

**PROFESSIONAL SERVICES DESCRIPTION
FOR:**

ELECTRICAL SERVICES

SUBMISSION DEADLINE:

Date: June 3, 2009

Time: 10:00 a.m.

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS
FOR PROFESSIONAL SERVICES**

FOR

**WASHINGTON TWP. M.U.A.
152 WHITMAN DRIVE
TURNERSVILLE, NEW JERSEY 08012**

Washington Twp. M.U.A.

BID DOCUMENT CHECK LIST*

Required by owner	Submission Requirement	Initial each required entry and if required to submit the item
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<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	References	
<input type="checkbox"/>	Status of Present Contracts	
<input type="checkbox"/>	Equipment Certification	
<input checked="" type="checkbox"/>	Bid Guarantee \$7,000 (with Power of Attorney for full amount of Bid Bond)	
<input type="checkbox"/>	Public Works Contractor Certificate	
<input checked="" type="checkbox"/>	Consent of Surety (with Power of Attorney for full amount of Bid Bond)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
<input checked="" type="checkbox"/>	Prevailing Wage	
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Proof of Electrician License	

- This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor to provide electrical services. This contract will be awarded through a fair and open process pursuant to *N.J.S.A. 19:44A-20.4 et seq.*

The proposal must be received and will be publicly opened and read aloud on June 3, 2009 at 10:00 a.m. at the Washington Twp. M.U.A. Administrative office located at 152 Whitman Dr., Turnersville, NJ (see "Fair and Open Standardized Submission Requirements and Selection Criteria# for further information).

The Washington Twp. M.U.A. Seeks to engage a vendor(s) to provide miscellaneous services for existing electrical work and new service at various sites.

All work performed is subject to the payment of prevailing wages (for jobs costing over \$2,000) and shall meet all licensing, local, state and federal requirements for the performance of such work. All work is to conform to all applicable codes and performed in a manner to maintain the original design integrity of existing systems and/or to meet the needs of the particular job for which the vendor has been assigned.

All work performed under the terms of this contract shall be warranted for a minimum of one(1) year at no additional cost to the Authority.

All work performed will include all required documentation (service tickets, MSDS sheets, diagrams, etc.) Training on operations and required maintenance for all installed devices shall be given to the appropriate staff at the facility. All work must be scheduled in advance with the appropriate Owner's representative.

Work Hours:

1. Normal hours: Work performed that has been scheduled to be done Monday through Friday (legal holidays excepted) 8:00 a.m. to 4:00 p.m.
2. Overtime/Holiday hours: Work performed at times other than normal hours above, which shall include holidays and weekends. Overtime work is only to be performed and shall only be approved by the W.T.M.U.A. When it is deemed necessary to meet facility needs, or to meet local, state and/or federal requirements. Overtime work is not to be used to complete already scheduled work, unless pre-approved by the Owner's representative.
3. Emergency Work: Work that is deemed an emergency and requires immediate attention. Electrician must be able to respond within one (1) hour on an emergency basis.

Cost proposal given shall include the following for any work not covered under the Prevailing Wage Act (rates are for jobs under \$2,000):

1. Normal Hours- provide hourly rate for each classification

- a. Mechanic/Foreman \$ _____
- b. Journeyman \$ _____
- c. Apprentice \$ _____
- d. Helper \$ _____

2. Overtime Hours – provide hourly rate for each classification

- a. Mechanic/Foreman \$ _____
- b. Journeyman \$ _____
- c. Apprentice \$ _____
- d. Helper \$ _____

3. Emergency Service Hours – provide hourly rate for each classification

- a. Mechanic/Foreman \$ _____
- b. Journeyman \$ _____
- c. Apprentice \$ _____
- d. Helper \$ _____

Cost proposal given shall include the following for any work that is covered under the Prevailing Wage Act (rates are for jobs over \$2,000):

1. Normal Hours- provide hourly rate for each classification

- a. Mechanic/Foreman \$ _____
- b. Journeyman \$ _____
- c. Apprentice \$ _____

2. Overtime Hours – provide hourly rate for each classification

- a. Mechanic/Foreman \$ _____
- b. Journeyman \$ _____
- c. Apprentice \$ _____

3. Emergency Service Hours – provide hourly rate for each classification

- a. Mechanic/Foreman \$ _____
- b. Journeyman \$ _____
- c. Apprentice \$ _____

Discount from retail price for all materials provided _____ %

List any other charges that may be billed to the W.T.M.U.A. that are not included in the above time and materials charges – such as delivery; mileage; travel, etc. W.T.M.U.A. Will not be responsible for payment of any charges that are not defined in this proposal.