

**REQUEST FOR QUOTE
FOR
NJDOT TRUCK WASHING FACILITIES
MAINTENANCE**

Five (5) Locations Throughout New Jersey

STATE OF NEW JERSEY

Honorable Chris Christie, Governor
Honorable Kim Guadagno, Lt. Governor

DEPARTMENT OF TRANSPORTATION

Richard T. Hammer, Commissioner



Date: May 3, 2017

Project: NJDOT Truck Wash Facility Maintenance

Project Sites:

1. NJDOT Headquarters
1035 Parkway Avenue
Ewing, NJ 08618
2. NJDOT Keasbey Repair Garage
90 Crows Mill Road
Keasbey, NJ 08832
3. NJDOT Newark Repair Garage
602 Routes 1 & 9 South
Newark, NJ 07114
4. NJDOT Vineland Repair Garage
1959 South Delsea Drive (Rt. 47)
Vineland, NJ 08360
5. NJDOT Wall Township Maintenance Facility
2436 Paynters Road
Wall Township, NJ 08736

Important Dates:

- **Question Cut-Off:** Questions shall be submitted to the Procurement Contact below via e-mail no later than: **Wednesday, May 17, 2017 @ 10:00 AM.**
- **Answers to Bid Questions:** Bidders are encouraged to monitor the website daily for updates, changes and responses to questions through the Bid Opening due date.
- **Bid Opening:** Bid Quotes, including mandatory DPA Forms, must be submitted to the Procurement Contact below via e-mail no later than:
Wednesday, May 31, 2017 @ 10:00 AM

Procurement Contact: Viktoriya Usachenok: 609-530-2418
dot-ems_bid.procurement@dot.nj.gov

State Contract Manager: George Schwarz: 609-530-2878

1.1 PURPOSE AND INTENT

This Request for Quotation (RFQ) is issued by the New Jersey Department of Transportation (NJDOT). The purpose of this RFQ is to solicit proposals for monthly inspection and preventive maintenance of truck washing facilities throughout the State of New Jersey. Additionally, a fixed hourly rate for service calls and a discount percentage for parts are also being solicited. The following are the service locations:

- 1) NJDOT Headquarters
1035 Parkway Avenue
Ewing, NJ 08618**

- 2) NJDOT Keasbey Repair Garage
90 Crows Mill Rd.
Keasbey, NJ 08832**

- 3) NJDOT Newark Repair Garage (on-call service only)
602 Routes 1 & 9 South
Newark, NJ 07114**

- 4) NJDOT Vineland Repair Garage
1959 South Delsea Dr. (Rt. 47)
Vineland, NJ 08360**

- 5) NJDOT Wall Township Maintenance Facility
2436 Paynters Road
Wall Township, NJ 08736**

1.2 BACKGROUND

This is a **one (1) year contract from July 1, 2017 through June 30, 2018** to ensure that the NJDOT facilities are properly maintained and operational at all times. A general overview of the monthly inspection and preventive maintenance is as follows:

Preventative maintenance is to be performed on a routine schedule identified and detailed in Section 2.0 "Scope of Work" of this RFP.

2.0 SCOPE OF WORK

2.1 INSPECTION AND MAINTENANCE

Inspection and maintenance work shall be performed on a monthly, scheduled basis. Maintenance is to be limited to normally expendable items such as grease, filters, belts, activated carbon, filter sand/media, pH strips, indicator lights and the like.

Equipment, tools, materials and all other items required to perform the inspection and maintenance work shall be provided by the Contractor and shall include, but not be limited to hand tools, power tools, pumps, ladders, drums, buckets, containers, rags, wipes, gloves, spill absorbent, safety equipment, lifts, hoists, cranes, vacuum trucks, etc.

All inspection and maintenance work shall be performed in accordance with OSHA requirements, the NJDOT General Health and Safety Requirements and all other applicable health and safety requirements.

After any periodic inspection, preventative maintenance or service call repair site visit, any equipment, tools, materials, etc. which may have been provided by the contractor for the performance of the service shall be taken off-site by the Contractor. Any tools, equipment, materials, etc. stored on the job site is at the risk of the Contractor.

After any periodic inspection, preventative maintenance or service call repair site visit, any waste such as boxes, wraps, shipping material, containers, spent rags, debris, wastewater, waste oil, sludge, etc, which may have been generated by or associated with the service shall be properly disposed of off-site by the Contractor.

Removed parts are to be shown to the NJDOT Contract Manager prior to being properly discarded off-site by the contractor. The NJDOT Contract Manager will initial the Field Service Report verifying the description and quantity of the parts replaced. Failure to obtain this verification may result in a delay in the processing of the Contractor's invoice or the invoice being returned.

Inspection and maintenance work is to be performed during regular State working hours (Monday through Friday, 7:30 a.m. to 4:00 p.m.), except State holidays.

The inspection and maintenance work is defined as being performed on straight time and shall include, but not be limited, to the tasks indicted in the following Inspection and Maintenance Schedule:

1) NJDOT HQ MONTHLY INSPECTION AND MAINTENANCE (12 VISITS)
1035 Parkway Avenue
Ewing, NJ 08618

(Equipment to be inspected, maintained and/or repaired includes: Whiting Smartwash Equipment, Carbtrol Washwater Recycling System, Power Washer - Alhota Cleaning Systems Model 4201 NG, Air Compressor – Speedaire Model 1WD80, Air Dyer - Hankinson Model HIT20 and Backflow Preventers - ¾" Watts Model 009-M3 QT and 2" Watts Model LF009M2QT)

WHITING SMARTWASH EQUIPMENT

Check spray nozzles on all three spray arches; remove and clean nozzles as necessary.

Check level of soap tank.

Check pumps, valves and piping in the wash bay and equipment room for leaks.

Clean wash bay floor and equipment room of loose debris and trash.

Check belts on spinner arch for correct tension and adjust, if necessary.

Clean photo eye lenses if necessary.

Check spinner assemblies and adjust if necessary.

Check spinner drive belts for tears.

Check rotating spinner unions for water leaks.

Check air cylinders for leaks and proper operation.

Grease rotating unions on spinner arch – 13 unions total.

AIR COMPRESSOR

Drain moisture from tank.

Clean dust and foreign matter from cylinder head, motor, fan blade, air lines, intercooler and tank.

Check v-belts for tightness. Adjust as necessary.

VEHICLE DRYER FANS

Check fans for any debris or obstructions.

Check all bolts for tightness.

Check fans and welds for damage, cracks or fractures.

POWER WASHER

Check unit for proper operation.

Check belt for tightness.

WASH WATER RECYCLING SYSTEM

Remove sludge and scum from clarifier.

Backwash filters.

Check ozone system run light.

Clean manifold strainer.

Check pH and dissolved solids of recycled water.

Remove oil from knock down pits with oil skimmer provided by NJDOT.

Check chemical feed pump to verify operation and delivery of hydrogen peroxide to the system.

Check level of the drum of hydrogen peroxide.

AIR DRYER

Inspect the condenser coils. Remove accumulated dust and dirt with a soft brush or with air from an OSHA approved compressed air nozzle that limits the discharge pressure to 30 psig.

BACKFLOW PREVENTERS

Visually inspect for improper operation and/or damage.

2) KEASBEY MONTHLY INSPECTION AND MAINTENANCE (12 VISITS)

**90 Crows Mill Road
Keasbey, NJ 08832**

(Equipment to be inspected, maintained and/or repaired includes: Oil Trap ElectroPulse Water Treatment System, Zurn Proceptor Oil-Water Separator and Power Washer -Hotsy Model 991A)

WATER TREATMENT (OIL TRAP) SYSTEM

Clean glass bulb of pH probe.

Check pH for proper level with pH strips.

Inspect and/or clean pre-screen in sump tank.

Check proper pumping of chemical pumps.

Check sludge level in sludge tank and change dewatering bag if required.

Check sludge level in knock down pit.

Check electro-cell and replace if required.

Check levels in the brine, polymer and sanitizer tanks and create new solutions if required.

Check proper pump operation.

POWER WASHER

Check unit for proper operation.

Check belt for tightness.

OIL-WATER SEPARATOR

Check level of oil and sediment

3) NEWARK INSPECTION AND MAINTENANCE

**602 Routes 1 & 9 South
Newark, NJ 07114**

(Equipment to be inspected, maintained and/or repaired includes: pressure washer and air compressor)

On-call service at this facility only.

4) VINELAND MONTHLY INSPECTION AND MAINTENANCE (12 VISITS)

1959 South Delsea Drive (Rt. 47)

Vineland, NJ 08360

(Equipment to be inspected, maintained and/or repaired includes: Oil Trap ElectroPulse Water Treatment System and Power Washer – Hotsy Model 982SS)

WATER TREATMENT (OIL TRAP) SYSTEM

Clean glass bulb of pH probe.

Check pH for proper level with pH strips.

Inspect and/or clean pre-screen in sump tank.

Check proper pumping of chemical pumps.

Check sludge level in sludge tank and change dewatering bag if required.

Check sludge level in knock down pit.

Check electro-cell and replace if required.

Check levels in the brine, polymer and sanitizer tanks and create new solutions if required.

Check proper pump operation.

POWER WASHER

Check unit for proper operation.

Check Belt for tightness.

5) WALL MONTHLY INSPECTION AND MAINTENANCE (12 VISITS)

2436 Paynters Road

Wall Township, NJ 08736

(Equipment to be inspected, maintained and/or repaired includes: Carbtrol Wash Water Recycling System, Power Washer – Hotsy Model 942N and Backflow Preventer - 2” Watts Model LF009M2QT)

WASH WATER RECYCLING SYSTEM

Remove sludge and scum from clarifier.

Backwash filters.

Check ozone system run light.

Clean manifold strainer.

Check pH and dissolve solids of recycled water.

Check chemical feed pump to verify operation and delivery of hydrogen peroxide to the system.

Check level of the drum of hydrogen peroxide.

Remove oil from the knock down pits with oil skimmer provided by NJDOT.

POWER WASHER

Check unit for proper operation.
Check belt and insure proper tightness.

BACKFLOW PREVENTER

Visually inspect for improper operation and/or damage.

2.2 COORDINATION OF EQUIPMENT SHUT DOWN AT ANY LOCATION

If equipment must be shut down for service or repairs, the Contractor is required to coordinate the schedule with the designated representative at the site or the NJDOT Contract Manager before any shutdown.

2.3 REIMBURSEMENT OF REPAIR PARTS

Replacement and repair of parts as well as complete devices are a part of this contract. **Reimbursement will be made only with the submission of supplier's invoice.** All shipping costs are considered to be part of the overall cost. The NJDOT reserves the right to request the Contractor to obtain competitive pricing for materials. Contractors are reminded that an audit of their supply invoices and all other documents may be undertaken not only during the contract period, but also upon completion of the contract for a period of five (5) years.

2.4 SERVICE CALLS

Service calls include service that requires a response and action within sixteen (16) hours of notification by the designated representative at the site or the NJDOT Contract Manager. A list of these persons will be provided to the Contractor. This service shall be conducted during State working hours during the business next day after notification. The Contractor must have the ability to be notified at all times through the use of a 24-hour emergency service telephone number.

In order to meet this response time, a local office must be within a seventy-five (75) mile radius of the contract site.

The Contractor responding to these service calls shall remain on the job site until the truck wash facility is placed back into normal operation. In the event that repair and/or replacement parts are needed and not readily available to place the truck wash facility back into normal operation, the Contractor shall not leave the job site until the facility is shut down and is safe. In this case the Contractor shall immediately notify the designated representative at the site or the NJDOT Contract Manager of the nature and reason that the truck wash facility could not be repaired along with a scheduled return visit to make the required repairs. A fixed hourly rate shall be submitted for these calls.

2.5 EMPLOYEE STATUS

The Contractor shall use trained technicians supervised by the Contractor. These technicians shall be properly qualified to keep all equipment included in this proposal properly maintained and operating. The NJDOT Contract Manager reserves the right to reject technicians.

2.6 GENERAL CONDITIONS

The Contractor shall furnish a written work slip upon completion of all ongoing service calls detailing all work performed and the parts replaced or repaired. To ensure system continuity, replacement parts and devices offered must be standard equipment, compatible with existing components and installed in accordance with the manufacturer's recommendations. No software or wiring changes will be permitted to modify the existing systems unless authorized by the NJDOT Contract Manager. The Contractor's work slip will be used against every invoice to verify all payments. Failure to adhere to this requirement could result in forfeiture of payment for services rendered. In the event a technician cannot be provided on the requested day, notification must be given to the NJDOT Contract Manager. If the normally assigned technician is not available, the approved backup technician must be provided. The work site is to be left in a clean and orderly condition. The Contractor shall be available for additional work over and above the scope of the agreement. The Contractor shall not proceed with any additional work without written permission from the State and shall complete work as expediently as possible after receiving approval. All invoices submitted by the Contractor shall be itemized clearly indicating the breakdown of labor in hours, number of crew and the parts used.

2.7 CONTRACTOR PERSONNEL PHOTO IDENTIFICATION

Upon entering and/or leaving any location(s) which shall be serviced for this contract, all Contractor personnel shall be able to provide a photo ID. Contractor's personnel shall display laminated picture identification on their person. The identification shall clearly display the individual's first and last names printed in block letters underneath the picture. The contractor's logo shall also appear on the picture side of the card. The individual's identification number (not social security number) and signature shall be included on the back of the identification card. Any Contractor's employee reporting to work without company identification badge will not be permitted to enter the building.

2.8 CONTRACTOR PERSONNEL UNIFORM REQUIREMENTS

Contractor's personnel assigned to State facilities shall wear a uniform supplied by the Contractor bearing the Contractor's logo or other company identification. The company's name must be visible at all times. Any contractor's employee reporting to work without uniform will not be permitted to remain in the building. This provision is also applicable to any subcontractor's personnel.

2.9 WARRANTY

All inspection and service calls are to be guaranteed to be free of all mechanical and electrical

system shut downs for a period of five (5) calendar days from the date of the visit. Should the system malfunction or become inoperable within the five (5) day period, NJDOT will only pay for parts. There will be no additional charges for travel, labor or the service call in order to get the system back to 100% performance.

In the event that the Contractor returns to the site to install a part or to perform an additional service which could not be accomplished during the previous inspection or service call, the State will pay for both parts and labor provided the return visit is not associated with a malfunction of a previous repair that occurs during the five (5) day warranty period. No other additional service call charges will be paid under any circumstances.

All parts, components, systems and equipment that require replacement due to the preventative maintenance or service call repair work are to be covered by the manufacturer's standard warranty and warranty period. This warranty period shall be explicitly stated in the Field Service Report that is submitted as required in this Scope of Work.

2.10 REPLACEMENT OF UNSATISFACTORY ITEMS

In the event that the item(s) supplied, in the opinion of the NJDOT, is not providing satisfactory performance or requires an excessive amount of remedial maintenance and the item(s) is still under warranty, the Contractor, after notice in writing by the NJDOT that such a situation exists, agrees to remove and replace the defective component within ten (10) days of such notice at no cost to the NJDOT.

3.0 QUOTE PREPARATION AND SUBMISSION

3.1 GENERAL

The Bidder is advised to thoroughly read and follow all instructions contained in this RFQ, including the instructions contained on the Information Sheet and Certification for Delegated Purchasing Authority Transactions.

3.2 QUOTE SUBMISSION

A quote must arrive at NJDOT in accordance with this RFQ, within the time frame indicated to the e-mail address noted in this RFQ.

3.3 QUOTE CONTENT

3.3.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE

The Bidder shall complete and submit the Delegated Purchasing Authority Forms package attached to this RFQ.

In addition to the Delegated Purchasing Authority Forms, the Bidder must also submit the following forms and certifications with its quote:

Business Registration Certificate – For businesses not registered with the State of New Jersey, Division of Revenue and Enterprise Services, you **MUST** complete a Business Registration Certificate Application which is located at <http://www.nj.gov/njbusiness/starting/>. You must have a valid Business Registration to be eligible to do business with the State of New Jersey;

Delegated Purchasing Authority Terms and Conditions – signed and dated;

Applicable State and Federal Factory Certifications.

3.4 BID QUOTE

The Bidder must submit a monthly maintenance quote for four (4) facilities, a fixed hourly rate for the fifth On-Call facility and for other service calls to include, but not be limited to direct labor, overhead, fee or profit, clerical support, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other associated costs and either a percentage discount or mark-up from manufacturer's catalog. No additional fees shall be paid by the State, unless there is a change in the scope of work.

Bidders are encouraged to provide a discount off parts. While NJDOT will accept a price based on cost plus a percentage mark-up, the low bidder will be determined accordingly.

4.0 SPECIAL TERMS AND CONDITIONS

The Contract awarded as a result of this RFQ shall consist of this RFQ, addenda to this RFQ, the Contractor's Quote, any best and final offer and NJDOT's Notice to Proceed.

4.1 CONTRACT TERM

The term of the contract shall be for a period of one (1) year from **July 1, 2017 through June 30, 2018**.

4.2 CONTRACTOR RESPONSIBILITIES

The Contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the Contractor.

The Contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables and services required to be provided under the Contract. The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this

contract shall not in any way relieve the Contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the Contractor's performance of this Contract.

4.3 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL REQUIREMENTS

In the event delivery of services is not made within the number of days stipulated under the schedule defined in the specifications, NJDOT may be authorized to obtain the service from any available source, the difference in price, if any, to be paid by the Contractor failing to meet its commitments.

4.3.1 COMPLIANCE

In the event the Contractor fails to comply with the Contract requirements and fails to rectify the situation after it has been made aware of the problem, NJDOT may file a formal complaint with the Division of Purchase and Property, Contract Compliance and Audit Unit. Formal Complaints are governed by N.J.A.C. 17:12.1 et. Seq.

A Contractor with a history of complaints for failure to comply with the Contract requirements may be bypassed for future awards.

5.0 EVALUATION

5.1 BIDDER'S QUOTE

For evaluation purposes, Bidder's will be ranked from lowest to highest according to the total Quote price located on the Price Sheet/Schedule.

5.2 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating the Quotes, NJDOT may establish a competitive range and enter into negotiations with one (1) Bidder or multiple Bidders within this competitive range. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one (1) Bidder or multiple Bidders. Negotiations will be structured by NJDOT to safeguard information and ensure that all Bidders are treated fairly.

Negotiations will be conducted only in those circumstances where they are deemed by NJDOT to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price Quote in response to this RFQ since NJDOT may, after evaluation, make an award based on the content of the initial submission, without further negotiation and/or Best and Final Offer (BAFO), with any Bidder.

5.3 COMPLAINTS

A Bidder with a history of performance problems as demonstrated by formal complaints may be bypassed for an award issued as a result of this RFQ.