



**HOUSING AUTHORITY OF
GLOUCESTER COUNTY**

RFP/IFB NUMBER: 17-002

HAGC FINANCE
DEPARTMENT
PROPOSAL/BID
COVER SHEET

INVITATION For B I D (IFB)

DESCRIPTION OF GOODS AND SERVICES

Direct Questions concerning this RFP/IFB to:

PERSON/TITLE: Edward Malinak Purchasing Technician
PHONE/FAX: 856-845-4959 ext 219
E-MAIL ADDRESS: emalinak@hagc.org

FIRE AND EXTENDED COVERAGE INSURANCE

Form PO 501
(rev. November 2015)

CONTRACT TERM	BEGINNING	ENDING
1 Year	3/1/2017	3/1/2018

The Authority reserves the right to reject any and all offers and to waive non-material deficiencies.

GENERAL PROPOSAL/BID REQUIREMENTS

- 1) **SUBMISSION DEADLINE:** (no later than this date & time)

DATE: February 10, 2017	TIME: 2:00PM
--------------------------------	---------------------

NOTE: TIME IS OF THE ESSENCE. LATE OFFERS WILL BE REJECTED.
- 2) **Mailing Address:** Attention: Kimberly Gober, Executive Director
c/o: Housing Authority of Gloucester County
100 Pop Moylan Boulevard, Deptford, NJ 08096
*The Bid Opening shall be held at the same location.
- 3) The Proposal/Bid must conform to specifications as outlined in the RFP/IFB
- 4) Bids ONLY must be enclosed in a sealed envelope addressed to the above.
- 5) ALL Respondents must indicate the RFP/IFB NO. on the outside envelope.
- 6) Proposals/Bids must include all price information, typed or written in **ink**.
- 7) Proposal/Bid prices must remain valid and firm for **60** days after bid deadline.
- 8) The Respondent must sign the Proposal/Bid in **ink** and all corrections or alterations in units or prices must be initialed by the respondent in **ink**.
- 9) If Proposal/Bid Amount exceeds the State Bid Threshold of: \$ **17,500.00**
Then the following items, a. and b., will apply if indicated here: N/A
 - a. A **Bid Guaranty/Bond** will be required at **10%** of Bid, but not to exceed **\$20,000** (max), presented in a **Certified Check** or executed **Bid Bond**.
If a Construction Contract exceeds \$100,000, then **5%** is required. And,
 - b. A **Consent of Surety** is required equal to **100%** of the contract price.
- 10) Regarding Only -- **Invitation for Bids:** N/A
 - a. A **Performance & Payment Bond** totalling **100%** of the **Bid** is required at the awarding from all contractors & subcontractors collectively.
 - b. A **Maintenance Bond** is required prior to final payment (**Construction Only**).
- 11) An **Affirmative Action Cert. & Project Workforce Report** (form-AA201) may be required at contract awarding & during term of contract.

- 12.) **REQUIRED FORMS & CERTIFICATES**
Failure to properly execute & sign the following documents may result in the rejection of the proposal or bid.
↓ [PLEASE INITIAL TO ACKNOWLEDGE COMPLIANCE]
 - a. _____ **IRS Form W-9**
 - b. _____ **Owner Disclosure Statement**
 - c. _____ **"Debarment" Certification**
 - d. _____ **Certificate for Contracts, etc.**
 - e. _____ **Non-Collusion Affidavit**
 - f. _____ **Affirmative Action Statement & Affidavit**
 - g. _____ **Disclosure of Lobbying Activities (if any)**
 - h. _____ **Drug-Free Workplace Affidavit**
 - i. _____ **Non-Default Affidavit**
 - j. _____ **HUD-5369-A, Statements of Bidders**
 - k. _____ **NJ Business Registration Cert.-Contractor**
 - l. _____ **Certificate(s) of Liability Insurance**
 - m. _____ **Certificate(s) of Workers Comp Insurance**
 - n. _____ **Designation of Insurance Company**
 - o. _____ **Iranian Certification**
 - p. _____ **N/A**
 - q. _____ **N/A**
 - r. _____ **N/A**
 - s. _____
 - t. _____
 - u. _____
 - v. _____

Required DOCs must also be filed by authorized subcontractors.

PROPOSAL/BID - TO BE COMPLETED BY RESPONDENT

PLEASE TYPE OR PRINT IN INK.

13) Firm Name and Address	14) Federal Taxpayer ID Number
	15) Telephone Number
16) E-Mail Address, if any	17) Fax Number

PROPOSAL/BID	18a.) Proposal/Bid Amount In Words (BASE BID) Please Type or Print Legibly				Dollars
	18b.) Proposal/Bid Amount in Numbers (BASE BID) U.S. Currency Format Please Type or Print Legibly			19) Date Price Guarantee Expires	
	18c.) Alternates	ALTERNATE 1 -- if applicable N/A	ALTERNATE 2 -- if applicable N/A	ALTERNATE 3 -- if applicable N/A	ALTERNATE 4 -- if applicable N/A

NOTE: DETAILED PRICING SHOULD BE REPORTED ON THE PROPOSAL/BID DETAIL SHEET

Signature of the Respondent attests that the Respondent has read, understands and agrees to all terms, conditions, and specifications set forth in this Request For Proposal/Invitation For Bid, including all addenda.

20) ORIGINAL Signature of Respondent	21) Print/Type Name and Title
	22) Date

PUBLIC NOTICE

REQUEST FOR BID UNDER A FAIR AND OPEN PROCESS IFB # 17-002

The Housing Authority of Gloucester County invites bids for the provisions of the following:
Insurance coverage for a one-year policy for period beginning 3/01/2017.

PUBLIC HOUSING FIRE AND EXTENDED COVERAGE INSURANCE

Proposals shall be received at Authority Administrative Offices,
100 Pop Moylan Boulevard, Deptford, New Jersey no later than:

2:00 PM Friday
February 10, 2017

at which time proposals will be publicly opened and tabulated.

The Housing Authority of Gloucester County is soliciting bids through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. The Housing Authority of Gloucester County reserves the right to waive informalities in proposals and/or reject all proposals. The Proposal selected shall comply with all applicable federal, state and local statutes, rules and regulations. Proposal chosen will be required to comply with P.L. 1975 c.127 (affirmative action requirements), N.J.S.A. 52:32-44 (Business Registration), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., Contract compliance and Equal Employment Opportunities)

For proposal information and proposal format, contact:

**KIMBERLY A. GOBER
EXECUTIVE DIRECTOR**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY
100 POP MOYLAN BOULEVARD
DEPTFORD, NEW JERSEY 08096**

ATTN: EDWARD MALINAK, PURCHASING TECHNICIAN

The Housing Authority of Gloucester County is a fair housing provider. We do not make any preference, limitation or discrimination because of race, color, religion, sex, handicap, familial status, or national origin. The Housing Authority of the Gloucester County is an equal opportunity employer and complies with all federal and state laws, regulations and executive orders regarding employment.



