



Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

REQUEST FOR PROPOSAL (RFP)

Computer System Upgrade

DATE ISSUED: June 28, 2023

TYPE OF PROJECT: The Asbury Park Housing Authority (APHA) is seeking proposals from qualified firm(s)/individual(s) for Computer System Upgrade.

CONTACT PERSON: Ed McDonald, Director of Maintenance 732.774.2660. Ex.303
emcdonald@aphanj.org

LAST DAY FOR QUESTIONS: July 12, 2023 @ 2:00 p.m. **DEADLINE:**
July 18, 2023 @ 10:00 a.m. **SUBMISSION**

SUBMISSION ADDRESS: Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712
Attn. Lou Riccio

Separate sealed or uploaded proposals will be accepted until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP at the APHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

INVITATION FOR BIDS

LEGAL NOTICE

Advertisement for Bid

Project: Computer System Upgrade

Sealed bids for Computer System Upgrade and associated work at the Asbury Park Housing Authority shall be accepted no later than 10:00am (prevailing time) on Tuesday, July 18, 2023 at the Administration Offices of the Housing Authority, 1000 ½ Third Ave., Asbury Park NJ 07712. Bids may be submitted by either mail, digitally (e.g. PDF or other common read-only format), or in person by the Bidder or their agent. No late bids will be accepted.

All hard-copy bids shall be enclosed in a sealed envelope bearing the name of the bidder and clearly marked "Waterproof Roof Coating".

The information for the Bidders, Form of Bid, and Specifications may be reviewed, obtained and submitted via:

1. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

Telephone the Housing Authority at 732-774-2660 x200 with any questions.

Contractors are required to visit the site to determine best manner in which to approach this work before submitting bid. To schedule a site visit contact Edwin McDonald at 732-774-2660 x303.

The Authority does not obligate itself to accept the lowest bid and reserves the right to waive any informalities in the bidding process or to accept or reject any or all bids if deemed in the best interest of the Authority. No bid shall be withdrawn for a period of sixty (60) days subsequent to opening bids without the consent of the Owner.

William F. Snyder
Interim Executive Director
June 23, 2023

Computer System Upgrade

Scope of Work

The IT upgrade will need to be based on APHA requirements. APHA has final approval of the IT upgrade to ensure it conforms to existing architecture within APHA. The upgrades must allow for future expansion.

ALL quotes must contain the following information for IT Infrastructure and Storage Upgrade:

- Software upgrades
- Network upgrades
- Managed services (Computer & IT)

1. Project to be quoted at prevailing wages during normal business hours, 8 AM to 4 PM.

Form of Proposal

Computer System Upgrade
Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, New Jersey 07712

Date: _____

A. BASE BID

1. We, _____, the Undersigned, will furnish all labor, materials, equipment and services necessary for the complete construction, including site, mechanical and electrical work as required in strict accordance with the RFP for Computer System Upgrade as follows:

a. To provide all work for the upgrade of the **Computer System**, the lump sum of:

_____ dollars (\$ _____)

We, the Undersigned, propose to subcontract work, in connection with this single overall bid submission, pursuant to N.J.S.A. 40A: 11-16, to the following:

1. _____

2. _____

B. AGREEMENT: We, the Undersigned, agree, if awarded the Contract, to execute an agreement for the above stated work and compensation on the contact form, as attached.

C. SURETY: We, the Undersigned, agree, if awarded the Contract, to execute and deliver to the Owner, prior to the signing of the Contact, the Bonds as required– Instructions to Bidders.

D. PREVAILING WAGE: We, the undersigned agree to pay all employees on the job the state mandated prevailing wage.

CONTRACT

THIS AGREEMENT, made this day of , 2023, by and between Asbury Park Housing Authority herein called "Owner" , and a corporation, partnership, individual doing business as of the County of , and State of New Jersey hereinafter called "Contractor."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the following:

Upgrading the **Computer System** at the Asbury Park Housing Authority.

Hereinafter called the project, for the sum of dollars (\$xx,xxx.00). This shall include at his (its or their) own proper cost and expense to furnish all materials, supplies, machinery, equipment, tools, superintendent, labor, insurance and other accessories and services necessary to complete the said project in accordance with the price stated in the Proposal.

The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice To Proceed" of the Owner and to fully complete the project within 30 consecutive calendar days thereafter. The Contractor further agrees to pay, as liquidated damages, the sum of \$250 for each consecutive calendar day after 30 days from the start of the contract. The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in three (3) counterparts, each of which shall be deemed an original in the year and day first above mentioned.

Asbury Park Housing Authority
Owner

ATTEST:

Secretary

By _____

Witness

Executive Director
Title

Contractor

ATTEST:

Secretary

By _____

Witness

Title

Address & zip code

NOTE: Secretary of the Owner should attest. If Contractor is a corporation, Secretary should attest.

Instructions To Bidders

Bidders must include with their bid the following:

1. Bid guarantee required by N.J.S.A. 40A: 11-21 - BID BOND
2. Consent of Surety as to Labor and Material Payment Bond
3. Statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2
4. Statement of subcontractors to be used on the project pursuant to N.J.S.A. 40A:11-16
5. Noncollusion Affidavit – Must be Notarized
6. Affirmative Action Program Affidavit & Supplement
7. Statement of Bidder's Qualifications
8. Previous Participation Certification
9. Form of Proposal
10. Copy of New Jersey Public Works Contractor Registration Form.

BID DOCUMENTS SUBMISSION CHECKLIST

A. FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS IS A MANDATORY CAUSE FOR THE BID TO BE REJECTED IN ACCORDANCE WITH N.J.S.A. 40A: 11-23.2

ITEM	BIDDERS INITIALS
Bid guarantee required by N.J.S.A. 40A: 11-21 (BID BOND)	_____
Consent of Surety as to Labor and Material Payment Bond	_____
Statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2	_____
Statement of subcontractors to be used on the project pursuant To N.J.S.A. 40A: 11-16	_____
Noncollusion Affidavit – Must be Notarized	_____
Affirmative Action Program Affidavit & Supplement	_____
New Jersey Public Works Contractor Registration Form	_____

B. FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS MAY BE CAUSE FOR THE BID TO BE REJECTED IN ACCORDANCE WITH N.J.S.A. 40A: 11-23.1B

Statement of Bidder's Qualifications	_____
Previous Participation Certification	_____
Form of Proposal	_____
Section 3 Acknowledgement	_____

C. SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements.

Name of Bidder: _____

By Authorized representative: _____

Signature: _____

Print Name & Title: _____

Date: _____

40A:11-21. Guarantee to be furnished with bid

A person bidding on a contract for the erection, alteration or repair of a public building, structure, facility or other improvement to real property, the total price of which exceeds \$100,000, shall furnish a guarantee as provided for herein. A contracting unit may provide that a person bidding on any other contract, advertised in accordance with law, shall furnish a guarantee as provided for herein. The guarantee shall be payable to the contracting unit so that if the contract is awarded to the bidder, the bidder will enter into a contract therefor and will furnish any performance bond or other security required as a guarantee or indemnification. The guarantee shall be in the amount of 10% of the bid, but not in excess of \$20,000.00, except as otherwise provided herein, and may be given, at the option of the bidder, by certified check, cashier's check or bid bond. In the event that any law or regulation of the United States imposes any condition upon the awarding of a monetary grant to any contracting unit, which condition requires the depositing of a guarantee in an amount other than 10% of the bid or in excess of \$20,000.00 the provisions of this section shall not apply and the requirements of the law or regulation of the United States shall govern.

CONSENT OF SURETY

A performance bond will be required from the successful contractor on this project, and consequently, all bidders shall submit, with their bid, a consent of surety in substantially the following form:

To: _____
(Owner)

Re: _____
(Contractor)

(Project Description)

This is to certify that the _____
(Surety Company)

will provide to _____ a performance bond in
(Owner)

the full amount of awarded contract in the event that said contractor is awarded a contract for the above project.

(CONTRACTOR)

(Authorized Agent of Surety Company)

Date: _____

**CONSENT OF SURETY MUST BE SIGNED BY AN AUTHORIZED AGENT
OR REPRESENTATIVE OF A SURETY COMPANY AND NOT BY THE
INDIVIDUAL OR COMPANY REPRESENTATIVE SUBMITTING THE BID.**

52:25-24.2. Bidders to supply public agencies; statement of ownership of 10% interest in corporation or partnership

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon
the truth of the statements contained in said Proposal

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

LINKS BELOW FOR THE FOLLOWING ATTACHMENTS:

Attachment B – Bonding Requirements

Attachment C – Executive Order 11246 & MBE/WBE Procurement

Attachment D – Accessibility to Construction Site and Contractor's Files

Attachment E – Interest of Other Parties

Attachment F – New Jersey Wage Law, Federal Labor Standards Provisions & Payroll Forms

Attachment G – Contractor Clearance Requirements

Attachment H – 2 CFR Part 200 Appendix II – Administrative Requirements

Attachment I – Certification Regarding Lobbying

Attachment J – Construction Standards

Attachment K – Section 3 Contracts

NJ Public Works Registration Certificate

[https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBINGfZJOWQG
SnTY1CgS68a41MA7eNjHQ_rUSaRq-wSfZydcg0-02Fcj6N7wuEofTo*](https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBINGfZJOWQG
SnTY1CgS68a41MA7eNjHQ_rUSaRq-wSfZydcg0-02Fcj6N7wuEofTo*)

[https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhB-
TRF9OLaRTToFWGuhg_xRs0RsYzN-9rIGbsTX3wQFMFUEV1ENPDs00TQS7j2cNE40*](https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhB-
TRF9OLaRTToFWGuhg_xRs0RsYzN-9rIGbsTX3wQFMFUEV1ENPDs00TQS7j2cNE40*)

[https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCKfpNPCZzVE
HJPNBBmmV4-KDvShVHugIdDpcPOArwjlaywYoB62E-r9v73DQPFwzw*](https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCKfpNPCZzVE
HJPNBBmmV4-KDvShVHugIdDpcPOArwjlaywYoB62E-r9v73DQPFwzw*)



Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

Proposal - Monthly Managed Services:

Use below template and/or attach your own.

Plan Description	Monthly Managed Services
On-site for Services & Support Monday – Friday, 8:30 a.m. – 5:00 p.m.	
Remote Help Desk Support Monday – Friday, 8:30 a.m. – 5:00 p.m.	
After-Hours and Weekend Emergency Support	
Remote Emergency Response Time	
On-site Emergency Response Time	
Remote Monitoring and Maintenance <ul style="list-style-type: none"> Server stability, performance, events & threats Daily backup & firewall monitoring 	
Scheduled Server Maintenance	
Network Resource Monitoring	
Automatic Problem Escalation and Resolution	
Microsoft O/S Patch Management	
Next Gen Antivirus Software Management and Updates	
Daily Monitoring of Server Backup	
Firewall Management and Updates (<i>Mazteck Firewall</i>)	
Content Filtering & Intrusion Protection Mgmt (<i>Mazteck Firewall</i>)	
File and Server Restores from Backup	
Quarterly Strategic Planning	
Asset Tracking and Management with User Portal	
Executive Summary Report (<i>As requested</i>)	
Vendor Management	
Network Documentation (<i>As requested</i>)	
Written Disaster Recovery Plan	
Adding/Removing Users, Mailboxes	
Priority Support and Ticketing	
Installation of New Hardware	
Spam Filtering (<i>Mazteck hosted email only</i>)	
LOCK I.T. Application & Network Security Lock Down	
Next-Gen Security Endpoint Protection	
Per Workstation	
Per Server	



Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

Proposal - Monthly Computer IT Managed Services:

Use below template and/or attach your own.

Office	No.	Standard
Managed Services - Workstations	17	
Managed Services - Server	2	
Next-Gen Security Firewall	1	
Server Off-site Backup (Local & Cloud) <i>Per Server</i>	2	
Monthly:		

À la carte	Standard		
Microsoft Office 365 Suite with Hosted Exchange Email AND Cloud Backup			
Security Awareness Training & Phish Simulations <i>(Up To 50 Users)</i>			
Dark Web Monitoring			
Text-The-Office – Text In/Out of Your Main Number			
Desktop Full System and File Cloud Backup – <i>Infinite Retention</i>			
Monthly:			

Upfront One Time Costs	NO.	Unit Price	Total Price
Onboarding and Setup			
Next Gen Security Firewall			
Server - Local Backup Storage Device – 8tb			
Business Grade Wireless Access Point			
Power Edge Server <ul style="list-style-type: none"> - Rack Mount - Windows 2022 Server Standard - Intel® Xeon® Processor - 64Gb Ram - (2) 4TB SSD HD with Raid 1 - 5 Year Hardware Warranty 			
Business Laptop w/ Webcam <ul style="list-style-type: none"> - I5 Processor - 16Gb Ram - Windows 11 Pro - 256Gb SSD HD - Touch Screen 			
24" Monitor W/ Docking Station			
One Time Charges			