



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: 18-014

DESCRIPTION OF GOODS AND SERVICES

SECURITY GUARD SERVICE-DEPTFORD PARK

CONTRACT TERM	BEGINNING	ENDING
2 year	11/1/2018	10/31/2020

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: October 16, 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-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. **N/A**
- 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.

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

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
DEPTFORD PARK APARTMENTS
100 POP MOYLAN BOULEVARD
DEPTFORD, NEW JERSEY 08096
(856) 845-4959

INSTRUCTIONS TO BIDDERS

SPECIFICATIONS
AND
BID FORMS

UNIFORMED SECURITY SERVICE
FOR
DEPTFORD PARK APARTMENTS
120 POP MOYLAN BOULEVARD
DEPTFORD, NEW JERSEY 08096

BIDS DUE: NO LATER THAN 2:00 P.M., TUESDAY, OCTOBER 16, 2018

RETURN BIDS TO:

The Housing Authority of Gloucester County
100 Pop Moylan Boulevard
Deptford, New Jersey 08096

BIDDER NAME: _____

ADDRESS: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

