



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

RFP/IFB NUMBER: 17-014

DESCRIPTION OF GOODS AND SERVICES

LAUNDRY EQUIPMENT-CARINO PARK APARTMENTS

CONTRACT TERM	BEGINNING	ENDING
2 years	8/1/2017	7/31/2019

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:	June 8, 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.

- 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. Iranian Certification
- o. Statement of Bidder's Qualification
- p.
- q.
- r.
- 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

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	ALTERNATE 2 -- if applicable	ALTERNATE 3 -- if applicable	ALTERNATE 4 -- if applicable
	N/A	N/A	N/A	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



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- 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. **Iranian Certification**
- o. **Statement of Bidder's Qualification**
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	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

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