

# REQUEST FOR PROPOSALS

## Sprinklers System Maintenance

Due: 8/18/22 by 10:00 AM



*Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601  
201 342-4280*

## **REQUEST FOR PROPOSALS**

The Housing Authority of the City of Hackensack, New Jersey will accept sealed proposals for testing and inspection of sprinkler systems at all Housing Authority properties. The services will be for a two-year period (10/1/22 to 9/30/24). It is the Housing Authority's desire to retain and employ a duly qualified, licensed contractor. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services.

The services that are requested will be as follows and will encompass all the of the Housing Authority's properties (6 locations). The services shall include all labor and materials (as noted) necessary to test, inspect and maintain all sprinkler systems. The following services shall be provided:

- 1) 60 Kansas Street-complete fire pump test with the test header in the pump room. Test all tampers & flow switches on all floors (10) using a hose flowing into a rolling barrel.
- 2) 175 West Railroad-complete fire pump test using roof hydrants. Test wet system with flow switches for the 1<sup>st</sup> floor.
- 3) 164 Beech Street-test wet system with all tampers & flow switches by using a hose to the utility sink.
- 4) 230 Central Avenue-test wet system with all tampers & flow switches by using a hose to the utility sink.
- 5) 65-1<sup>st</sup> Street-complete fire pump test using roof hydrant. Check all flow & tamper switches on all floors (13)

using a hose into a rolling barrel.

- 6) Newman & Railroad (8 buildings)-test all wet systems and related components.
- 7) Display current inspection tags on tested system and provide relevant paperwork to the Housing Authority per code.
- 8) All work to be completed in one phase between the hours of 8:00 AM to 3:30 PM, Monday to Friday.
- 9) Replacement of defective equipment shall be included at an additional cost. Must be able to respond to all emergency calls within 4 hours of being notified by the Housing Authority (all emergency calls will be billed at the approved hourly rate, plus parts and labor).

Qualifications:

- 1) Must be licensed by all applicable entities governing these services in the State of New Jersey.
- 2) Should have proven previous experience in maintaining comparable fire suppression systems.
- 3) Must be an approvable by the U.S. Department of Housing and Urban Development to provide these services.

Submission:

All persons interested in submitting a bid for the Housing Authority's testing, inspection and maintenance should submit a lump sum price for the basic contract and hourly rates for all other work. The proposal must be sealed and include the following:

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

The proposal should be in a sealed envelope that is clearly marked: "Proposal for Sprinkler System Maintenance." Proposals should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 18th, 2022, by 10:00 AM. The buildings and equipment are available for inspection between the hours of 8:30 AM to 4:00 PM, Monday to Friday.

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

This solicitation is to be made as a "fair and open" competitive solicitation in accordance with the New Jersey "Pay to Play" requirements.

ANTHONY FEORENZO

Executive Director

**PROPOSAL CHECKLIST**

- 1) Must include a completed and signed format sheet (attached);
- 2) Must include a certificate of insurance;
- 3) Must include non-collusive affidavit
- 4) Affirmative Action compliance form;
- 5) Must include a listing of references;
- 6) Must include copies of the relevant licenses to provide the necessary services
- 7) Must provide a copy of the 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.

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Signature

Date:

PROPOSAL FOR SPRINKLER SYSTEM MAINTENANCE  
Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey  
(201) 342-4280

Submitted by:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\*Price for basic Maintenance Service: \$ \_\_\_\_\_

\*\*Hourly Rate for other work: \$ \_\_\_\_\_

\*\*\*Overhead: \_\_\_\_\_ % Profit: \_\_\_\_\_ %

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

\*\*Price for all work outside the scope of the basic maintenance contract, including emergency calls.

\*\*\* Overhead and profit will be added to equipment and parts ordered that are not part of the basic contract. A manufacturer's invoice must accompany the billing.

Term: 24 Months (10/1/22 to 9/30/24)

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:

“Sprinkler System Maintenance”

It is the Housing Authority's desire to retain a duly qualified, competent, and capable contractor to service its sprinkler systems at all properties. 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 the Sprinkler Service maintenance should contact the Housing Authority of the City of Hackensack 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 to the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 18th, 2022 by 10:00 AM. The buildings are available for inspection between the hours of 9:00 AM to 4:00 PM, Monday to Friday.

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

This solicitation is to be made as a “fair and open” competitive solicitation in accordance with the New Jersey “Pay to Play” requirements.

ANTHONY FEORENZO  
Executive Director

**AGREEMENT FOR SPRINKLER SYSTEM TESTING AND INSPECTION**

THIS AGREEMENT made on the 1st day of October 2022, by and between (the "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:

Sprinkler system testing and inspection per the attached Request for Proposal

ARTICLE 1. - Statement of Work

The contractor shall furnish all labor and other items as specified in the attached Request for Proposals relating to testing and inspection of sprinklers systems

ARTICLE 2. - Term: 24 Months

ARTICLE 3. - Contract Price:

2022     \$  
2023     \$  
Hourly: \$

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:



**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant)

(name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_

\_\_\_\_\_ relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)