HAGC FINANCE DEPARTMENT

PROPOSAL/BID COVER SHEET

Form PO 501
(rev. November 2015)

POP MOYLAN URBAN REDEVELOPMENT CO., LLC

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 ADRESS: 0

RFP/IFB NUMBER: 17-016

DESCRIPTION OF GOODS AND SERVICES

LAUNDRY EQUIPMENT FOR NANCY J. ELKIS SENIOR HOUSING

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

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 corrrections 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. _____ **NJ Business Registration Cert.-Contractor**
k. _____ **Certificate(s) of Liability Insurance**
l. _____ **Certificate(s) of Workers Comp Insurance**
m. _____ **NJHMFA Questionaire**
n. _____
o. _____
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

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	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