

REQUEST FOR PROPOSALS.

Proposals Due: August 31, 2023, by 10:00 AM

Hackensack Housing Authorities

REQUEST FOR PROPOSALS

The Hackensack Housing Authority in New Jersey will accept proposals for laundry equipment leasing. It is the Housing Authority's desire to lease new equipment for use by its public housing residents. All equipment and services must be in accordance with the existing laws, rules, orders, directives, and regulations governing this equipment and installation.

The services that are requested will be as follows and will encompass all the Housing Authority's properties:

- 1) Install and services the following equipment or equal:

Hackensack

Eighteen (18) new Speed Queen 2-speed commercial washers or equal.

Seventeen (17) new Speed Queen 20lb commercial washers or equal.

- 2) Installation shall be at the following locations:

a. Hackensack

i. 230 Central Avenue

ii. 164 Beech Street

iii. 60 Kansas Street

iv. 65 First Street

v. 175 W. Railroad Avenue

- 3) The washers & dryers must be uncrated and placed in position in the laundry rooms and completely hooked up to power, gas, venting and water supplies.

- 4) The price shall include all repairs and service calls during the term of the lease.

5) The washers & Dryers must operate on a card system and the machines will not accept cash. Price must include the card reader compatible with the new machines. The vendor shall program the card readers.

Qualifications:

- 1) Should be in the laundry equipment business for a minimum of three years.
- 2) Must be approvable by the U.S. Department of Housing and Urban Development to provide these services.

Proposal Submission:

All persons interested in submitting a proposal for the Housing Authority's laundry equipment lease should submit a proposal based upon a monthly per machine price. The proposal must contain an itemization for each equipment model. It must also contain the following:

- 1) Completed proposal form (attached).
- 2) Copy of the vendor's insurance certificate.
- 3) Copy of New Jersey Business Registration form.
- 4) Equipment Specification Sheet

Proposals should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before August 31, 2023, by 10:00 AM. All proposals should be sealed and labeled- "Proposal for Laundry Equipment Lease." The proposals will be opened publicly and read at 10:00 AM.

The Housing Authority reserves the right to reject 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.

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

Date: 8/10/2023

PROPOSAL CHECKLIST

_____ Proposal Form (including Price)

_____ Copy of Vendor's Insurance Certificate

_____ Copy of New Jersey Business Registration Form

_____ Equipment Specification Sheet

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 LAUNDRY EQUIPMENT LEASE
Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
(201) 342-4280

Submitted by:

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

1) Monthly Equipment leasing rate per machine: (Itemized)

Attach additional Sheets if necessary. \$

2) Other Costs: \$

Anticipated delivery date:

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

Date: _____

Contractor's Signature

The Housing Authority reserves the right to reject 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.