



HAGC FINANCE
DEPARTMENT
PROPOSAL/BID
COVER SHEET

Form PO 501
(rev. November 2015)

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REQUEST For PROPOSAL (RFP)

Direct Questions concerning this RFP/IFB to:

PERSON/TITLE: Stella Barnes Administrative Assistant
PHONE/FAX: 856-845-4959 ext 221
E-MAIL ADDRESS: 0

RFP/IFB NUMBER: 18-011

DESCRIPTION OF GOODS AND SERVICES

LEGAL SERVICES

CONTRACT TERM	BEGINNING	ENDING
1 Year	1/1/2019	12/31/2019

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: | August 9, 2018 | 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 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-B, Instructions to Offerors**
 - k. **NJ Business Registration Cert.-Contractor**
 - l. **Professional License (if applicable)**
 - m. **Affidavit of Moral Integrity**
 - n. **Certificate of Professional Liab. Insur.**
 - o. **Iranian Certification**
 - p. **HUD 50071 Certification of Payments**
 - q. **Certificate(s) of Liability Insurance**
 - r. **Certificate(s) of Workers Comp Insurance**
 - s. **N/A**
 - t. **N/A**
 - u. **N/A**
 - v. **N/A**
- 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

