

MIDDLESEX COUNTY COLLEGE  
2600 WOODBRIDGE AVENUE  
P.O. BOX 3050  
EDISON, NEW JERSEY 08818-3050

BID # 15-13 – Automatic Doors  
SERVICE CONTRACT  
SPECIFICATIONS

**1. PURPOSE**

The purpose of these specifications is the completion of a service type contract for one (12) month period and two renewable (12) month periods beginning July 1, 2014 and ending June 30, 2015. After the award of the contract, the contractor shall provide emergency and scheduled preventive maintenance. Small job services defined by plans and/or narrative issued for each job may be requested by the College.

This contract is not intended to cover providing the College with new automatic doors during this contract period.

**2. DESCRIPTION OF FACILITIES**

The campus of Middlesex County College consists of (33) buildings, including (7) residences, on a 175-acre campus. There are currently 85 automatic doors (detailed list attached). The New Brunswick Center is located at 140 New Street in the New Street parking deck and contains 12,500 square feet of space on two levels.

**3. WORK LOCATION**

The intended work will be performed on the automatic doors located at the main campus of Middlesex County College Edison, New Jersey and the New Brunswick campus.

**4. SCOPE OF WORK**

A. General

The contractor shall provide all the necessary labor, materials, tools, and equipment required to complete all work in the time specified for each job and in a workmanlike manner for the unit costs stated on the Form of Proposal. The College shall provide available plans and specifications of the equipment and systems throughout the campus to the contractor upon request.

During the maintenance call the vendor is to inspect, clean, lubricate, and adjust covered equipment and repair any components as needed. All of the doors individual sensors are to be tuned, opening and closing speeds checked and adjusted when necessary in compliance with ANSI Standard 156.10. Operator components, controls, sensors belts, gears and lubricants, pivots, glass, guide rails mats and other associated equipment are to be checked.

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In the event the contractor is required to perform services caused by the College's improper operation of the equipment, the College agrees to pay the contractor for performing services at the Hourly Rates stated on the Form of the Proposal. If the cause is beyond the contractor's control, such as fire, flood, sabotage or acts of war, the College will also agree to pay the contractor for performing services at the Hourly Rates stated on the Form of the Proposal.

The College does not guarantee the accuracy of this information. It shall be the responsibility of the contractor to verify this information, as well as to become fully familiar with all equipment and systems on the campus in order to proceed with all work in a safe and cost effective manner.

**B. Emergency Maintenance**

The contractor shall perform emergency maintenance services when requested by the College, within the time constraints stated in Section 6, to repair the automatic doors at the College. Services will be paid using the unit cost hourly labor rates for the actual hours worked on campus and any required markups for material, rentals and subcontractor if applicable. No payment will be made for travel time.

**C. Preventive Maintenance**

Preventive maintenance shall be scheduled per the manufacturer's recommendation and completed by the contractor.

**D. Additional Maintenance Work**

Small jobs shall be initiated in the form of a request by the College's Facilities Maintenance Department for a not-to-exceed cost estimate from the contractor based upon the unit costs in the bid response. The estimate is to include a detailed itemized cost breakdown of all materials and labor and be submitted in advance for approval by the Facilities Maintenance Department. The contractor shall review any plans that may be provided and inspect the job site in order to provide this written cost estimate.

The contractor shall perform these small job services when requested by the College in the time constraints stated in Section 6.

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**5. QUALIFICATIONS**

The contractor shall include on the Form of Proposal, a listing of five (5) service contracts similar in scope to this contract over a period of not less than three (3) years, which have been satisfactorily completed or are currently in existence.

**6. TIME CONSTRAINTS**

A. Emergency Work

Emergency work requires a specific response to the Facilities Maintenance Department, Building 229, within three (3) hours of notice by telephone to the contractor's emergency numbers, and the ability of the contractor to mobilize and staff the job with sufficient forces to complete the work in a timely fashion. The contractor shall report to and sign in at the Facilities Management Building prior to beginning work. An emergency service call is defined as a situation where one of the following conditions are met:

- a. The entrance is unsafe.
- b. A door cannot be closed and secured causing a security problem
- c. The safety mat or hold open device is inoperative.

B. Preventive Maintenance

Preventive Maintenance shall be performed during the contract period. The vendor is to provide a customized report detailing issues with specific doors throughout the contract period. Evidence of each preventative maintenance call must be supplied to the Facilities Department during the term of this contract.

C. Other Maintenance Work

Small jobs shall be complete within a time frame that is mutually agreed upon between the College and the contractor. The College's need for continual operation will be the priority that governs this agreement. The agreed upon schedule shall be stated in the contractor's written cost estimate.

The contractor shall be ready to support this type of work with sufficient force to complete the work in the time agreed after the Notice To Proceed has been issued by the Director of Facilities Maintenance. The contractor shall report to and sign in at the Facilities Management Building prior to beginning work.

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**7. MATERIALS**

A. General

The materials used under this contract shall be of quality acceptable to the College's Director of Facilities Maintenance or the designated representative and meet the existing codes and equipment manufacturer's requirements.

The contractor shall provide the necessary small equipment and supplies necessary typically required to perform the preventive maintenance.

**8. EQUIPMENT AVAILABILITY**

The contractor must also provide or have ready access to all necessary excavation, pump, generator, temporary lighting, or any other associated equipment required to provide the emergency, preventive and small job services required in these specifications.

**9. LABOR**

The contractor's representative shall submit daily worksheets listing the labor for all work to the Director of Facilities Maintenance or the designated representative for signature. These sheets will be the basis for computing and approving the labor portion of the work of section 4d concerned based on the unit prices bid.

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**10. PAYMENT**

Payment shall be based upon the unit prices bid for actual work performed on campus and the submittal of an invoice to the Director of Facilities Maintenance indicating all applicable labor, materials, rentals, and/or subcontractor costs incurred including copies of time records and invoices, up to the not to exceed amount for small jobs (4d). Completed preventive maintenance work by the contractor shall be billed to the College monthly. Equipment added to this agreement will be on a pro-rated basis to coincide with the anniversary date of this agreement. The vendor agrees to honor quoted pricing if additional units are added during the contract term.

**11. HOURS OF WORK**

All work, except for emergency service, shall be performed during the normal working hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. If the contractor's normal hours differ from this, the contractor shall state these hours as part of the bid for approval by the College. If, for any reason, the College Facilities Maintenance Department requests that work, other than emergency work, be performed during non-normal working hours, the College agrees to pay the contractor at the Premium hourly rates stated on the form of proposal.

**12. HOLIDAYS**

Recognized holidays shall be New Year's Day, Presidents' Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Presidential Election Day, Veterans' Day, Thanksgiving Day, Christmas Day. Saturday holidays will be observed the preceding Friday, Sunday holidays observed the following Monday.

**13. AWARD**

The bid award shall be made on the basis of a model of the total cost of the base period (2014/2015) and/or all periods in any combination that yield the lowest total cost to the College. The model shall consist of the scheduled preventative maintenance; a parts markup over contractors invoiced costs estimated to be \$2,000.00, plus the labor not covered under this agreement estimated to be 35 hours, charge for service calls outside of normal working hours estimated to be 2 hours.

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**14. SITE VISIT**

Any interested parties who wish to schedule a site visit to tour the work areas and/or ask questions regarding these specifications may contact the following:

Director of Facilities Maintenance  
732 906-2567  
732 906-4199 FAX

Any interested parties who wish to ask questions regarding the bidding procedure may contact the following:

David Fricke  
Director of Purchasing and Inventory  
732 906-2519  
732 906-4236 FAX

No subsequent claim for additional cost based on lack of full knowledge of the conditions and scope of work of this contract will be considered by the College.

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## AUTOMATIC DOORS

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ITEM	LOCATION	QTY	TYPE	OPERATORS
1	BOOKSTORE	3	STANLEY MAGIC DUAL SWING	6
2	CHAMBERS HALL FRONT	1	BESAM AMD BP SLIDER	1
3	CHAMBERS HALL FRONT	2	BESAM SINGLE SLIDE	2
4	CHAMBERS HALL REAR	2	BESAM DUAL SWING	4
5	COLLEGE CENTER LOWER EXIT	1	SINGLE SWING	1
6	COLLEGE CENTER LOWER	1	BESAM DUAL SWING	2
7	COLLEGE CENTER UPPER	2	GYROTECH WHISPERSLIDE BP SLIDER	2
8	COLLEGE CENTER LOWER HALL	1	GYROTECH CU500	2
9	COLLEGE CENTER BUILDING AREA 232/236	2	GYROTECH WHISPERSLIDE BI-PARTING 1175	2
10	EAST HALL	1	BESAM SINGLE SLIDER	1
11	EDISON HALL	5	BESAM SINGLE SLIDE	
12	EDISON HALL	1	GT BP SLIDER	1
13	EDISON HALL	2	GYROTECH 710	4
14	GATEWAY IRC	2	STANLEY MAGIC DUAL SWING	4
15	LOWER	2	BESAM SINGLE SLIDER	2
16	UPPER	2	BESAM BP SLIDER	2
17	UPPER LOBBY	1	KM DUAL SWING	2
18	JOHNSON LEARNING CENTER	4	DOROMATIC BP SLIDER	4
19	L'HOMMEDIEU	2	TRAFFIC MASTER DUAL SWING	4
20	LIBRARY	4	AMERICAN ENTRANCE SYSTEMS SS	4
21	MAIN HALL	4	TRAFFIC MASTER DUAL SWING	8
22	MAIN HALL SCIENCE WING	1	GYROTECH 710 DUAL SWING	2
23	NEW BRUNSWICK CENTER	1	BESAM UNISLIDE BIPART	1
24	PERFORMING ARTS CENTER	1	BESAM SINGLE SLIDER	1
25	PERFORMING ARTS CENTER	1	BESAM SINGLE SWING	1
26	PHYSICAL EDUCATION BUILDING INTERIOR	2	Record-USA Series 1500	4
27	PHYSICAL EDUCATION BUILDING EXTERIOR	2	Record-USA Series 1500	4

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28	RARITAN HALL	1	BESAM SINGLE SLIDER	1
29	TECHNICAL SERVICES CENTER	2	BESAM SINGLE SLIDE	2
30	STUDIO THEATER-ENTRANCE #1	2	BESAM BI-PARTING	2
31	CRABIEL HALL	4	BESAM BI-PARTING	4
			<b>TOTAL</b>	<b>85</b>

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