



REQUEST FOR PROPOSAL (RFP)

Replacement of Fire Alarm Systems

DATE ISSUED: **June 28, 2022**

TYPE OF PROJECT: The Asbury Park Housing Authority (APHA) is seeking proposals from qualified firm(s)/individual(s) for Replacement of Fire Alarm Systems.

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

Advertisement for Bid

Project: Fire Alarm Systems

Sealed bids for providing new fire panels, annunciators and associated apartment equipment at at NJ 7-1 Asbury Park Village, NJ 7-2 Washington Village, NJ 7-5 Comstock Court, NJ 7-6 Lumley Homes A&B, and NJ 7-7 Robinson Towers sites for 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 "Fire Alarm Systems".

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. Contractors are required to visit the site. 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

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Sample Form of Contract - [Sample Form of Contract <u>NOT</u> to be returned with BID]	
INSTRUCTIONS TO BIDDERS	
Deadline for receipt of Bids for is 10:00 <u>AM, July 18, 2023.</u>	

Any BID received after that date and time will not be opened and will be rejected.

Asbury Park Housing Authority. [hereinafter sometimes called the “Authority”] expects to award a Contract for said services within 1 month from bid opening.

Each BID submitted via mail or drop off must be three (3) copies, in a sealed envelope, marked on the outside with the words “Asbury Park Housing Authority Fire Alarm System” and sent to:

Asbury Park Housing Authority.
1000 ½ Third Avenue
Asbury Park, New Jersey 07712
Attn: Lou Riccio

Electronic BID submission - Visit our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP. Upload document.

Bidder must schedule an on-site inspection of the equipment and meet with Director of Maintenance Edwin “Ed” McDonald (732) 774-2660 ex. 303 before submitting a bid.

Insurance Requirements

The selected firm will be required to have in full force during the term of this Contract, insurance policy or policies with rated insurance carrier(s) licensed to do business in the State of New Jersey. Each proposing CONTRACTOR shall provide to the Authority, as a part of its Bid, a Certificate of Insurance naming the Asbury Park Housing Authority as an Additional Named Insured. Such insurance coverage amounts are required to remain in full force, uninterrupted, for the duration of the selected firm’s Contract. The following minimum insurance coverage must be in place: CONTRACTOR Comprehensive General Liability Insurance One Million Dollars (\$1,000,000) per claim; Automobile Liability Insurance One Million Dollars (\$1,000,000) per claim; Employers Liability Insurance; and coverage for Worker’s Compensation Insurance applicable under the laws of the State of New Jersey.

Codes, Laws, and Regulations

Bidder shall comply with all applicable codes, laws, regulations, standards, and ordinances applicable and in force during the term of this Contract.

Permits, Licenses, and Fees

Firm will obtain and pay for all permits and licenses required by law that are associated with the Firm’s performance of its contract hereunder.

By submitting its Bid, Bidder agrees to enter into a Contract with the Authority for the work required herein. A sample Form of Contract is contained in this Request for Bids. Bidders shall **not** include the sample Form with its Bid.

Instructions to Bidders (continued)

Term and Termination. All services to be rendered by the CONTRACTOR under the Scope of Work herein shall be completed in accordance with the Schedule for performance stated herein. All or part of this Contract may be terminated by the Authority for its convenience on fifteen (15) days written notice to the CONTRACTOR. In such event, the CONTRACTOR will be entitled to compensation for services competently performed up to the date of termination.

Approval of CONTRACTOR s. The Authority reserves the right to approve the contact person and the persons performing the CONTRACTOR services on behalf of CONTRACTOR. If the Authority, in consultation with the CONTRACTOR and in the Authority's sole discretion, is dissatisfied with the contact person or the person or persons actually performing the professional services on behalf of CONTRACTOR, pursuant to this Contract, the Authority may require CONTRACTOR to assign a different person or persons to be the contact person or to perform the CONTRACTOR services hereunder.

Additional Documents Required in Bid Submission

In addition to submitting, on your company letterhead, your proposed Lump Sum Fee, a breakdown by item and location (Excel Spreadsheet attached) and the statement of existing qualified staff resources to perform and complete all requirements of this Scope of Work within the time schedule for performance stated herein, Proposers must also provide a certified statement that the CONTRACTOR and Firm and all of its proposed experts and/or consultants are not debarred, suspended or otherwise prohibited from CONTRACTOR practice by any State or local agency thereof, or by HUD or any other agency of the United States Government and also must provide proof that the CONTRACTOR is licensed to practice in the State of New Jersey.

The selected CONTRACTOR is required to comply with all federal and State provisions and regulations applicable to the Project recognizing that both Authority and federal funds are being used for this Project. By submitting its BID, Proposer affirms it will so comply and must sign and return as a part of its BID, the forms contained herein including those in the Appendices:

- **Affidavit of Non-Collusion contained herein;**
- **Business Registration Statement contained herein;**
- **Stockholder Disclosure Certification contained herein;**
- **List of References Form contained herein; and,**
- **Certificate of Insurance - as described herein.**

PROJECT DESCRIPTION – Fire Alarm Panel and Ancillary Equipment:

The work comprises the replacement of the existing fire panels, annunciator panels, existing apartment equipment (Smoke/ CO2 Alarms, common area & corridor pull stations), and a projected replacement schedule.

NOTE: Excel Spreadsheet must accompany the bid.

SCOPE OF WORK:

Services of the State of New Jersey licensed Firm (hereinafter referred to as the "CONTRACTOR") are required as follows:

1. To coordinate and consult with the Director of Maintenance (Edwin McDonald).
2. To recommend equipment and materials suitable to meet the City's requirements.
3. Prepare reports as requested.

This project is funded by the US Department of Housing & Urban Development.

Given the above, and as described in the Scope of Work, this Project calls for:

CONTRACTOR services for this work shall include, but not be limited to:

- Work with the existing staff to assure proper installation of all equipment and materials;
 - Prepare on a timely basis all certificates of completion and all other required forms.
 - Obtain required permits.
-

Additional provisions applicable to this Request for BIDs

Each Proposer agrees that, if selected, it will promptly enter into a contract with the Authority for the performance of the Scope of Work herein at its submitted Lump Sum Fee and in accordance with the provisions herein. The following additional provisions will be included in the Contract:

The CONTRACTOR shall perform its work in a manner fully meeting requirements of all federal, state, and other applicable entities of jurisdictions' laws, rules, and regulations;

The CONTRACTOR shall maintain regular communications with the Authority's Director and staff during performance of its CONTRACTOR services and shall meet with the Director as requested by him/her;

All information received during CONTRACTOR 's work and all submissions received by the Authority become the sole property of the Authority for its use in any manner and without further cost to the Authority, unless prohibited by Patent or other legal prohibitions;

The Scope of Work, Affidavit of non-collusion, Certificate of Insurance and forms contained herein form a part of the Contract;

The CONTRACTOR is required to comply with all Equal Opportunity, Affirmative Action, and federal wage rate provisions, including Davis Bacon and other related provisions, to the extent such provisions are applicable to this CONTRACTOR services contract and for submission of such documents as may be required in connection therewith;

The Authority is exempt from sales taxes on purchase and/or supply of goods and services and, upon request, will provide suitable exemption certification to the CONTRACTOR for its use under the work contemplated herein. It shall be the sole responsibility of the CONTRACTOR to obtain said exemption certification from the Authority. Failure of the CONTRACTOR to so obtain and use said exemption certification in its purchase of goods and services hereunder shall, in no way, obligate the Authority to pay the amount of any such taxes CONTRACTOR may incur and payment of all such amounts so incurred shall be the sole responsibility of the CONTRACTOR .

Affidavit of Non-Collusion

STATE OF _____]

COUNTY OF _____] SS

I, _____ of the Municipality of _____ in the
County of _____ and the State of _____ being of full age and being
duly sworn according to law on my oath depose and say that:

I am _____ the duly authorized representative
of the firm of _____

the Proposer making the BID for the above named project; that I executed the said BID with full Authority to do so; that said Proposer has not, directly or indirectly, entered into any Contract, participated in any collusion or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; that all statements contained in said BID and in this affidavit are true and correct, and made with full knowledge; that the State of New Jersey and Asbury Park Housing Authority. rely upon the truth of the statements contained in said BID and 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 Contract or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(N.J.S.A. 52:34-15)

Subscribed and sworn to before me.

this _____ day of _____ 2023

Notary Public
My commission expires _____

New Jersey Business Registration Requirements and Statement

By submitting its BID, Proposer affirms that it is registered with the State of New Jersey Division of Revenue as of the date of submitting its BID and must sign below and submit this page as part of its BID submittal.

No Contract for the CONTRACTOR services herein will be awarded until successful Proposer has submitted proof of its New Jersey Business Registration and that of its Sub-Contractors, if any. Failure to submit your Business Registration Certificate before Contract award will result in disqualification of your BID.

This is to certify that the firm of _____ is registered with the State of New Jersey, Division of Taxation, and complies with the requirements stated herein.

I understand that this registration is mandatory for public works contracts and that no Contract for the CONTRACTOR services herein will be awarded until successful Proposer has submitted proof of its New Jersey Business Registration and for that of its Sub-Contractors, if any.

Signature: _____

Title: _____

Proposer: _____

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with BID Submission

Name of Business: _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- ☐ Partnership ☐ Authority ☐ Sole Proprietorship
☐ Limited Partnership ☐ Limited Liability Authority ☐ Limited Liability Partnership
☐ Subchapter S Authority

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of
_____, 2023

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

LIST OF REFERENCES
(at least three references are required)
(Purpose of references provided is to demonstrate Proposer's experience with the type of
CONTRACTOR services required herein.)

1. Name of Firm:

Address & Tel. # of Firm:

Contact Person:

Title & Job Description:

Brief Description of Work Performed:

2. Name of Firm:

Address & Tel. # of Firm:

Contact Person:

Title & Job Description:

Brief Description of Work Performed:

3. Name of Firm:

Address & Tel. # of Firm:

Contact Person:

Title & Job Description:

Brief Description of Work Performed:

CONTRACTOR QUALIFICATIONS and EVALUATION

The Authority will evaluate all BIDs received based on the following criteria. Incomplete or defective BIDs or BIDs received after the deadline stated herein will not be considered:

100% SCORE BASIS

1. Knowledge of, prior experience in, and satisfactory performance of comparable projects undertaken by Proposer, including based on responses from References provided. All satisfactory = 15%
2. Knowledge of, prior experience in, and satisfactory performance of meeting the requirements of the Fire Department by Proposer = 20%
3. Past performance based on cost control, quality of work, compliance with contract requirements including on-time performance and responses from References provided. All satisfactory = 15%
4. CONTRACTOR 's stated Lump Sum Fee for its CONTRACTOR services hereunder = 50%

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=CBFCIBAA3AAABLblqZhBINGfZJOWQGSnTY1CgS68a41MA7eNjHQ_rUSaRq-wSfZydcg0-02Fcj6N7wuEofTo*

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ASSOCIATED FIRE PROTECTION PROPOSAL - ASBURY PARK HOUSING AUTHORITY									
		Number		Number		Number			
Property		Alarm	Costs	Smoke/	Costs	Pull	Costs	Specifications/ Model	Total Costs
		Panel		CO2 Alarms		Stations			
Comstock Court		1							
Washington Village		1							
Ashbury Park Village		1							

[illegible]