



HAGC FINANCE
DEPARTMENT

PROPOSAL/BID
COVER SHEET

Form PO 501

(rev. November 2015)

HOUSING AUTHORITY OF GLOUCESTER COUNTY

INVITATION For BID (IFB)

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

RFP/IFB NUMBER: 18-004

DESCRIPTION OF GOODS AND SERVICES

**COMPREHENSIVE GENERAL LIABILITY INSURANCE
FOR THE HOUSING AUTHORITY OF GLOUCESTER
COUNTY**

CONTRACT TERM	BEGINNING	ENDING
1 Year	5/1/2018	5/1/2019

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

GENERAL PROPOSAL/BID REQUIREMENTS

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

DATE: March 14, 2018	TIME: 2:00PM
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NOTE: TIME IS OF THE ESSENCE. LATE OFFERS WILL BE REJECTED.
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| 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
- Designation of Insurance Company
- Iranian Certification
- HUD 50071 Certification of Payments
- 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

