | per visit- \$600.00 12 visits- \$7,200.00 |
| | 8hrs @ \$100 per hr. | per visit- \$800.00 12 visits- \$9,600.00 |

PROPOSAL FORMS 2021

HVAC

SCHEDULE OF HOURLY RATES

YEAR 2: DATE OF CONTRACT AWARD FOR A 12 MONTH PERIOD
OR UPON PAYMENT OF MAXIMUM CONTRACT AMOUNT
MAXIMUM VALUE OF THIS CONTRACT IS: 500,000.00

| SCHEDULED SERVICE CALL* (MINIMUM ONE WEEK ADVANCE NOTICE) | RATE |
|--|----------------------|
| 1. SERVICE TECHNICIAN MONDAY-FRIDAY 7 AM - 4 P.M..... | \$ <u>122.00</u> /HR |
| 2. SERVICE TECHNICIAN ALL OTHER TIMES | \$ <u>155.00</u> /HR |
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TOTAL OF ALL RATES\$ 1,131.00

* Scheduled service, the owner shall request this work no less than one week prior to necessary completion and/or start date.

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WITH STATED INCREASE 25 %
OR STATED DECREASE _____ %

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