

## **ADDENDUM NO. 2**

Contract Specification  
MUNICIPAL GARAGES B, D, & G  
REPLACEMENT OF ELEVATORS  
BID NO. 20-01  
City of Hoboken  
Hudson County, New Jersey  
Project No. HO-530

Boswell Engineering  
330 Phillips Avenue  
South Hackensack, New Jersey 07606

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated December 20, 2019. **Please note the bid date has been changed to Friday, March 6, 2020 at 2:00 PM.** Bidder must acknowledge receipt of the Addendum on the proposal form. Failure to do so may subject the Bidder to disqualification.

This Addendum consists of 11 pages.

### **Responses to Questions**

1. Will Permit Fees be waived?

***An allowance item will be added to the updated Schedule of Prices (attached) for the permit fees, including PSE&G fees. However, the contractor shall submit for all applicable permits in a manner consistent with the typical review period and through the appropriate departments. The contractor shall be responsible for scheduling inspections and securing permit closeout. Any fines or delays associated with the contractors lack of coordination with the applicable departments will not be recouped in change orders or project extensions. The allowance will also be used for the utilization of Hoboken police officers for traffic direction and site safety detail as needed. This costs incurred shall be paid as a direct pass through to the Contractor with no markup applied by the Contractor. The rate schedule for the HPD is attached to estimate costs.***

2. Will off duty Police be provided by Hoboken? If not, what is the Hourly Rate?

***Off duty Police will not be provided by Hoboken. See response to Question No. 1***

3. Is the Fire Alarm System scope in the Elevator Bid or the Generator Bid?

***The fire alarm system scope will be included in the elevators contract.***

4. Who is the existing Fire alarm Vendor?

**S.E.M Security- Phone # 845-986-0336 for Garages B, D, & G.**

5. When can we have access to the Electric Closets?

**All prospective bidders are advised that a site visit has been scheduled for Wednesday, February 12, 2020 at 10:00 AM. All prospective bidders shall meet at the front of Garage G (315 Hudson Street, Hoboken, NJ 07040). A representative of Boswell Engineering and the City of Hoboken will take the attendees to each facility. Prospective bidders are encouraged to attend the site visit but same is not mandatory and will not preclude the prospective bidder from submitting a bid for this project.**

6. PSE&G Fees by whom? If not by Hoboken can you establish an allowance due to the difficulty to obtain from Utility Company?

**See response to Question No. 1**

7. May workmen park in parking structure without cost?

**The contractor will have the ability to park in the garages, however, there is a maximum height clearance of 6'3" that cannot be exceeded.**

8. Will you consider extending Bid Date for Our better understanding of Means, Methods for Scope intent

**The bid date has been rescheduled and will be held on Friday, March 6, 2020 at 2:00 PM.**

9. What is the DPMC Classification for a General Contractor to Bid the Generator Scope?

**In accordance with N.J.S.A. 52:35-1 et seq., the Division of Property Management and Construction (DPMC) is responsible for the classification, solicitation and procurement of contractors. Contractors must become classified in order to be considered for contract awards.**

10. Reference is made to Pay Item 1- "Mobilization" on page 30 of the specifications. Should the cost be provided to mobilize for the first group of elevators, or for three (3) groups?

**The cost should be provided to mobilize for work on the first group of elevators.**

11. Reference is made to Pay Item 2- "Demolition" on page 30 of the specifications. Should the demolition cost be provided for the first group of elevators, or for three (3) groups?

***The demolition cost shall be provided for all three (3) groups.***

12. Reference is made to Pay Item 9- "Maintenance of Elevators" on page 30 of the specifications. Should the cost for the maintenance be from the time modernization begins until the last elevator is accepted?

***The answer is yes.***

13. Reference is made to specifications Section 140120- Maintenance of Elevators. Sections 1.5.B.2 and 1.7.A.1 appear to be contradictory.

***Paragraph 1.5.B.2 shall be deleted.***

14. Please clarify insurance requirement: Spec. requires the OCP and pollution to be scheduled as an underlying policy on the Umbrella Policy which is not done. Can umbrella requirement be waived?

***The prospective bidder shall submit insurances in accordance with the specification. If the bidder chooses to provide an exception to the requirements of the specifications same shall be reviewed by the City's legal department as part of the bid review process.***

15. Are the specs and scope of work consistent with the prior version of the bid?

***Yes. This contract separates the emergency generator work to be performed under a separate contract.***

16. Will questions be honored 5 days prior to the bid opening?

***Questions submitted subsequent to the issuance of this addendum will not be answered.***

**SCHEDULE OF PRICES  
MUNICIPAL GARAGES B, D, & G  
REPLACEMENT OF ELEVATORS  
BID NO. 20-01  
CITY OF HOBOKEN  
HUDSON COUNTY, NEW JERSEY**

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION AND UNIT PRICES	UNIT PRICE	COMPUTED TOTALS
1.	L.S.	Mobilization <hr/> Dollars <hr/> Cents	\$_____	\$_____
2.	L.S.	Demolition <hr/> Dollars <hr/> Cents	\$_____	\$_____
3.	L.S.	Elevator Replacements at Garage B <hr/> Dollars <hr/> Cents	\$_____	\$_____
4.	L.S.	Elevator Replacements at Garage D <hr/> Dollars <hr/> Cents	\$_____	\$_____
5.	L.S.	Elevator Replacements at Garage G <hr/> Dollars <hr/> Cents	\$_____	\$_____
6.	Allowance	Car Enclosures at Garage B <u>Thirty Five Thousand</u> Dollars <u>Zero</u> Cents	\$ 35,000.00	\$35,000.00
7.	Allowance	Car Enclosures at Garage D <u>Thirty Five Thousand</u> Dollars <u>Zero</u> Cents	\$ 35,000.00	\$35,000.00
8.	Allowance	Car Enclosures at Garage G <u>Thirty Five Thousand</u> Dollars <u>Zero</u> Cents	\$ 35,000.00	\$35,000.00
9.	L.S.	Maintenance of Elevators <hr/> Dollars <hr/> Cents	\$_____	\$_____

10.	L.S.	Elevators Warranty	<u>Dollars</u>		
			<u>Cents</u>	\$_____	\$_____

11.	Allowance	Permitting Fees/HPD Traffic Control	<u>Dollars</u>		
		Eight Thousand	<u>Cents</u>	\$__8,000.00	\$ 8,000.00
		Zero			

TOTAL ITEMS 1 -11 IN WORDS AND FIGURES

	<u>Dollars</u>	\$_____
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# POLICE DEPARTMENT CITY OF HOBOKEN

One Police Plaza  
Hoboken, New Jersey 07030-5704  
Bureau of Identification



*Kenneth F. Ferrante*  
Chief of Police

Tel. (201) 420-2100  
Fax. (201) 420-5105

## Outside Employment Contract (O.E.P)

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Fax-Number: \_\_\_\_\_ Phone-Number: \_\_\_\_\_  
(Must Supply)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Contact Person for Payment/Billing Information

Name: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Location of Service to be Performed: \_\_\_\_\_  
(Please provide exact address)

Date: \_\_\_\_\_ Day: \_\_\_\_\_ \*Start Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_

\*Number of Officers requested: \_\_\_\_\_ \*Total Fees Due for Officer(s) Services: \_\_\_\_\_

\*Number of Officers needed: \_\_\_\_\_ (Official use Only)

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**\*Start Times, End Times, and Officers are subject to change based on Bureau's Discretion.**

# AGREEMENT

I, \_\_\_\_\_, representing, \_\_\_\_\_, in my official capacity as, \_\_\_\_\_, attest that I am empowered to contract off-duty police officer's services. I certify that all information provided on the front page of this document is correct. I acknowledge, understand and agree that any and all police personnel, regardless of rank or title, shall provide a service at the rate of **\$80.00 per hour**.

*\* OEP in connection with private or for profit events involving 1000 Persons or more, excluding those sponsored by the Board of Education or the City such as street festivals, parades, sporting events and the like, the hourly rate for supervisors shall be \$100.00 and the overtime rate shall be \$150.00 with the same deductions as set forth above*

**I understand that all requests for OEP must be submitted no later than 2:30pm on the day prior to the job (Monday jobs must be scheduled by 2:30pm the Friday before). I agree that the contracted services shall be paid as follows: Work scheduled between one (1) and four (4) hours SHALL EQUAL A MINIMUM OF FOUR HOURS RATE OF PAY. Work between four (4) and eight (8) hours SHALL EQUAL A MINIMUM OF EIGHT HOURS RATE OF PAY. Any services provided after eight hours shall be compensated at the overtime rate of \$120.00 per hour.**

## Cancellations

All cancellations of OEP services MUST be made at least TWO (2) HOURS PRIOR to the scheduled start time on the front of this document. Any cancellations NOT made within the two hour window will be subject to a fee of four (4) hours pay. Cancellations can be made by calling The Bureau of Identification at 201-420-2115, during the hours of 7:30am-3:30pm. Any cancellations made outside of these hours MUST be made by calling the Desk Supervisor at 201-420-2131. VOICE MAIL MESSAGES LEFT WITH THIS OFFICE ARE NOT ACCEPTABLE. **If you cannot reach a member of this office, call 201-420-2131.**

In consideration for the OEP services provided by members of the Hoboken Police Department, I agree to pay a total fee in the amount of \$ \_\_\_\_\_, to the Hoboken Police Department Outside Employment Program.

With understanding, acknowledgment and agreement with the foregoing, the following signatures are affixed below:

\_\_\_\_\_  
Signature of Authorized Contracting Representative

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Authorizing Department Designee:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: All payments are to be made by check or money order, payable to O.E.P**

**POLICE DEPARTMENT  
CITY OF HOBOKEN**

One Police Plaza  
Hoboken, New Jersey 07030-5704  
Bureau of Identification

*Kenneth F. Ferrante*  
Chief of Police

Tel. (201) 420-2100  
Fax. (201) 420-5105

**Outside Employment Contract (O.E.P)**

Nature of Work to be done: (Specific Detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |  |     |    |
|--|-----|----|
| *Will Sidewalk be closed to pedestrian traffic?                                  | Yes | No |
| *Will Street be closed to vehicular traffic?                                     | Yes | No |
| *Will you be excavating the street/sidewalk?<br>(If Yes, City Permit is needed.) | Yes | No |

Please Provide Drawings or Traffic Survey if applicable.

**All Contracts are Subject to Review upon Approval from  
Bureau Supervisor(s).**

\_\_\_\_\_  
Signature of Authorizing Supervisor

\_\_\_\_\_  
Date/Time:

[Amended 1-20-2017 by Ord. No. Z-462; 2-15-2017 by Ord. No. Z-470]

## **§ 59A-22 Definitions.**

As used in this article, the following terms shall have the meanings indicated:

### **OUTSIDE EMPLOYMENT**

Any employment or assignment which the Police Department is not obligated or expected to provide, or does not normally provide as part of its regular plan of police service; performed by an officer of the Hoboken Police Department for a person or entity who has entered into a formal contract with the City for the performance of such services and where such services are conditioned upon the actual or potential use of law enforcement powers by the Police Department employee.

### **REGULAR DUTY**

Regularly scheduled shifts of police duty, overtime, special assignments, department-sanctioned schooling in lieu of regular duty, and court appearances arising out of an officer's employment with this department.

### **SECONDARY EMPLOYMENT**

Any off-duty employment that will not require the use or potential use of law enforcement powers by the off-duty officer.

## **§ 59A-23 Outside police personnel employment generally.**

- A. The fee for outside employment services shall be paid by the person or entity requesting the services and shall be set forth in the PBA & PSOA Collective Bargaining Agreements.
- B. Outside employment will be regulated by the Department and may be considered for approval provided the employment does not represent a conflict of interest and the employment and/or tasks do not reflect unfavorably on the integrity or professionalism of the police officer employee or the Police Department. Officers are prohibited from engaging in outside employment that has not been approved by the Chief of Police.
- C. Outside employment opportunities shall be limited to the geographical boundaries of the City, unless expressly authorized by the Chief of Police. Any assignments outside of the City that are approved by the Chief of Police must conform to the same rules and regulations.
- D. The administrative lieutenant shall function as the manager and point of contact for all outside employment assignments. The administrative lieutenant shall be responsible for maintaining a daily list of all outside employment assignments scheduled in the City.
- E. The administrative lieutenant shall create and maintain a comprehensive file for each vendor that contracts with the City for police services. Said file shall contain all relevant information and forms relating to outside employment assignments worked within two years from the then-current date.
- F. Prior to the commencement of outside employment police services, the individual or entity requesting police services will be required to submit payment to the Police Department (which shall be forwarded to the City Department of Revenue and Finance for deposit in an escrow account) equaling a reasonable estimate of the cost of police services based upon the total number of man hours requested. All such fees must be paid in full prior to the date on which the outside employment police services are scheduled to commence.
  - (1) Some vendors and governmental agencies and their respective subdivisions may be exempted from this requirement and may be billed for the actual cost of the police services at the conclusion of the assignment or on a periodic basis.

## **§ 59A-24 Approval of outside employment assignments.**

- A. Attached hereto as Exhibit A is a copy of the form "Outside Employment Contract" which may be utilized by the Police Department to enter into outside employment agreements with private entities on behalf of the City of Hoboken.<sup>[1]</sup>  
[1] *Editor's Note: Said exhibit is on file in the City offices.*
- B. All persons or entities requesting police services will be required to submit a completed outside employment contract to the Chief of Police or their designee at least 48 hours prior to the date the services are needed.
- C. The Chief of Police or their designee will evaluate all requests for outside employment police services to ensure that the request is lawful and consistent with a positive image of law enforcement officers.

## **§ 59A-25 Assignment of Officers.**

- A. In order to be eligible to work outside employment, an officer must be certified by the P.T.C. as a full-time law enforcement officer, must have completed his field-training program and cannot be on medical or other leave due to sickness, temporary disability or an on-duty injury. These requirements may be waived by the Chief of Police.
- B. The administrative lieutenant or designee shall select officers who have expressed interest in a particular outside employment assignment based upon the previous number of outside employment and overtime hours worked in the then-current quarter, and any other fair and reasonable considerations as determined by the administrative lieutenant or Chief of Police.
- C. In situations where two or more officers express interest in the same assignment and both officers have previously worked the same number of hours in the current quarter, the assignments shall be given to the officer with the greater seniority.

## **§ 59A-26 Payment schedule.**

[Amended 5-17-2017 by Ord. No. Z-488]

The hourly rate for the Outside Police Personnel Employment Program ("Outside Employment Program" or "OEP") to be paid by a private contractor shall be \$80 per hour for members of the Hoboken Local #2 PBA Union and the Hoboken Superior Officers Association, subject to the following conditions:

- A. The City shall retain \$10 per hour from the initial OEP billing rate of \$80 per hour for administrative overhead and necessary accounting purposes.
- B. For members of the Hoboken Local #2 PBA Union, police officers shall receive \$70 per hour of which \$5 shall be deducted from the gross hourly wage, by the City, as agreed by the membership and forwarded in quarterly installments to the PBA's Good and Welfare Fund.
- C. For members of the Hoboken Superior Officers Association, police officers shall receive \$70 per hour, of which \$4 shall be deducted from the gross hourly wage, by the City, as agreed by the membership and forwarded in quarterly installments to the PSOA's Good and Welfare Fund.
- D. For members of the Hoboken Local #2 PBA Union, the employee's final gross hourly wage for OEP shall be \$65 per hour and paid through the City's Finance/Payroll Department, after all above mentioned deductions are made.
- E. For members of the Hoboken Superior Officers Association, the employee's final gross hourly wage for OEP shall be \$66 per hour and paid through the City's Finance/Payroll Department, after all above mentioned deductions are made.

- F. The outside contractor shall pay to the officer overtime at the rate of time and one half (\$120 per hour) for all hours worked beyond an initially eight-hour scheduled job. There shall be no additional monies added, subtracted, or retained, by the City or the P.B.A., from this overtime rate of pay.
- G. OEP in connection with private or for-profit events involving 1,000 persons or more, excluding those sponsored by the Board of Education or the City such as street festivals, parades, sporting events and the like, for members of the Hoboken Superior Officers Association the hourly rate for supervisors shall be \$100 and the overtime rate shall be \$150 with the same deductions as outlined in Subsections A and C above.

### **§ 59A-27 Emergencies.**

- A. The Chief of Police or his designee shall have the authority to order any police officer engaged in an outside assignment within the City of Hoboken to respond to an emergency situation occurring within the City of Hoboken. The Chief of Police or his designee shall also have the right to offer any outside assignment terminated whenever said assignment created an unacceptable risk to the health, safety and welfare of the officer and/or the citizens of the City of Hoboken.
- B. In the event that an officer is assigned to an emergency situation, the Police Chief or his designee shall make note of said emergency situation, as well as the time said officer was removed from said outside assignment. In any situation where a police officer is performing an outside assignment and is called to an emergency situation, said private person or entity shall not be responsible for the payment of the officer's hourly rate until such time as said police officer returns to the outside employment.

### **§ 59A-28 Administrative procedures and policies.**

The Police Chief and/or administrative officer may issue and implement such administrative policies and procedures, not inconsistent with this chapter, so as to implement the intent and purpose of this chapter.