



# Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

## REQUEST FOR PROPOSAL (RFP)

### Vehicles

**DATE ISSUED:** July 18, 2023

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

**CONTACT PERSON:** Cynthia Beniquez, Executive Admin. Assistant 732.774.2660. Ex.200  
[cbeniquez@aphanj.org](mailto:cbeniquez@aphanj.org)

**LAST DAY FOR QUESTIONS:** July 24, 2023 @ 2:00 p.m. **DEADLINE:**  
July 27, 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](http://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:** Vehicles

Sealed bids for Vehicles shall be accepted no later than 10:00am (prevailing time) on July 27, 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 "Vehicles".

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](http://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.

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  
July 18, 2023

# Requirements of the Vendor

The Vendor {Contractor} must be a franchised and/or authorized factory representative, able to furnish the specified vehicle. Dealers or agents submitting a Quote may be required to submit a letter of certification from the manufacturer whose product is proposed, certifying that the dealer or agent is authorized by the manufacturer to supply the vehicle specified. The Authority reserves the right to request such certification and to require that such certification be delivered within five (5) working days from the time it is requested. The Vendor {Contractor} must notify the Authority {Ordering Agency} of any changes in the status of the its franchise.

The vehicles supplied must be standard manufacturer's product line, available to the general public.

A Vendor {Contractor} shall provide a new vehicle only. A used vehicle is not acceptable.

This Bid Solicitation is for the outright purchase of the vehicle only. Leasing of the vehicle or trade-in against the purchase of the vehicle is not permitted.

Any specification or requirement that cannot be confirmed by manufacturer's literature or similar documentation will be confirmed by the Using Agency prior to delivery or final acceptance.

All components of each vehicle supplied under the RFP established shall be identical, for example, alternators, filters, distributors, etc.

The Vendor {Contractor} shall be permitted to use aftermarket installers. The Vendor {Contractor} shall remain solely responsible for the equipment, installation and warranty.

The Vendor {Contractor} is responsible for ensuring aftermarket installer(s)' compliance with all terms and conditions of this Bid Solicitation. The Vendor {Contractor} will assume sole responsibility for any payments due the aftermarket installer(s).

OEM Equipment/Parts: All of the standard and optional equipment/parts provided shall be original equipment manufacturers items when available.

## **VEHICLE SPECIFICATIONS, PART I – COMMON SPECIFICATIONS**

### **General Information:**

The Authority will utilize the manufacturer's option line to order a front license plate bracket, if offered by the vehicle manufacturer as a cost option. If the license plate bracket option is listed as a no charge option by the vehicle manufacturer, it will automatically be included as part of the base vehicle upon ordering.

**IMPORTANT NOTE:** Each vehicle and its components shall be completely assembled, serviced and ready for use when delivered to the Ordering Agency. Unless specified otherwise; any parts, components, equipment, controls, materials, features, performances, capacities, ratings or designs which are standard and/or necessary to form an efficient and complete working vehicle shall be furnished whether specifically required herein or not. The Vendor {Contractor} shall supply any item not specified herein but deemed necessary for the intended use and the item must meet the Industry standards and practices, Federal and New Jersey Safety Standards and Regulations, and SAE and other applicable standards.

This Bid Solicitation permits published options offered by a manufacturer for a trim line and manufacturer's body code bid that is comparable.

**\*In circumstances, the Authority may permit the purchase of a higher trim line than what was awarded as part of the bid, by using the manufacturers options line.**

The Vendor {Contractor} must provide agencies with any delete option, such as manual transmission option, air conditioning delete option or any other delete/deduct option, through the manufacturers published options' price line (discount line); in which case, the bid discount shall be applied to a sum of purchased options' MSRP and the net result shall be deducted from the base vehicle bid. price. It is, however, expected that a purchase of manual transmission or air conditioning delete option will be rare.

Each vehicle shall be delivered with at least 1/2 tank of fuel.

Each vehicle furnished must be protected to -20° F, with a permanent type of anti-freeze.

All accessories shall be supplied and installed by the manufacturer. Aftermarket parts or dealer installation is permitted only if installation is not available from the manufacturer.

Manuals: The Vendor {Contractor} shall supply vehicle operation and maintenance manuals and any other manual that the vehicle manufacturer supplies as a standard manual. The Vendor {Contractor} shall deliver the manuals directly to the Ordering Agency, upon delivery of the first vehicle.

Training: Complete instructions on the operation and maintenance of each vehicle and a demonstration on the operation of the vehicle shall be given by the Vendor {Contractor}, if requested by the Ordering Agency. Training must include operator training with instruction on proper operation and basic preventive maintenance of the vehicle.

Guarantee/Warranty: Advise of guarantee/warranty that can be supplied and term.

The Vendor {Contractor} shall ensure that the manufacturer, whose product is supplied, has a servicing dealer or service location to provide warranty and recall service and/or repair, located within a distance from Asbury Park, NJ, deemed to be reasonable by the Authority. The Vendor {Contractor} may use an aftermarket installer's location to satisfy service requirements, provided this is disclosed in the Quote. Any use of aftermarket installer(s) shall not relieve the Vendor {Contractor} of its obligations under the bid established as a result of this Bid Solicitation. Users of this bid should contact the Vendor {Contractor} in cases where warranty service/repair is to be performed at a place other than the original place of purchase to arrange for a servicing dealer proximate to their location.

The manufacturer's standard warranty must be supplied with each vehicle at the time of delivery and shall be in typed form. The warranty commences with the acceptance of the vehicle at the delivery site and following the final inspection.

The Vendor {Contractor} must provide complete information on warranty coverage.

## **DELIVERY:**

The Vendor {Contractor} must make arrangements for delivery of vehicle(s) within 15 calendar days of Vendor's {Contractor's} receipt of vehicle(s) from the manufacturer. All vehicles must be delivered within 30 calendar days of Vendor's {Contractor's} receipt of vehicle(s) from the manufacturer. If there are extenuating circumstances the Authority may amend this requirement at their discretion to address circumstances which are beyond the Vendor's {Contractor's} control.

The Vendor {Contractor} must supply the following at the time of delivery:

[Manufacturer's Certificate of Origin](#)  
[New Vehicle Inspection Sticker](#)

## Vehicle Specifications

### **Lincoln Aviator 2023 – Standard > 1 Vehicle Needed**

*Minimum Equipment Requirements*

Exterior: Any paint color except black

Interior: Any color except black

#### Powertrains

- 3.0L Twin-Turbocharged V6 Engine with Auto Start-Stop Technology
- All-Wheel Drive
- 10-Speed Automatic Transmission

#### Packages

- Standard
- Premium Package
- Elements Package

Class IV Trailer Tow package

Voice ACT Navigation system

### **Lincoln Corsair 2023 – Standard > 2 Vehicles Needed**

*Minimum Equipment Requirements*

Exterior: Any paint color except black

Interior: Any color

#### Powertrains

- 2.0L Turbocharged I-4 Engine with Auto Start-Stop Technology
- All-Wheel Drive
- Eight-Speed Automatic Transmission

## **Instructions To Bidders**

Bidders must include with their bid the following:

1. Statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2
2. Non collusion Affidavit – Must be Notarized

# 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

Statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2

\_\_\_\_\_

Non collusion Affidavit – Must be Notarized

\_\_\_\_\_

- B. 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.

**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.



**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<br/>SnTY1CgS68a41MA7eNjHQ_rUSaRq-wSfZydcg0-02Fcj6N7wuEofTo*)

[https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhB-  
TRF9OLaRTofWGuHg\\_xRs0RsYzN-9rIGbsTX3wQFMFUEV1ENPDs00TQS7j2cNE40\\*](https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhB-<br/>TRF9OLaRTofWGuHg_xRs0RsYzN-9rIGbsTX3wQFMFUEV1ENPDs00TQS7j2cNE40*)

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

# 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)

**OFFER AND ACCEPTANCE PAGE****BID SOLICITATION** \_\_\_\_\_

Name of Bidder/Contractor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

FEIN \_\_\_\_\_

Print Name &amp; Title of Authorized Representative \_\_\_\_\_

Signature Authorized Representative \_\_\_\_\_

By submitting a Quote the Bidder certifies and confirms that:

1. It has read, understands, and agrees to all terms, conditions, and specifications set forth in the Bid Solicitation and agrees to furnish the goods, products, and/or services in compliance with those terms;
2. It has complied, and will continue to comply, with all applicable laws and regulations governing the provision of State goods and services, including the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 to 28;
3. The price(s) and amount of its Quote have been arrived at independently and without consultation, communication or agreement with any other Contractor/Bidder or any other party;
4. Neither the price(s) nor the amount of its Quote, and neither the approximate price(s) nor approximate amount of this Quote, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before the Quote submission;
5. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a Quote higher than this Quote, or to submit any intentionally high or noncompetitive Quote or other form of complementary Quote;
6. The Quote is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Quote;
7. The Bidder, its affiliates, subsidiaries, officers, directors, and employees are not, to Bidder's knowledge, currently under investigation by any governmental agency for alleged conspiracy or collusion with respect to bidding on any Contract and have not in the last five (5) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any Contract;
8. The Bidder's failure to meet any of the terms and conditions of the Contract shall constitute a breach and may result in suspension or debarment from further Authority bidding; and
9. A defaulting Contractor may also be liable, at the option of the Authority, for the difference between the bid price and the price bid by an alternate Vendor {Bidder} of the goods or services in addition to other remedies available.

**ACCEPTANCE OF OFFER** *(For Authority Use Only)*

The Offer above is hereby accepted and now constitutes a Contract with the Asbury Park Housing Authority. The Contractor is now bound to sell the goods, products, or services in accordance with the terms of the Bid Solicitation and the Authority's Terms and Conditions. The Contractor shall not commence any work or provide any good, product, or service under this Contract until the Vendor Contractor complies with all requirements set forth in the Bid Solicitation and receives written notice to proceed.

Contract/Master Blanket Purchase Order Number \_\_\_\_\_

Award Date \_\_\_\_\_

Effective Date \_\_\_\_\_

Asbury Park Housing Authority Authorized \_\_\_\_\_

Signature \_\_\_\_\_

Print Name and Title \_\_\_\_\_

## OWNERSHIP DISCLOSURE FORM

**VENDOR NAME:** \_\_\_\_\_

**PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE AUTHORITY ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP. Please answer all questions and complete the information requested.**

- |  |            |           |
|--|------------|-----------|
|  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
1. The vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary.
  2. The vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary.  
 A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.  
 A limited liability company with a single member is not a Sole Proprietor.
  3. The vendor is a **corporation, partnership, or limited liability company** with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; and therefore, disclosure is necessary.

If you answered **YES** to Question 3, you must disclose the information requested in the space below:\*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

- |  |            |           |
|--|------------|-----------|
|  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?

If you answered **YES** to Question 4, you must disclose the information requested in the space below:\*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.\*

---



---



---