



State of New Jersey

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Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
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Method of Operation Surveillance and Access Control Security Systems T2424

1. PURPOSE AND INTENT

The purpose of this Bid Solicitation is to solicit Quotes for Access Control Security (ACS) and Video Surveillance (VS) Security System Services, including all maintenance, repair, and installation. Bidders shall be certified by ACRE, Co. (formerly RS2 Technologies, LLC.) on the "Access It! Universal" (AIU) security system. Bidders should be certified by OSSI Security Inc. on "Intelli-Site ACS" (iSite). The process for Using Agencies to utilize these services are set forth within this Method of Operation, Section 3.1.

All awarded Contractors who have submitted Price Lines ~~11-12-13-14~~ on the State-Supplied Price Sheet will also be able to participate in the "Mini-Bid" process for potential Project Service Tasks and Consulting Services for any requesting Using Agency. The process regarding the "Mini-Bid" is addressed further within this Method of Operation, Section 3.2.

Note: Executive Branch Using Agencies will obtain quotes via a mini-bid process from the awarded Contractors as described above. Only products and services that are within the scope of each Contractor's award can be purchased. There are no dollar limits on orders.

2. CONTRACT TERM

This is a three (3) year contract. This Contract may be extended up to two (2) one-year periods with no single extension exceeding one (1) year, by the mutual written consent of the Contractor and the Director at the same terms, conditions, and pricing at the rates in effect in the last year of this Contract or rates more favorable to the State.

3. METHOD OF OPERATIONS

3.1 MAINTENANCE, REPAIR, INSTALLATION

Executive Branch Agencies must reach out to ~~Division of Revenue and Enterprise Services (DORES)~~ ~~Division of Property Management and Construction (DPM&C)~~ ~~Interdepartmental Security Unit (ISU)~~ ~~Security Services Unit (SSU)~~ for confirmation and approval prior to use of this Contract. Using Agency must describe the nature and severity of the issue. The ~~ISU~~ ~~SSU~~ will notify the Agency of who will be performing the repair and the time frame in which the repair should be completed. The ~~ISU~~ ~~SSU~~ will utilize the methodology described in the Bid Solicitation when assigning Vendors to Using Agency's requests. The Using Agency will be required to pay for all maintenance, repair, and installation services utilized by this Contract.

3.2 “MINI-BID” PROCESS

Executive Branch Agencies must reach out to ~~ISU~~ **SSU** for approval prior to utilizing this Contract. Using Agencies must describe the purpose, intent, and scope of the project. ~~ISU~~ **SSU** will then issue a Request for Quotations (RFQ) package to all awarded Contractors who have submitted pricing for price lines ~~11-12~~ **13 -14** on the State-Supplied Price Sheet, which shall include the scope of work and any other supporting documents for the project including, but not limited to, material specifications and drawings.

Upon receiving the RFQ the Contractors shall:

1. Respond within **five (5) business days** of the email solicitation whether the Contractor will quoting the project. A contractor not responding to the agency request within **five (5) business days** will be deemed non-responsive (i.e., not interested).
2. If a site visit is required, the Contractor must visit the work site to evaluate the project, as directed by the Agency, before submitting its proposal. Depending on the Scope of Work of the project the Using Agency has the option of waiving the mandatory pre-bid meeting / site visit requirement.
3. Submit a written proposal to the agency email within **ten (10) business days** following the mandatory pre-bid meeting / site visit or as specifically instructed. The Using Agency may adjust the response time frame depending on its business needs. The proposal must include the following information:
 - a) A brief overview description of the work to be performed, proposed time frame to perform the work, and total cost;
 - b) A complete statement of work that will include:
 - I. Contact information;
 - II. An itemized list of all materials needed for the project including a part number, description, list price, and discounted price, if applicable. Method for determining discounted price can be found in Bid Solicitation Section 4.3.3; and
 - III. Estimated labor hours are to be itemized by category description and price. Contractors are to adhere to the hourly rates for Consulting Technician and Project Manager that were submitted with the State-Supplied Price Sheet with their Quote submission.
4. The Executive Branch Using Agency will select the contractor based on its proposed price and other considerations such as, but not limited to, project completion timeframe.