



Inter-Departmental Memorandum

DATE: September 17, 2025

TO: Antoin Evans, Director Asset Manager

FROM: Kenneth Pinnock, Jr., Director of Procurement, Contracts & Risk Management.
Christina Rosol Purchasing Assistant.

SUBJECT: *Motor & Accessories Repair “As Needed” For All JCHA Developments,
For A Period of Two (2) Years with An Option for An Additional Two (2) Years
Public Bid Opening: September 17, 2025 @ 11:00 A.M. (Second Occasion)*

Please be advised that pursuant to the August 6, 2025, bid opening for Motor & Accessories Repair “As Needed”, less than three (3) bids were received. A second public bid opening was rescheduled for Wednesday, September 17, 2025, and the JCHA received a sole bid package. Attached to your review is a copy of the recapitulation sheet and the bidder’s rate:

NAME OF COMPANY:

Universal Electric

MECHANIC HOURLY RATE:

Year 1&2	\$125
Year 3	\$130
Year 4	\$140

DMR Services

MECHANIC HOURLY RATE:

Year 1 & 2	\$185.00
Year 3	\$195.00
Year 4	\$200.00

PLEASE NOTE: *The last public bid for this service was held on June 7, 2025, and Universal Electric Motor Services was the recipient of a contract (101720) in the amount not to exceed Fifty Thousand Dollars (\$50,000.00) for a period of two (2) years with option for an additional two (2) years.*

Invitations were published in local newspapers on August 21st and 22nd, 2025, direct invitations were sent to six (6) firms who expressed interest in the public bidding for this service, of those, there were no local Jersey City firms. The JCHA sources for MBE’s were notified, as well as the usual public works bidding journals (individual letters in Purchasing files).

Provided the above is satisfactory, this office presumes that the Department of Asset Management will forward a resolution for Board action as appropriate.

If any further information is required, please do not hesitate to call.