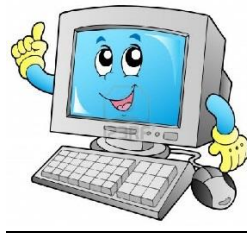


REQUEST FOR PROPOSALS

Computer Services



Due: Thursday, August 26th, 2021 by 10:00 AM

Hackensack Housing Authority
65 First Street
Hackensack, NJ 07102
201 342-4280

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for maintenance of its computer hardware and software. It is the Housing Authority's desire to retain and employ a duly qualified computer specialist who is experienced in maintaining a small office computer system. All services must be in accordance with the existing rules, orders, directives and regulations promulgated by the United States Department of Housing and Urban Development, local and state laws governing this work.

The services that are requested will be as follows:

- 1) Maintain and troubleshoot all hardware problems. Recommend all upgrades to the existing system.
- 2) Maintain and troubleshoot all software related problems.
- 3) Maintain and troubleshoot all operating system (DOS and windows) and network related problems.
- 4) Install all software as recommended by the Housing Authority (including PHA Web software upgrades).
- 5) Respond to all emergencies within 2 hours.
- 6) Provide all services and equipment necessary to ensure that the Authority's computer system is operating efficiently and effectively.
- 7) Other computer services as directed by the Housing Authority.
- 8) Ensure that all systems are adequately backed-up to ensure that no data is lost in the event of a system failure.

Qualifications:

- 1) Must be a duly qualified and authorized to provide all Microsoft and Novell Netware services.
- 2) Must have demonstrated experience in performing the required services.
- 3) Must have a minimum of 5 years' experience.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

Proposal Submission:

All persons interested in submitting a proposal for the computer services should submit a proposal based upon an hourly rate. Proposals should be delivered to the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 26, 2021 by 10:00 AM. All persons submitting a proposal are encouraged to contact the Housing Authority to personally review the existing system.

Proposal Format:

- 1) Must include a completed and signed format sheet (attached);
- 2) Must include a certificate of insurance;
- 3) Must include a listing of references;
- 4) Must include copies of the relevant licenses to provide the necessary services
- 5) Must provide a copy of the New Jersey Business Registration Form.

The term of this contract shall be 10/1/2021 to September 30th, 2023.

This solicitation for proposals is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a "fair and open" process. All proposals will be publicly opened on the date and time specified in the RFP.

ANTHONY FEORENZO
Executive Director

PROPOSAL CHECKLIST

_____ Proposal Form (including Price)

_____ Copy of Vendor's Insurance Certificate

_____ Listing of References and Current Customers (include
telephone numbers)

_____ Relevant Licenses

_____ New Jersey Business Registration Form

Please check off each item that is being submitted with the proposal and include this sheet with the proposal. Failure to include these items with the proposal will result in rejection of the proposal.

Signature

Date:

PROPOSAL FOR COMPUTER MAINTENANCE

Hackensack Housing Authority

65 First Street

Hackensack, New Jersey 07601

(201) 342-4280

Submitted by:

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Price per Hour: \$ _____

Materials/parts, equipment (supported by a manufacturer's invoice)

Overhead: _____%

Profit: _____%

*Price Includes all work outlined in the attached Request for Proposals.

Term: October 1st, 2021 to September 30th, 2023

Date: _____

Contractor's Signature

The Housing Authority reserves the right to reject any and all proposals received in response to its R.F.P. The proposal must contain all the attachments as stated in the "Proposal Submission" section of the R.F.P.

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for the following services:

"Computer Maintenance"

It is the Housing Authority's desire to retain duly qualified, competent and capable contractors and vendors. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting proposals for these services should contact the Housing Authority of the City of Hackensack in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 26, 2021 by 10:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

ANTHONY FEORENZO
Executive Director

AGREEMENT FOR COMPUTER SERVICES

THIS AGREEMENT made on October 1, 2021, by and between , Paramus ("Contractor") and the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees as follows:

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Proposals relating to the Authority's computer systems.

ARTICLE 2. - Time of Completion

As per Request for Proposals.

ARTICLE 3. - Term

10/2/2021-9/31/2023

ARTICLE 4. - Contract Price

The contractor shall be entitled to \$ per hour, 10% overhead and 10% profit on all materials/parts, equipment supported by a manufacturer's invoice.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

ANTHONY FEORENZO, Executive Director

Date:

Date:

