

# REQUEST FOR BIDS

## Closed Circuit Television Equipment Maintenance

Due: Thursday, 8/17/23 by 11:00 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 bids for maintenance and upgrade of its closed-circuit television (CCTV) equipment and related equipment. The services will be for the term 10/1/23 to 9/30/25. It is the Housing Authority's desire to retain and employ a duly qualified 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 equipment and software located at all sites:

- 1) Ensure that all CCTV equipment is always functioning properly. Adjust equipment as deemed necessary to ensure proper operation.
- 2) Perform all preventative maintenance functions in accordance with the equipment manufacturer's recommendations.
- 3) Adjust existing card access system to allow access cards to be made at the main office
- 4) Install the necessary software to allow the Executive Director, Deputy Executive Director, and Police Department to view, operate, and record all CCTV information from their locations via the internet. Train personal in the correct operation of the equipment
- 5) Make recommendations regarding upgrades and improvements to the CCTV, card access systems.
- 6) Upgrade CCTV system as directed by management.

Qualifications:

- 1) Must be licensed by all applicable entities governing these services in the State of New Jersey.
- 2) Must have a minimum of three (3) years experience in the carting business.
- 3) Must be an approvable by the U.S. Department of Housing and Urban Development to provide these services.

Bid Submission:

All persons interested in submitting a bid for maintenance of the CCTV and card access equipment should submit a price based upon hourly rates. The bid must include the following:

- 1) Fee Proposal
- 2) Must include a completed and signed format sheet (attached);
- 3) Must include a certificate of insurance;
- 4) Must include non-collusive affidavit
- 5) Equipment Certification
- 6) Public Works Contractor registration;
- 7) Affirmative Action compliance form;
- 8) Must include a listing of references;
- 9) Must include copies of the relevant licenses to provide the necessary services
- 10) Must provide a copy of the New Jersey Business Registration Form.

Bids should be delivered to the Housing Authority of the City of Hackensack, 69 First Street, Hackensack, New Jersey on or before Thursday, August 17th, 2023 by 11:00 AM. The existing equipment is available for inspection between the hours of 9:00 AM to 4:00

PM, Monday to Friday.

All work, under this contract, must comply with both federal and state prevailing wage rates.

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 Request for Bids is being made as a "fair and open" solicitation in accordance with the New Jersey "Pay to Play" requirements.

ANTHONY FEORENZO  
Executive Director

**BID CHECKLIST**

- 1) \_\_\_ Must include a completed and signed format sheet;
- 2) \_\_\_ Must include a certificate of insurance;
- 3) \_\_\_ Must include non-collusive affidavit
- 4) \_\_\_ Equipment Certification
- 5) \_\_\_ Public Works Contractor registration;
- 6) \_\_\_ Affirmative Action compliance form;
- 7) \_\_\_ Must include a listing of references;
- 8) \_\_\_ Must include copies of the relevant licenses to provide the necessary services
- 9) \_\_\_ 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.

\_\_\_\_\_  
Signature

Date:

**BID FOR CCTV EQUIPMENT MAINTENANCE**

Housing Authority of the City of Hackensack  
69 First Street  
Hackensack, New Jersey 07601  
(201) 342-4280

Submitted by:

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

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

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

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

1) Price for annual maintenance:

2023-24 \$ \_\_\_\_\_ Hourly Rates

2024-25 \$ \_\_\_\_\_ Hourly Rates

2) Profit and Overhead:

2023-24 Percentage: \_\_\_\_\_ %

2024-25 Percentage \_\_\_\_\_ %

Hourly rates:

Term: 10/1/23-9/30/25

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

The Housing Authority reserves the right to reject any and all bids 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.

**AGREEMENT FOR CCTV MAINTENANCE**

THIS AGREEMENT made on the 1ST day of October 2023, by and between \_\_\_\_\_, New Jersey (the "Contractor") and the Housing Authorities 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:

Maintain all closed-circuit television equipment as per the attached RFP

ARTICLE 1. - Statement of Work

The contractor shall furnish all labor and other items as specified in the attached Request for Proposals relating to CCTV maintenance.

ARTICLE 2. - Term: 24 Months 10/1/23-9/30/25

ARTICLE 3. - Contract Price:

2017-

2018-

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

\_\_\_\_\_  
ANTHONY FEORENZO HHA Executive Director

Date:

\_\_\_\_\_  
Date:

Legal Advertisement

**REQUEST FOR BIDS**

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

"Closed Circuit Television Equipment 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 bids for these services should contact the Housing Authority of the City of Hackensack to receive a copy of the formal Request for Bids. The RFB specifies the scope of the services and the requirements for submitting proposals.

All bids 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 17th, 2023 by 11:00 AM. The facilities are available for inspection between the hours of 9:00 AM to 3:00 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 Request for Bids is being made as a "fair and open" solicitation in accordance with the New Jersey "Pay to Play" requirements.

ANTHONY FEORENZO  
Executive Director



