



**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
<b>1 Year</b>	<b>3/1/2017</b>	<b>3/1/2018</b>

**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)  

<b>DATE:</b> February 10, 2017	<b>TIME:</b> 2:00PM
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**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

<b>PROPOSAL/BID</b>	18a.) Proposal/Bid Amount In Words (BASE BID) <span style="float: right;">Please Type or Print Legibly</span>				Dollars
	18b.) Proposal/Bid Amount in Numbers (BASE BID) U.S. Currency Format <span style="float: right;">Please Type or Print Legibly</span>				
	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.



