

REQUEST FOR BIDS

HVAC/Plumbing Services

Due: Thursday August 14th, 2025 10:00 AM



Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280
REQUEST FOR BIDS

The Housing Authority of the City of Hackensack, New Jersey will accept bids for plumbing services. The services will be for the period 10/1/25 to 9/30/27 (2 years). It is the Housing Authority's desire to retain and employ a duly qualified, licensed master plumber. 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 Housing Authorities properties (6 locations:)

HEATING, VENTILATING & AIR CONDITIONING (HVAC)

The HVAC services shall include all labor and materials (as noted) necessary to maintain all HVAC equipment in good operating condition. The following services shall be provided during the first week of April (at a minimum) and thereafter as necessary:

- 1) Check all refrigerant operating pressures.

- 2) Check oil pressure and level.
- 3) Check amperage draw of all motors.
- 4) Replace all filters.
- 5) Check and adjust all belts, replace if necessary (the contractor will be required to replace all damaged belts, during the course of the contract, within the basic maintenance price).
- 6) Lubricate all bearings.
- 7) Check supply and return temperatures and provide a written report to the owner (balance system as required).
- 8) Check condenser and evaporator coils.
- 9) Perform minor leak test.
- 10) Check operation of thermostats and controls (including time clocks).
- 11) Blow out condensate lines.
- 12) Check operation of heating section.
- 13) Check operation of cooling section.
- 14) Replace all fuses as necessary.
- 15) Check operation of low ambient levels and adjust as necessary.

- 16) Flush and clean condensate pumps.
- 17) Check operation of expansion valve.
- 18) Check operation of solenoid valve.
- 19) Check all driers.
- 20) Check sight glass for moisture.
- 21) Perform acid test on compressor oil and provide a written report to the owner.
- 22) Check condition of all pulleys and drives.
- 23) Check and clean gas burner assembly.
- 24) Powerwash all condenser coils once per year.
- 25) 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).
- 26) The contractor will be responsible for making all repairs associated with their failure to properly maintain the HVAC equipment in accordance with the term of the maintenance agreement.
- 27) Provide all refrigerant (Freon, etc.) on an as needed basis due to leakage, drainage or other conditions.
- 28) Turn-on and turn-off all HVAC equipment on the anniversary of the commencement and termination of each heating and cooling season. Air conditioning

equipment shall be turned-on and checked during the first week of April. Heating equipment shall be checked and turned on during the second week of October.

29) Drain and fill all systems as necessary for maintenance.

30) Adjust all controls as per manufacturer's specifications.

31) Balance all HVAC systems.

32) The contractor will be required to maintain a log, at each site, showing the date of all preventative maintenance performed on the Authority's HVAC equipment. Failure to maintain the log will result in the contractor making all repairs, at no cost, because of equipment failure. The log must be signed by the vendor making the repair or performing the preventative maintenance and the Housing Authority maintenance supervisor.

33) Check and adjust all equipment time clocks as necessary.

34) Check and clean all air ducts as necessary.

PLUMBING

1) All plumbing related work including installation of hot water heaters, replacement of toilets and seals, faucets, domestic water lines, storm and sanitary lines, fire and sprinkler lines, etc.

2) All emergency calls must be responded to within 2 hours;

- 3) All normal maintenance calls must be responded to within 24 hours;
- 4) Must be able to provide service on a seven (7) days per week, twenty-four (24) hour per day basis (at all times);

Qualifications:

- 1) Must be licensed by all applicable entities governing these services in the State of New Jersey.
- 2) Must have a minimum of five (5) years experience in HVAC/plumbing services.
- 3) Should have good communication skills.
- 4) Must be an approvable by the U.S. Department of Housing and Urban Development to provide these services.

Bids should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 14th, 2025 by 10:00 AM. The buildings are available for inspection between the hours of 8:30 AM to 4:00 PM, Monday to Friday.

Wage Rates:

This contract is subject to prevailing wage rates. Therefore, all hour rates must conform to both federal and state minimum prevailing wage rates.

Bid Format:

- 1) Must include a completed and signed format sheet (attached);
- 2) Must include a certificate of insurance;
- 3) Must include non-collusive affidavit;

- 4) Public Works Contractor registration;
 - 5) Affirmative Action compliance form;
 - 6) Must include a listing of references;
 - 7) Must include copies of the relevant licenses to provide the necessary services
- Must provide a copy of the New Jersey Business Registration Form.

The Housing Authority reserves the right to reject any and all bids received for these services. It reserves the right to furnish any and all materials due to a dispute in cost. 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
HVAC/Plumbing Bid

- 1) Must include a completed and signed format sheet (attached);
- 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 bid and include this sheet with the proposal. Failure to include these items with the bid will result in rejection of the proposal.

Signature

Date:

PROPOSAL FOR HVAC & PLUMBING SERVICES

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

Submitted by:

Company Name:_____

Address:_____

Telephone Number:_____

Contact Person:_____

HVAC

*Price for basic Maintenance Service: \$_____

**Hourly Rates for other work:

HVAC \$_____

Helper \$_____

Other \$_____

Percentage for materials & equipment not covered by basic contract:

_____% Overhead, _____% profit

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

**Price for all work outside the scope of the basic maintenance contract, including emergency calls. All materials and equipment must be individually itemized with the manufacturer's invoicing attached.

PLUMBING

*Hourly Labor Rates:

Plumber \$_____

Helper \$_____

Material Markup:_____% Overhead _____% Profit

How much manpower will respond to normal calls:

Plumbers:_____ Helpers:_____

*If an overtime rate applies-it must be so specified. The overtime rate should specify which days and hours are subject to the rate (attach additional sheet-if necessary).

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Bid FOR HVAC & PLUMBING SERVICES

Term: 10/1/25 to 9/30/27

Date: _____

Contractor's Signature

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

AGREEMENT FOR HVAC/PLUMBING SERVICES

THIS AGREEMENT made on 1st day of October 2025, by and between Wickersheim & Sons New Jersey, 07601 (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:

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Proposals relating to plumbing work.

ARTICLE 2. - Time of Completion

As per Request for Proposals.

ARTICLE 3. - Contract Price

The contractor shall be entitled to the following rates:

HVAC/Plumber \$ per hour

HVAC/Helper \$ per hour

Other \$

% Overhead

% Profit

ARTICLE 4. – Term

24 months 10/1/25-9/30/27

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:

Legal Advertisement

REQUEST FOR BIDS

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

"HVAC/Plumbing"

It is the Housing Authority's desire to retain a duly qualified, competent and capable contractor to provide both HVAC and plumbing services. 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 a bid for HVAC/Plumbing 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 bids.

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 14th, 2025 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 bids 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 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