

SPECIFICATIONS

FOR

LEASE OF OFFICE TRAILER

AT

CAMDEN COUNTY COLLEGE

FOR THE

BOARD OF COMMISSIONERS

CAMDEN COUNTY COURTHOUSE

CAMDEN, NEW JERSEY 08102

SPECIFICATION WRITER:

IGNARRI-LUMMIS ARCHITECTS, LLP

601 CHAPEL AVENUE EAST

CHERRY HILL, NEW JERSEY 08034

TELEPHONE NO. 856/428-8877

COMM. NO.: 9840-16

DATE: SEPTEMBER 28, 2021

PROPOSAL FORM
FOR
LEASE OF OFFICE TRAILER
AT
CAMDEN COUNTY COLLEGE

TO THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, NEW JERSEY:

The Undersigned _____
(Name of Bidder & Telephone No.)

hereby proposes to furnish all labor, materials, equipment, and services to furnish one (1) Office Trailer as hereinafter specified for the lump sum price of:

1. Base Bid

	<u>Price per Month</u>	<u>Term</u>	<u>Total Price</u>
1.1 Office Trailer Lease	\$ _____	9 mo.	\$ _____
Trailer Manufacturer and Model: _____			
1.2 Delivery and Installation		Lump Sum	\$ _____
1.3 Tear Down and Removal at End of Contract		Lump Sum	\$ _____
1.4 Occupancy Services (see Section 7)	\$ _____	9 mo.	\$ _____
1.5 Total (sum of 1.1 to 1.4 above)			\$ _____

2. Option – Second Year	Office Trailer Lease	\$ _____ per month
	Occupancy Services	\$ _____ per month
3. Option – Third Year	Office Trailer Lease	\$ _____ per month
	Occupancy Services	\$ _____ per month

The above prices includes all charges and expenses for the furnishing of all materials, fabrication, delivery and services to the County for the new equipment trailer under the conditions specified.

The Bidder states that they have carefully examined the specifications, visited the site, and they have fully informed themselves regarding all conditions at the sites, and pertaining to the work to be done, and that they will furnish all labor and materials and assume all responsibilities, even though not specifically mentioned, but which are necessarily required or reasonably implied to obtain the completed conditions contemplated.

The award of contract will be to the responsible bidder whose Total Base Bid (line 1.5 above) is the lowest. The County reserves the right to award a second and third year option at the sole discretion of the County.

References: Provide names and telephone number of three (3) references and locations for which the bidder has provided similar trailers and services.

	<u>Company</u>	<u>Telephone No.</u>	<u>Trailer Location (Town, State)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Respectfully submitted,

NOTE: If the Bidder is a Corporation, the President or other officer shall sign and affix the Corporate Seal to be attested to by the Secretary.

BY: Legal Name of Corporation: _____

Address: _____

Signed Signature: _____

Typed Signature: _____

Attest: _____ (Signature of Secretary)

Date: _____

Seal:

NOTE: If the Bidder is an unincorporated firm or partnership it shall be signed by the firm or partnership name and also by all partners or members of the firm in their individual names.

BY: Legal Name of Firm or Partnership: _____

Address: _____

Signed Signatures: _____

Typed Names: _____

Date: _____

SPECIFICATIONS
FOR
LEASE OF OFFICE TRAILER
AT
CAMDEN COUNTY COLLEGE

1. SCOPE:

- 1.1 The work under this specification consists of a lease for providing all design services, labor, materials, supplies, equipment and services to furnish and construct a new Office Trailer at Camden County College, Blackwood, NJ in a complete and satisfactory condition as specified herein.
- 1.2 The office trailer shall be located at 200 College Drive, Blackwood, NJ, and placed where directed by Camden County College.
- 1.3 Proposal may not include third party financing. Any proposal including third party financing will be rejected.
- 1.4 This contract is for a period from November 1, 2021 to July 31, 2022 with an option to extend the contract on a month-to-month basis for up to two years (August 1, 2022 to July 31, 2023, and August 1, 2023 to July 31, 2024) at the sole discretion of the County.

2. GENERAL:

- 2.1 The contractor shall control on their premises, all operations of fabrication, installation and maintenance of the office trailer.
- 2.2 Prior to submitting their bid, the bidder shall visit the site to become fully informed regarding all conditions at the site and pertaining to the work to be done.
- 2.3 The trailer shall be assembled, permitted, tested and ready for occupancy on or before November 1, 2021, at the direction of the County.
- 2.4 Bidders shall demonstrate to the County's satisfaction that they can design and construct the trailer of the type required by these specifications. Bidders shall submit three (3) references of their previous work of similar size and scope with the bid that reflects their capabilities and experience.
- 2.5 It is recognized that not all materials are manufactured or designed exactly the same. Trade names and models specified herein are named to establish a minimum standard of quality. Substitute makes and models shall be considered and reviewed on the basis of their ability to provide the intended results. Complete specifications and samples of proposed substitutions must be submitted with the bid, or the bid will be rejected due to non-conformance.

2.6 Electric power will be provided by a County provided generator. Final electrical connections to the trailer shall be made by the County.

3 CONTRACTOR QUALIFICATIONS:

3.1 The contractor shall be a single source company for the fabrication and installation of the office trailer. The contractor shall be a reputable company having a minimum of five (5) years experience in the design, fabrication and installation of trailers of similar size and scope.

4. ENGINEERING REQUIREMENTS:

4.1 The contractor shall retain and pay for the services of a professional Engineer of Record (EOR) licensed in the State of New Jersey for the code compliant design and preparation of drawings for the trailer. If the Engineer of Record is a consultant to the contractor, they do not need to be listed as a subcontractor with the bid submission.

4.2 Drawings shall be developed under the responsible charge the EOR and shall include plans, elevations, details, materials and construction specifications in accordance with the EOR's structural design for the temporary structure.

4.3 The design of the trailer shall be in accordance with the New Jersey Uniform Construction Code.

4.4 The drawings shall provide all appropriate information to show the fully constructed trailer dimensions, location, member sizes, and/or typical connections type and information for the proper erection, assembly and third-party review of the structure.

4.5 The final drawings shall be submitted to Camden County Improvement Authority (CCIA) for approval within two weeks after award of contract, prior to fabrication. The CCIA will review the drawings and provide comments to the contractor within one week of the submission of the drawings. CCIA reserves the right to make changes to the layout of the trailer.

4.6 If required, the contractor is responsible for submitting the signed and sealed drawings to the Township of Blackwood for building permits. Any comments from the building department shall be answered by the contractor's EOR with revised drawings resubmitted as necessary in order to obtain the necessary permits. The County will be responsible for all zoning approvals.

4.7 The contractor shall pay for all permits, which will be reimbursed by the County (without mark-up). The cost of permits shall not be included in the bid prices submitted.

4.8 Drawings: The drawings shall include the following:

- 4.8.1 Stamped (sealed), signed and dated by a licensed professional engineer legally registered in the state of NJ.
- 4.8.2 Codes and design guidelines used for design (typically included in the General Notes).
- 4.8.3 Plan views of temporary structure, including the dimensioned location and configuration of ballast and/ or lateral bracing elements. The plan shall include the interior layout of the trailer, indicating all rooms and their dimensions.
- 4.8.4 Elevation views of the trailer, including doors, windows, stairs, ramp, and exterior mounted equipment. Provide overall dimensions.
- 4.8.5 Required connection tie down details and specifications.
- 4.8.6 Working load capacities, as required by code.
- 4.8.7 Indicate material grades, strengths, and/or ASTM designations.
- 4.8.8 Minimum geotechnical properties for the supporting ground.
- 4.8.9 A package of structural calculations prepared by the EOR of the temporary structure should include structural analysis/design of all members, connections, ballast or other foundations, and allowable soil bearing pressure assumptions. The calculations shall be stamped (sealed), signed, and dated by a professional engineer legally licensed in the state of NJ.

5. OFFICE TRAILER:

- 5.1 The office trailer shall be a double wide trailer, 1,440 Sq. Ft. (24' x 60')
- 5.2 The office trailer shall contain the following spaces:
 - (2) Private offices, 10 ft. x 10 ft., approx., at end of the trailer
 - (1) Central open workspace
 - (1) Restroom, ADA compliant
- 5.3 Wind Speed: 130 MPH
- 5.4 Wind exposure: C

- 5.5 Frame:
 - 5.5.1 Estimated unit height 13' 6"
 - 5.5.2 Outrigger with formed steel @ 48" O.C. Beam: 12" I Beam spacing 95'-5", ASTM A-36
 - 5.5.3 Steel Hitch: Detachable

- 5.6 Floor:
 - 5.6.1 Bottom Board: .040 asphalt impregnated, .040 Simplex, or equivalent
 - 5.6.2 Insulation: R-21 minimum
 - 5.6.3 Joists: 2x6 @ 16" O.C., #2 SPF or better, transverse
 - 5.6.4 Decking: 3/4" plywood, tongue and groove
 - 5.6.5 Covering: 12" VCT flooring, or 20 oz. Commercial carpet, as selected by the County.
 - 5.6.6 Floor Live load: 50 PSF

- 5.7 Exterior Walls:
 - 5.7.1 Studs: 2x6 @16" O.C., stud grade or better
 - 5.7.2 Bottom Plate: Single 2x6, continuous, #3 SPF or better
 - 5.7.3 Top Plate: Double 2x6, continuous, #3 SPF or better
 - 5.7.4 Sheathing: 1/8" thermoply, entire perimeter or equal
 - 5.7.5 Insulation: R-19 minimum
 - 5.7.6 Siding: .019" aluminum. Color selection by Camden County
 - 5.7.7 Trim: .019" aluminum, top & bottom, or Smart Trim. Color selection by Camden County

- 5.8 Interior Walls:
 - 5.8.1 Studs: 2x4 at 16" O.C., stud grade or better
 - 5.8.2 Bottom Plate: Single 2x4, continuous #2 PTW or better
 - 5.8.3 Top Plate: Double 2x4 continuous, #2 PTW or better
 - 5.8.4 Covering: 5/8" Vinyl clad gypsum, (Class 1 flame spread) Color selection by Camden County
 - 5.8.5 Insulation: R-11 Minimum
 - 5.8.6 Columns: Concealed in wall
 - 5.8.7 Plenum walls: insulated

- 5.9 Roof:
 - 5.9.1 Rafters: Mono pitched, 30 PSF live Load
 - 5.9.2 Mate Beam: micro-lam 1- 1/2"x24" billet, clear span
 - 5.9.3 Ceiling: 1/2" pre-finished gypsum (without rosettes), seaspray or "popcorn", (class 1 flame spread)
 - 5.9.4 Ceiling Height: 8'-0"
 - 5.9.5 Insulation: R-38 Minimum
 - 5.9.6 Sheathing: 7/16" minimum, APA rated, 20/0 span, exposure 1
 - 5.9.7 Roofing: 45 mil. White EPDM
 - 5.9.8 Tie Down: over the roof with 48" of strap below floor

- 5.9.9 Roof Vents: Standard
- 5.9.10 Gable Vents: Standard
- 5.10 Exterior Doors:
 - 5.10.1 (2) 36"x80", 18 Gauge insulated steel doors with wrap around steel jamb
 - 5.10.2 Hardware: Commercial grade (Level 2) - panic, closer, keyed lever hardware, weather stripping and threshold, ADA complaint.
 - 5.10.3 Misc.: 10"x 10" safety glass window on exterior doors.
- 5.11 Interior Doors:
 - 5.11.1 (3) 36" x 80" solid core, paint grade doors with steel jambs, pre-hung
 - 5.11.2 Hardware: Key lockset at offices, Privacy lock on restroom, lever hardware, ADA complaint,
- 5.12 Windows:
 - 5.12.1 (6) Size: 36"x 48" vinyl frame white, clear double insulated glass, (3) per side.
 - 5.12.2 Screens: self-storing with insect screens
- 5.13 Electrical:
 - 5.13.1 Office Trailer Unit will be powered by a County provided emergency generator. The electrical system for the trailer shall provide a single point of connection from the generator, which will be made by the County.
 - 5.13.2 Load Center: (1) 200-amp, interior flush mount, single phase, 3 wire, 60 Hz with ground, 120/240 volt
 - 5.13.3 Raceway: #12 Romex minimum
 - 5.13.4 Lights: Surface mounted 232 fluorescent fixtures with lens, quantity and spacing for general illumination
 - 5.13.5 (10) Receptacles:125 volts/15-amp duplex with matching plate, located per CC College direction.
 - 5.13.6 Emergency Lights: dual head with battery back-up
 - 5.13.7 Exit lights: single faced with battery back-up
 - 5.13.8 Exterior: Standard porch lights with Photocell
 - 5.13.9 Misc: J-boxes for fire alarm wiring with ridged conduit, stubbed through floor. 11/4" ridged conduit through floor for load centers.
- 5.14 HVAC:
 - 5.14.1 Heating: (2) 10 kw, 240-volt electric resistance heat strip
 - 5.14.2 Cooling: (2) 3-ton central wall hung units
 - 5.14.3 Ducts: in roof
 - 5.14.4 Exhaust fan in restroom.
 - 5.14.5 Diffusers: adjustable damper, ceiling supply
 - 5.14.6 Return Air: grill in plenum wall
 - 5.14.7 Misc.: Exterior mounted weather tight disconnects
 - 5.14.8 Thermostat: 7-day programmable thermostat w/Locking T-Stat cover

- 5.15 Plumbing:
 - 5.15.1 Sink and toilet in restroom.
 - 5.15.2 Provide 100 gal. holding tank for potable water and 250 gal. holding tank for sanitary, located under the trailer.
 - 5.15.3 Provide an electric point of use water heater for the sink.
 - 5.15.4 Provide all piping, pumps, valves and fittings to the fixtures for a complete operational system.

- 5.16 Steps and Ramp:
 - 5.16.1 Provide OSHA approved aluminum steps at each door.
 - 5.16.2 Provide ADA compliant ramp and landing to one exterior door.

- 5.17 Miscellaneous:
 - 5.17.1 (2) 5# ABC fire extinguishers with brackets
 - 5.17.2 (2) Hardwired smoke detectors battery powered
 - 5.17.3 Hurricane tie down requirements to meet state and local code compliance
 - 5.17.4 ABS pads for piers
 - 5.17.5 Skirting, vinyl, and color determined by Camden County.

6 INSTALLATION:

- 6.1 The contractor shall install the office trailer where directed by Camden County College.
- 6.2 Include all associated transportation costs and equipment necessary for the installation of the trailer.
- 6.3 Include all blocking and leveling of the trailer. Include all labor and materials necessary for the complete installation of the modular trailer units.
- 6.4 Include installation and attachment of the exterior stairs and ramp, including handrails.
- 6.5 Include installation of the required tie-downs for the modular trailer units.

7 OCCUPANCY SERVICES:

- 7.1 The contractor is responsible for the following occupancy services for the term of the contract:
- 7.2 The contractor shall respond to any issue pertaining to servicing of the trailer within 60 minutes from phone or email notification from the County or Camden County College.
- 7.3 Provide potable water in the holding tank: twice weekly, or as needed.

- 7.4 Empty the sanitary waste holding tank: twice weekly, or as needed.
- 7.5 At the County's sole discretion, the occupancy services for water and sanitary waste, and associated payments, may be terminated at any time during the term of the lease.

8 REMOVAL SERVICES AT END OF CONTRACT:

- 8.1 At the end of the contract term, the contractor shall remove the trailer from the site, including all skirting, tie-downs, blocking, stairs and ramp.
- 8.2 The County will disconnect the electrical service.
- 8.3 The contractor shall include, in their bid, all costs for the equipment and transportation associated with the removal of the trailer.
- 8.4 After removal of the trailer, the contractor shall restore the site to its as-found condition.