



HAGC FINANCE  
DEPARTMENT  
PROPOSAL/BID  
COVER SHEET

Form PO 501  
(rev. November 2015)

HOUSING AUTHORITY OF  
GLOUCESTER COUNTY

INVITATION For B I D (IFB)

Direct Questions concerning this RFP/IFB to:

PERSON/TITLE: Paul Letizia AHO Director  
PHONE/FAX: 856-845-4959 ext 607  
E-MAIL ADDRESS: 0

RFP/IFB NUMBER: 17-005

DESCRIPTION OF GOODS AND SERVICES

SECURITY GUARD SERVICE-CARINO PARK  
APARTMENTS

CONTRACT TERM	BEGINNING	ENDING
1 Year	6/1/2017	5/31/2018

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:	March 10, 2017	TIME:	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.
- The Proposal/Bid must conform to specifications as outlined in the RFP/IFB
  - Bids ONLY must be enclosed in a sealed envelope addressed to the above.
  - ALL Respondents must indicate the RFP/IFB NO. on the outside envelope.
  - Proposals/Bids must include all price information, typed or written in ink.
  - Proposal/Bid prices must remain valid and firm for 60 days after bid deadline.
  - 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.
  - 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 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,
    - A Consent of Surety is required equal to 100% of the contract price.
  - Regarding Only -- Invitation for Bids: N/A
    - A Performance & Payment Bond totalling 100% of the Bid is required at the awarding from all contractors & subcontractors collectively.
    - A Maintenance Bond is required prior to final payment (Construction Only).
  - 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]

- IRS Form W-9
- Owner Disclosure Statement
- "Debarment" Certification
- Certificate for Contracts, etc.
- Non-Collusion Affidavit
- Affirmative Action Statement & Affidavit
- Disclosure of Lobbying Activities (if any)
- Drug-Free Workplace Affidavit
- Non-Default Affidavit
- HUD-5369-A, Statements of Bidders
- NJ Business Registration Cert.-Contractor
- Certificate(s) of Liability Insurance
- Certificate(s) of Workers Comp Insurance
- Iranian Certification
- Statement of Bidder's Qualification
- N/A
- N/A
- N/A
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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

SUBMIT ON ORIGINAL FORM

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY  
CARINO PARK APARTMENTS  
100 POP MOYLAN BOULEVARD  
DEPTFORD, NEW JERSEY 08096  
(856) 845-4959

INSTRUCTIONS TO BIDDERS

SPECIFICATIONS  
AND  
BID FORMS

UNIFORMED SECURITY SERVICE  
FOR  
CARINO PARK APARTMENTS  
100 CHESTNUT STREET  
WILLIAMSTOWN, NEW JERSEY 08094

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BIDS DUE: NO LATER THAN 2:00 P.M., FRIDAY, MARCH 10, 2017

RETURN BIDS TO:

The Housing Authority of Gloucester County  
100 Pop Moylan Boulevard  
Deptford, New Jersey 08096

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

WHEN BIDDING PLEASE RETURN ONE COPY

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY  
CARINO PARK APARTMENTS  
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(856) 845-4959

INSTRUCTIONS TO BIDDERS

FOR

UNIFORMED SECURITY SERVICE

FOR THE PERIOD **JUNE 1, 2017 TO MAY 31, 2018**

1. Sealed bids will be received by the Contracting Agent, The Housing Authority of Gloucester County, 100 Pop Moylan Boulevard, Deptford, New Jersey, 08096 at 2:00 P.M. prevailing time, on **MARCH 10, 2017** at which time said bids will be publicly opened and read aloud for the furnishing of UNIFORMED SECURITY SERVICE for Carino Park Apartments, 100 Chestnut Street Williamstown, New Jersey, 08094 as specified herein.
2. Bids shall be enclosed in a sealed envelope addressed to The Housing Authority of Gloucester County, 100 Pop Moylan Boulevard, Deptford, New Jersey, 08096 with the front of the envelope plainly marked with name and address of the bidder and "BID FOR UNIFORMED SECURITY SERVICE CARINO PARK". One (1) copy of bid form properly signed is required. Official bid forms are enclosed for your convenience and **MUST BE USED** when submitting proposal.
3. If not submitting a bid proposal in accordance with attached instructions and specifications, the outside of above stated envelope should be plainly marked "NO BID", when returned. If bidder wishes to remain on bid list please mark "NO BID" on front cover of this proposal form and include your name and address when returning forms.
4. No bid will be accepted after the hour specified. Additional bid forms and instructions may be procured from The Housing Authority of Gloucester County, 100 Pop Moylan Boulevard, Deptford, New Jersey 08096.
5. The contract shall be for the period of one (1) year commencing on **June 1, 2017** after receipt of insurance certifications and the execution of a formal contract between The Housing Authority of Gloucester County and the successful bidder, and shall terminate on **May 31, 2018** per Specification Section 9.
6. Successful bidder in accordance with attached provisions shall provide insurance. The aforesaid insurance coverage must remain in effect during the entire contract period.
7. All bidders shall complete and sign the Hold Harmless Agreement, Affirmative Action Plan, as appropriate, Stockholders Statement, and the Non-Collusion Certification, as provided with the instructions and specifications of the bid proposal. Failure to furnish this information may be cause for rejection of bid as submitted.

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8. Bid prices are to remain firm for a period of not less than sixty (60) days.
9. Bids shall be prepared in accordance with any proposed increases in the minimum wage in the state of New Jersey or Federal minimum wage, which may become effective during the contract period. No increase in rates will be allowed after award of the contract.
10. Any further information desired regarding the security protection service requirements may be procured from Mr. Paul Letizia, AHO Director, 100 Pop Moylan Boulevard, Deptford, New Jersey, 08096. Phone (856) 845-4959 ext. 607. The AHO Director will provide general administration of the contract and will be The Housing Authority's representative during the contract period.

Kimberly Gober,  
Executive Director  
The Housing Authority of  
Gloucester County

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SPECIFICATIONS

1. Intent
2. Scope
3. General
4. Licensing
5. Contractor Qualifications
6. Duties and Responsibilities
7. Security Guard Requirements
8. Information Required
9. Hours
10. Amounts
11. Prices
12. HAGC Representative
13. Assignment
14. Contract
15. Default of Contractor
16. Changes
17. Payment
18. Receiving Bids
19. Identification
20. Signature on Bids
21. Oral Instructions
22. Deviations
23. Tax Exempt
24. Disputes
25. No Additional Claims
26. Performance – Other Accounts
27. Withdrawal of Bid
28. Liquidated Damages
29. Stockholders
30. Award
31. Lobbying Documents Certification
32. Exhibit “A” General Terms and Conditions
33. Reimbursement To The Housing Authority

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BID FORMS

- Insurance
- Hold Harmless Agreement
- Qualification Questionnaire
- Bid Dollar Amounts and Deviations
- Stockholder/Partnership Information
- Signature Page
- General terms & Conditions
- ELEC
- Disclosure of Lobbying Activities
- Drug-Free Workplace Affidavit
- Exhibit D Americans With Disabilities Act
- Table 5.1 Mandatory Contract Clauses for Small Purchases other than construction
- Certification for Contracts, Grants, Loans and Cooperative Agreement;  
Non- Collusion Certification
- Owner Disclosure Statement, Certification Regarding The Debarment,  
Affirmative Action Statement
- Non-Default Affidavit
- Exhibit C Mandatory Equal Employment opportunity Language
- U.S. Department of Housing and Urban Development
- W-9
- Disclosure of Investment Activities in Iran

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SPECIFICATIONS  
FOR  
UNIFORMED SECURITY SERVICE

1. INTENT: It is the intent and purpose of these specifications to describe the general conditions and requirements related to the contract to be awarded for the uniformed security guard services. The conditions and requirements are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of bids and selection of the lowest responsive and responsible bidder.
2. SCOPE: The Housing Authority of Gloucester County (HAGC) will contract for the services of a competent commercial security service company (Contractor) for its apartment building. The primary duties and responsibilities of the Contractor are building security, assistance to and safety of building residents, their guests, HAGC personnel and property as specified herein. The Contractor is expected to provide fully trained, qualified security officers and supervision of the officers.
3. GENERAL: All Contractor personnel shall be sound physically and mentally, of good moral character and able to perform their duties without weapons. They shall use good judgment for situation/incident control.

Security officers shall perform their duties in a friendly and courteous manner and shall refrain from conduct, comment and demeanor that would reflect poorly upon HAGC. Security officers shall be highly visible and discreet in the performance of their duties.

All employees of the Contractor shall be processed as new employees as specified in Section 4 of these specifications regardless of whether or not the Contractor is the incumbent Security Service Contractor.

4. LICENSING: The Contractor and when required, the employees and agents of the Contractor, shall be duly licensed in the State of New Jersey pursuant to the provisions of any applicable statute or regulation that governs commercial security services. The Contractor must submit proof of licensure with the bid. Failure to submit such proof of licensure will cause the bid to be rejected. Should the Contractor fail to comply with any applicable licensing and performance requirements, and should the contractor receive notification of non-compliance from the applicable entity HAGC, shall be advised of such notification within twenty-four (24) hours of the Contractor's receipt of notice. HAGC shall then have the right to terminate the contract.
5. CONTRACTOR QUALIFICATIONS: The Contractor shall have been in the business of providing security services of this type continually as one company for at least the past five (5) years. Proof is required to be submitted with the bid.

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The Contractor shall use trained security officers directly employed and supervised by the Contractor. The security officers shall meet the following minimum standards:

- At least 18 years of age
- High school diploma or equivalent
- Successful completion of a written examination pertaining to the duties to be performed by the officer and his/her ability to comprehend and carry out those duties. Examination shall be prepared and administered by the Contractor. Examination shall be subject to approval by HAGC.
- No record of convictions for criminal offenses.
- The Contractor shall certify to HAGC that each security officer is mentally and physically able to perform all the duties required.
- The Contractor shall conduct a background investigation of each officer. The investigation shall include, but not be limited to, five (5) years of employment and a check of references. Results of the investigation shall be available for review by HAGC, if requested.
- Successful completion of a drug test, including testing for the presence of amphetamines, barbiturates, cannabis, cocaine, and opiates. The Contractor must certify to HAGC that each officer has completed and passed all test described herein. HAGC shall have the right to approve or reject all potential officers prior to assignment.
- Each officer must be able to read, write and speak the English language clearly and intelligently.
- The Contractor is responsible for having its officers meet the following MINIMUM training requirements PRIOR to assigning them to the Carino Park building. Lesson plans shall be submitted with the bid. HAGC reserves the right to require the Contractor to modify the lesson plan as directed by HAGC. The Contractor shall acknowledge their intent to comply with this requirement prior to award of the contract. HAGC approved lesson plan shall be used throughout the term of the contract. The Contractor will provide instructions, to Contractor's personnel.

Specifically, contractor shall provide the following training:

- A. Maintaining effective security
- B. Maintaining proper appearance, bearing and demeanor
- C. Report writing and documentation appropriate to HAGC requirements



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- D. Familiarization with fire detection and suppression equipment and evacuation techniques
- E. Familiarization with emergency procedures for fires, power failures, illnesses and injuries.

The Contractor shall give a written examination on the aforementioned areas to the officers; results of the tests shall be available for review by HAGC, if requested.

The Contractor shall provide and pay for on-the-job training (OJT). This training shall be included in the bid. Each approved officer selected for assignment to HAGC property shall undergo a minimum of 4 hours of on-the-job training. On-the-job training shall be conducted under the supervision of a qualified supervisor or a security officer who has by practice and experience, a working knowledge of all of HAGC systems, practices and procedures in place at the building. The Contractor shall provide evidence of such training. Payment for OJT shall not be billable to HAGC. OJT will expose the officer to circumstances in the following areas:

- Proper methods of patrol (making rounds)
- Hazard identification – initial action and reporting of same
- HAGC /Contractor report requirements
- Security alarm system in use
- Responding to alarms and emergencies
- Appearance, bearing and demeanor
- Handling confrontations with residents, guests, visitors and HAGC personnel
- Special post instructions
- Enforcement of HAGC rules and regulations
- Instructions in handling “normal” business matters with residents, guests, visitors and HAGC personnel
- Procedures on building evacuation

The Contractor shall provide a Policy and Procedure Manual to each security officer that explains the services required by HAGC.

6. DUTIES AND RESPONSIBILITIES: Security officers and the Contractor shall be responsible for the well being of HAGC residents, personnel and property which shall include, but not be limited to the following:

- Maintain security log and incident reports.
- Perform rounds as directed.
- Respond to all calls placed to Security office.
- Respond appropriately to all situations, which might endanger the safety of the residents or property of HAGC.

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- Maintain a friendly and cordial relationship with all HAGC residents, personnel and guests.
- Submit incident reports at the end of the work shift in which the incident occurred.
- CCTV monitors shall be observed continuously.
- Under no circumstances shall the post be abandoned except when ordered to do so by a command authority such as, HAGC representative, Fire Marshall, Fire Chief, Police, Sheriff or under immediate threat of life.
- All unusual or suspicious activity on HAGC property shall be investigated immediately when practical or reported to the Police.
- Raising and lowering of flags. Appropriate decorum and honor to the national colors shall be rendered at all times.
- Providing written and verbal report of any incident, which occurs, on any shift. Report shall be made to HAGC representative. Incident is as defined on the report form provided by HAGC.
- The Contractor shall be held strictly accountable for his personnel reporting on time to HAGC buildings. Repeated late reporting shall be deemed as grounds for termination of the contract.
- Require all visitors /guests to sign in and out, including apartment numbers.
- Carry out all security officer instructions as set forth by HAGC.
- Refrain from making or receiving personal calls on HAGC telephones, business calls shall be kept to a minimum.
- Refrain from receiving personal visitors during working hours.
- Refrain from bringing or watching/listening to televisions, radios, CD players or other devices which may interfere with the performance of duties.

7. SECURITY GUARD REQUIREMENTS APPEARANCE AND BEHAVIOR: All guards shall be in uniform consisting of the following:

1. Short or long sleeved shirt with collar
2. Trousers
3. Black belt to be worn in trousers
4. Breast badge to be worn on outermost upper garment
5. Photo identification

Appearance:

Men – Conventional haircut, collar length in back, less than half ear covered on side, conventional shave, sideburns shorter than bottom of ear, mustache not lower than corner of mouth.

Women – Conventional haircut, shoulder length, if longer pulled back.

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Cleanliness:

Employee shall be clean in appearance and free of body odor. Hands and face shall be free of dirt, grease and stains. Nails shall be free of dirt and neatly trimmed.

The following activities by any guard will be cause for immediate termination:

1. Gambling or permitting gambling on the premises.
2. Drinking alcoholic beverages or permitting same on premises.
3. Reporting for duty in an apparent intoxicated condition, either alcohol or other substance.
4. Solicitation for any purpose during working hours.
5. Sleeping or appearance of sleeping on duty.
6. Leaving the job site unmanned or without prior authorization or relief.
7. Failure to follow written emergency procedures of HAGC.
8. Engaging in use, possession, distribution, dealing or under the influence of controlled dangerous substances (drugs) while on or about the premises of HAGC.

8. INFORMATION REQUIRED: Bidders are cautioned to fill in all information as requested on the proposal form to serve as a basis for making awards. All prices must be clearly stated on lines provided.

By submitting a proposal the prospective bidder agrees that he fully understands his obligations and that he will not make claim for or have right to cancellation or relief without penalty of the contract because of any misunderstanding or lack of information. He also agrees that he has visited work sites and thoroughly familiarized himself with locations and areas to be serviced.

9. HOURS SCHEDULE:

9a. BASIC WEEKLY SCHEDULE:

Monday 5:00 pm to 8:00 am	Tuesday	15 Hrs.
Tuesday 5:00 pm to 8:00 am	Wednesday	15 Hrs.
Wednesday 5:00 pm to 8: am	Thursday	15 Hrs.
Thursday 5:00 pm to 8:00 am	Friday	15 Hrs.
Friday 5:00 pm to Midnight		7 Hrs.
Saturday, Entire Day		24 Hrs.
Sunday, Entire Day		24 Hrs.
Monday, Midnight to 8:00 a.m.		<u>8 Hrs.</u>
		123 Hrs./Wk.

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An additional 126 total hours per year representing holiday coverage shall be included in the bid.

9b. HOLIDAYS:

The following days require 24-hour coverage:

- |     |                        |       |
|-----|------------------------|-------|
| 1.  | New Years Day          | _____ |
| 2.  | Martin Luther King Day | _____ |
| 3.  | Washington's Birthday  | _____ |
| 4.  | Good Friday            | _____ |
| 5.  | Memorial Day           | _____ |
| 6.  | Independence Day       | _____ |
| 7.  | Labor Day              | _____ |
| 8.  | Columbus Day           | _____ |
| 9.  | Election Day           | _____ |
| 10. | Veteran's Day          | _____ |
| 11. | Thanksgiving Day       | _____ |
| 12. | Day After Thanksgiving | _____ |
| 13. | Christmas Eve          | _____ |
| 14. | Christmas Day          | _____ |

Bidders must identify which of the above holidays it recognizes for purposes of paying guards the holiday rate. All other holidays will be paid at regular rate, a portion of which is covered in the basic schedule.

9c. SECURITY GUARD CONTRACT HOURS:

June 1, 2017 – May 31, 2018:

BASIC WEEKS	152 X 123 HOURS X 1 =	6,396
MAY 31, 2018	15 X 1 =	15
HOLIDAY HOURS	126 X 1 =	126
<b>TOTAL HOURS</b>	<b>=</b>	<b>6,537</b>

9d. TOTAL ANNUAL AMOUNT OF CONTRACT: Bid is requested for a total annual amount for Basic/Weekly Schedule.

9e. ADDITIONAL SERVICES: The Contractor shall provide additional officers at the request of HAGC on an emergency or unforeseeable need basis. This will be

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in addition to the hours required on the hour schedule. HAGC cannot guarantee a minimum/maximum number of hours where additional officers may be required. The Contractor shall be able to provide the additional officers within four (4) hours of notification from HAGC. Billing for additional officers shall be at the hourly rates submitted with the bid.

10. AMOUNTS: Bid is requested for the individual rate per hour. Bid is requested for an hourly rate covering bidder's recognized holidays. Bid is requested for an hourly rate covering additional services as required by HAGC during the contract period.
11. PRICES: Bidders shall quote rates per hour for each guard required by the day and weekends plus holidays. A quote shall be given for the Total Annual Amount based on total coverage by all guards. Additional rates shall be submitted for holidays and extra coverage, which may be requested by HAGC.

When an error is made in extending total prices the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise will not relieve the bidder. Prices quoted shall be net with all discounts deducted, and subject only to cash discount for prompt payment of invoice.

It is understood and agreed that all prices quoted are firm and not subject to any increase during the life of the contract. Should there be any reduction in successful bidder prices as submitted with a proposal, vendor agrees that all vouchers submitted on and after such date of price reduction will be invoiced on the basis of such reduced prices.

12. HOUSING AUTHORITY REPRESENTATIVE: The AHO Director will provide general administration of the awarded contract per this bid and will be the Representative during the contract period. The AHO Director, or his authorized representative, will be responsible for communicating request to successful bidder for additional coverage as authorized by HAGC and ascertaining that service is in accordance with the specifications as herein required.
13. ASSIGNMENTS: The bidders shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or his rights, title or interest in or to the same of any part thereof. The contractor shall perform within his own organization and with the assistance of employees under his immediate superintendance all work per this proposal and made a part hereof.

If the bidder shall assign, transfer, convey, sublet or otherwise dispose of the contract in whole or in part or of his right, title or interest therein, or any of the monies to become due under the contract to any person, firm or corporation, the contract may, at the option of HAGC, be terminated, and HAGC thereupon relieved and discharged from any and all liability and obligations growing out of the same to the bidder and to this assignee or

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transferee. However, nothing herein contained shall be construed to hinder, prevent or affect any assignment by the bidder for the benefit of his creditors made pursuant to the statutes of the State of New Jersey. No right under this contract or to any money to become due hereunder, shall be asserted against HAGC or entity involved in the ownership or operation of the apartment complex in law or in equity by reason of any so-called assignment of this contract, or any part thereof, or any monies to grow due hereunder unless authorized as aforesaid by the written consent of HAGC.

14. CONTRACT: The contract will include an indemnification /hold harmless provision in the following form: Contractor shall be responsible for, shall keep, save and hold HAGC, harmless from and shall indemnify HAGC against any claim, loss, liability, expense (especially including but not limited to costs, counsel fees and or experts' fees) or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss expense or damage resulting from acts occurring prior to termination.

HAGC reserves the right, in the event of unsatisfactory service, to cancel the contract awarded to the successful bidder. If it is necessary to cancel the contract, HAGC, shall have the right of set-off and be entitled to consequential damages.

HAGC reserves the right to terminate any service contract entered into as a result of this proposal providing written notice is given to the contractor at least thirty (30) days prior to such proposed termination date.

HAGC further has the rights of termination to be described in contract.

15. DEFAULT OF CONTRACTOR: The contract shall provide that HAGC has any entity involved in the ownership or operation of the apartment complex shall have upon Contractor's default, all rights to which it may be entitled at law or in equity.
16. CHANGES: All addenda issued prior to the acceptance of the lowest responsive and responsible bid shall become part of contract documents and be included in the bid prices. HAGC, without invalidating the contract, may order changes consisting of additions, deletions, and/or modifications and the contract sum shall be adjusted accordingly. All such changes in contract shall be authorized by written change order signed by HAGC.

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The contract and the contract time may be changed only by change order.

The cost or credit to HAGC from a change in the contract shall be determined by mutual agreement before executing the change involved.

17. **PAYMENT:** Successful bidder will be paid in accordance with the contract documents upon receipt of invoice and a properly executed HAGC payment voucher on a monthly basis. Payment voucher shall indicate the period covered listed by date and total number of hours per day and hours per shift with rate for same. After approval by the AHO Director the payment voucher shall be placed in line for prompt payment. Vouchers are approved for payment on the third Monday of each month.

The contractor agrees that he will make no claim for additional payment because of any misunderstanding of the contract on his part, or of any failure to fully acquaint himself with the conditions relating to the work.

18. **RECEIVING OF BIDS:** All bids must be in the office of HAGC on or before the hour specified on the bid form. No bid will be accepted after the deadline. Bids received after the deadline shall be returned unopened. HAGC will not be responsible for late postal delivery service nor will postmark dates be considered in honoring bids.
19. **IDENTIFICATION:** All employees of successful contractor shall have proper identification in their possession when performing duties relating to the contract within or upon HAGC property.
20. **SIGNATURE ON BIDS:** Bids must be signed in ink by the vendor. All quotations shall be made with typewriter or pen.

Any quotations showing any erasure alteration must be initialed by bidder in ink. Hourly rates and annual sum bid are to be inserted in the spaces provided.

Failure to sign and give all information requested in the proposal may result in the bid being rejected.

Bidder may indicate in the signature section, below the signature lines, its form of business entity (corporation, partnership, sole proprietor, or other) and the titles of the person(s) signing. The names and titles of the person(s) signing shall be typed or printed below the signature lines.

21. **ORAL INSTRUCTIONS:** Neither HAGC nor their authorized representatives will be responsible in any way for oral answers unconfirmed in writing, to any inquiries regarding the intent or meaning of the details of the specifications.

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22. DEVIATIONS: All deviations from the specifications must be noted in detail by the bidder in writing, at the time of submittal of the formal bid. The absence of said deviations at the time of submittal of the bid will hold the bidder strictly accountable to HAGC for furnishing the contract requirements in full accordance with the specifications.

NOTE: Any deviation from these specifications and/or any special conditions required by the bidder shall be recorded on the bid marked "Deviations from Specifications". If there are no deviations or exceptions to be noted state "NONE".

23. TAX EXEMPT: HAGC is exempt from all taxes, including Federal Excise Tax, Transportation Taxes, and state Sales or Use Tax.
24. DISPUTES: Should any disputes arise between the contracting parties as to the meaning or intent of these instructions or specifications HAGC decision is to be final and conclusive.
25. NO ADDITIONAL CLAIMS: The contractor agrees that he will make no claim for additional payments or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or of any failure to fully acquaint himself with any conditions relating to the contract.
26. PERFORMANCE – OTHER ACCOUNTS: Bids must be accompanied by a list of at least two (2) accounts, which bidder has serviced within the past two (2) years or is presently servicing, and which are comparable to HAGC needs in as described in these specifications.
27. WITHDRAWAL OF BID: A written request for the withdrawal of a bid, or any part thereof, will be granted if the request is received by HAGC prior to the specified time of bid opening.
28. LIQUIDATED DAMAGES: Failure, by the successful bidder to execute the contract and submit all exhibits, including proof of insurance within ten (10) days after contract award will result in HAGC to liquidate damages of 5% of bid amount.
29. STOCKHOLDERS/ PARTNERS: In accordance with N.J.S.A. 52:25-24.2, every corporation and/or partnership submitting a bid, shall prior to the receipt of the bid by the Contracting agent for HAGC, or accompanying said bid, submit a statement setting for the names and addresses of all stockholders in the corporation, or partners in the partnership, who own 10% or more of its stock, of any class, or all individual partners in the partnership who own 10% or greater interest therein, as the case may be. If one or more such stockholder, or partners, is itself a corporation or partnership, the stockholders holding 10% or more of that corporations stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. This



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disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partners exceeding the 10% ownership criteria established by this notice, shall have been listed.

30. AWARD: HAGC intends to award the lowest responsive and responsible bidder based on the total annual amount quoted. Award shall be made on the annual basic/holiday schedule figure of **6,537** hours.

The award of the contract or the rejection of the bids shall be made within sixty (60) days of the date of receiving bids.

31. LOBBYING DOCUMENTS CERTIFICATION: If the bid is for more than \$100,000.00 the bidder shall provide a signed and dated copy of the certificate regarding lobbying activities of the bidder, as part of the bid, titled: **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

If applicable, bidder shall provide a full completed, signed and dated copy of Disclosure of Lobbying Activities as part of the bid.

32. EXHIBIT "A" GENERAL TERMS & CONDITIONS: Exhibit "A" in its entirety will be part of the contract for Uniformed Security Services.
33. REIMBURSEMENT TO HAGC: The contractor shall reimburse HAGC for costs to provide coverage in the event the contractor fails to provide the required services per the specifications and contract. Costs shall include actual labor and administrative costs incurred by HAGC and shall be set off against any amount due the Contractor. HAGC exercise of its right of set-off pursuant to this paragraph shall not prevent it from pursuing any other remedy to which it may be entitled or declaring default.

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INSURANCE

The contractor shall secure and maintain during the life of the contract such insurance as will protect him from claims for damages because of bodily injury, including death, and from claims for property damage which may arise both out of and during operations under this contract, whether such operations be by himself or by anyone directly employed by him.

Such coverage for bodily injury shall be in an amount not less than \$500,000.00 including wrongful death, for any one person, and not less than \$1,000,000.00 including wrongful death, for more than one person where such injury arises out of the same accident. Such coverage for property damage shall be in an amount not less than \$1,000,000.00.

The contractor shall, if legally required to do so, secure and maintain during the life of this contract such insurance as will protect him from claims under workmen's compensation acts.

In the event that the contractor is not required to carry workmen's compensation insurance, he shall, by letter, so inform HAGC.

The contractor shall furnish HAGC with satisfactory proof of the insurance herein required before any work commences. This proof shall consist of three (3) certificates of each insurer insuring the contractor employed under the contract, which certificates shall contain the following information (except in the case of workmen's compensation insurance, items 1, 2 and 4 will be sufficient):

1. Name and address of the insured.
2. Number of the policy and the type or types of insurance in force hereunder on the date borne by such certificate.
3. The expiration date of the policy and the limit or limits of liability hereunder on the date borne by such certificate.
4. A statement that the insurance of the type afforded by the policy applied to all the operations of the project, which are undertaken by the insured during the performance of his contract.
5. A statement showing the methods of cancellation. If cancellation may be effected by the giving of notice to the insured and HAGC by the insurer, the policy shall provide that cancellation shall not be effective until fifteen (15) days after receipt of such notice.

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HOLD HARMLESS AGREEMENT

THIS AGEEMENT made and entered into this \_\_\_\_day of \_\_\_\_\_, 2017, by and between the Contracting Agent for The Housing Authority of Gloucester County (HAGC), and \_\_\_\_\_, hereinafter referred to as the CONTRACTOR.

WITNESSETH

WHEREAS, it is the desire of the parties to define certain assumption of responsibility in connection with CONTRACTOR'S presence while or about premises of HAGC.

Now, Therefore, in consideration of the mutual promises hereinafter set forth, the parties hereto agree as follows:

ARTICLE I: HAGC and CONTRACTOR agree that the provisions of this agreement shall apply to and become a part of each oral or written agreement hereinafter entered into between them for the purchase of materials and/or services. This agreement shall continue in full force and effect until terminated by either party at any time by giving to the other written notice of its intention to so terminate.

ARTICLE II: The contractor agrees to indemnify and hold harmless HAGC for loss, damage or injury from any negligent act or omission of the CONTRACTOR, its employee or agents, to the person or property of the parties hereto and their employees, and to the person or property of any other person or corporation while on or about HAGC premises, except such loss, damage or injury resulting solely from HAGC negligence.

ARTICLE III: Notwithstanding the provisions of ARTICLE II hereof, the CONTRACTOR shall not be responsible but HAGC, shall be responsible for damage to or destruction of buildings and personal property, the title to which is in HAGC resulting solely from perils covered under HAGC fire and extended coverage insurance policies, and originating from any cause whatsoever, including the negligent acts and omissions of Contractor while lawfully on or about the premises of HAGC.

ARTICLE IV: Contractor agrees to maintain adequate Public Liability Insurance covering the obligations set forth herein and Workmen's Compensation insurance as required by law, covering all employees.

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All such insurance shall be evidenced by a Certificate of Insurance executed by the CONTRACTOR'S insurance carrier(s) and filed with HAGC, SPECIFICALLY PROVIDING THAT THE CONTRACTOR'S Public Liability Insurance includes contractual coverage covering this agreement, and further that said insurance will not be canceled or changed until at least ten (10) days written notice has been given to HAGC.

ARTICLE V: This agreement shall not supersede any existing agreement between the parties which is in full force and effect on the date of execution hereof.

ARTICLE VI: The covenants and agreements contained in this agreement shall apply to and insure to the benefit of, and be binding upon the parties hereto and their respective successors in interest and assigns.

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CONTRACTOR:  
Firm Name\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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QUALIFICATION QUESTIONNAIRE  
FOR  
UNIFORMED SECURITY GUARD SERVICE

Short form questionnaire for contractors proposing to perform construction, repair work or service costing less than \$100,000.00.

For use on project named herein and similar public work within one year of date submitted.

Financial: \_\_\_\_\_ Individual  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Corporation

Location of Office: \_\_\_\_\_

Condition as of Date: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Brief statement of financial condition or attach copy of a statement you may have already prepared:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience:

Length of Time in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

If Licensed, Give State Number: \_\_\_\_\_

Name of Principle Employee: \_\_\_\_\_

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Information About Work Within Last 5 Years:

	<u>Name of Owner/ Contact Person</u>	<u>Telephone Number</u>	<u>Kind of Work</u>	<u>Completed</u>	<u>\$Amount</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Plan and Equipment:

Have you inspected work sites: \_\_\_\_\_ (Yes or No) Date: \_\_\_\_\_

Who will supervise the job? \_\_\_\_\_

Who is the responsible contractor official? \_\_\_\_\_

What equipment will be used on the job? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I state that the information contained herein is true and correct.

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Note: HAGC will consider the information provided in the qualification questionnaire when determining whether a bid is responsive, and whether a bidder is responsible.

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UNIFORMED SECURITY GUARD SERVICE

Date: \_\_\_\_\_

The Housing Authority of Gloucester County  
100 Pop Moylan Boulevard  
Deptford, New Jersey 08096

Executive Director:

The undersigned hereby undertakes and promises to furnish the contract for UNIFORMED SECURITY GUARD SERVICE as appropriate and as required by the instructions and specifications dated \_\_\_\_\_ as well as the contract documents concerning the same, including all written amendments and changes thereto, which are incorporated herein by reference and part of this bid.

I. Basic Schedule - Bid

- A. Basic Schedule  
Total 123 Hours per week, Hourly Rate \_\_\_\_\_ per hr.
- B. Holiday Schedule, Hourly Rate \_\_\_\_\_ per hr.
- C. Additional unscheduled services \_\_\_\_\_ per hr.
- D. Total annual one year bid for Carino Park Apartments and representing Basic Schedule (3.a) and Holiday Schedule (3.b)

\$ \_\_\_\_\_ Dollars

DEVIATIONS FROM SPECIFICATIONS (If none write "None")

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STOCKHOLDER/PARTNERSHIP INFORMATION

Provide below the following information as a list of all Stockholders in this Corporation/Partnership with 10% or greater interest herein.

If no Stockholder or partner own more than 10% of the stock in a partnership position in the bidding company, state "None".

Name	Address	Percent
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		



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UNIFORMED SECURITY SERVICE

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

ATTEST: \_\_\_\_\_  
Signature

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

(CORPORATE SEAL)

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Address

Signed and Sealed in  
the presence of:

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_

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UNIFORMED SECURITY GUARD SERVICE

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

ATTEST: \_\_\_\_\_  
Signature

The above is hereby accepted this  
\_\_\_\_\_ day of \_\_\_\_\_, 2017.

The Housing Authority of Gloucester County

\_\_\_\_\_  
Executive Director