



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: 18-005

DESCRIPTION OF GOODS AND SERVICES

EXCESS LIABILITY INSURANCE FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

Table with 3 columns: CONTRACT TERM (1 Year), BEGINNING (5/1/2018), ENDING (5/1/2019)

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 14, 2018 TIME: 2:30PM
NOTE: TIME IS OF THE ESSENCE. LATE OFFERS WILL BE REJECTED.
2) Mailing Address: Attention: Kimberly Gober, Executive Director
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
10) Regarding Only -- Invitation for Bids: N/A
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. HUD 50071 Certification of Payments
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.

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

PROPOSAL/BID

Form with fields: 18a.) Proposal/Bid Amount In Words (BASE BID), 18b.) Proposal/Bid Amount in Numbers (BASE BID) U.S. Currency Format, 18c.) Alternates, 19) Date Price Guarantee Expires

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.

Form with fields: 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 #18-005

The Housing Authority of Gloucester County invites Bids for the provisions of the following type of insurance coverage for a one year policy for period beginning 5/1/18.

COMMERCIAL UMBRELLA AND EXCESS LIABILITY INSURANCE COVERAGE FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

**Proposals shall be received at Authority Administrative Offices,
100 Pop Moylan Blvd., Deptford, New Jersey 08096 no later than:**

**2:30 PM WEDNESDAY
MARCH 14, 2018**

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 bids.

The Bid selected shall comply with all applicable federal, state and local statutes, rules and regulations. Bid 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 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.



