

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for the following services:

**“Custodial Services”**

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

All persons interested in submitting a bid for the custodial services should go to the Housing Authority of the Town of Secaucus website [www.secaucusha.org](http://www.secaucusha.org) and download a copy of the formal request for proposals (RFP). The RFP specifies the scope of the services and the requirements for submitting proposals.

All bids must be delivered to the office of the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before November 7, 2024 by 11:00 AM EST.

The Housing Authority reserves the right to reject any and all bids received for these services, based upon failure to meet the requirements. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract. This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq

CHRISTOPHER W. MARRA  
Executive Director

Date: 10/7/2024

## Legal Advertisement

### **REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for custodial services. The services will be for a two-year period. It is the Housing Authority's desire to retain and employ a duly qualified and capable cleaning company. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

**1. OVERVIEW:** The Housing Authority of the Town of Secaucus (SHA) was organized in 1952. We are governed by a seven-member Board of Commissioners. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disabled individuals. The SHA is requesting proposals from qualified businesses or individuals to provide janitorial services at its three project-based voucher developments. The term of the contract is for two years.

### **2. LOCATIONS:**

SHA requires janitorial services at the following locations. Refer to Section 8 for service requirements for each location.

- a) Kroll Heights - 5 story 75-unit building
- b) Impreveduto Towers - 14 story- 100-unit building
- c) The Elms - 6 story- 100-unit building

### **3. RFP INSTRUCTIONS**

#### **3.1. RFP CONTACT INFORMATION**

This RFP is being issued, as well as any addenda by SHA. The contact person

for SHA is: HOUSING AUTHORITY OF THE TOWN OF SECAUCUS

Attention: Christopher Marra, 700 County Avenue, Secaucus, NJ 07094

201-867-2957 Email: christopher@secaucussha.org

**3.2.**

**RFP SUBMISSION AND FORMAT** - Proposals must be submitted by mail or hand delivery on or before the due date and time below. All proposals will become property of SHA. Submit Proposals to:

HOUSING AUTHORITY OF THE TOWN OF SECAUCUS Attn: Christopher Marra, 700 County Avenue, Secaucus, NJ 07094

The envelope must be sealed and include the following notation, "Request for Proposal Janitorial Services"

Proposal Deadline: Your proposal must be received **NOT LATER THAN 11 AM Monday, November 7, 2024**. Proposals received after that time will not be accepted.

**3.3. RFP SCHEDULE:**

Request for Proposal Released	Monday, October 7, 2024
Optional Pre-Bid Conference	<b>Thursday, October 24, 2024 10:00 a.m.</b>
Questions Due	Monday, October 28, 2024
Posting of Questions	Tuesday, October 29, 2024
Proposals Due	<b>Thursday, November 7, 2024 11:00 a.m.</b>
Award of Contract	December 2024
Contract to Commence	January 2, 2025

### **3.4. CONTACTS AND QUESTIONS:**

Email any questions concerning the RFP to Christopher Marra christopher@secaucusha.org no later than Monday, October 28, 2024.

**3.4.1.** To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any SHA Commissioner or any other SHA employee. No verbal requests for clarification or information will be accepted.

### **3.5. OPTIONAL PRE-BID**

**MEETING** SHA will host an optional pre-bid conference on Thursday, October 24, 2024 at 10:00 a.m. to discuss the properties to be serviced. The Pre-Bid Conference will be held at SHA's Main Office at 700 County Avenue, Secaucus, NJ. A tour of the three properties will also take place as part of this meeting.

**3.6. BONDING:** Bid or performance bonds are not required.

**3.7. RELEASE OF INFORMATION:** Information submitted in response to this RFP will not be released by SHA during the proposal evaluation process or prior to a contract award. Once contracts have been awarded, release of information will be subject to the New Jersey's OPRA law.

**3.8. INCOMPLETE OR ALTERNATE PROPOSALS:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the SHA, may invalidate the proposal submitted. Furthermore, the SHA shall reserve the right to reject, without consideration, alternate quotes that do not meet the requirements of this RFP.

#### **4. CONTRACT TERM & PRICE ESCALATION:**

4.1. SHA will award a contract for two (2) years.

#### **5. INFORMATION TO BE SUBMITTED**

5.1. All proposals shall contain a cover letter detailing Contractor's service capabilities and experience.

#### **6. SELECTION CRITERIA**

6.1. Minimum acceptable qualifications:

6.1.1. The Contractor shall be a full time, commercially licensed and insured janitorial service provider.

6.1.2. Be able to provide services for all the SHA properties listed.

6.1.3. Not be debarred by the State or Federal Government for participation in contracting with public agencies.

6.1.4 The Contractor shall provide evidence of the existence in business for a minimum of three (3) years.

6.1.5. The Contractor shall provide references from at least three (3) commercial facilities, municipalities or housing authorities for which works has been completed in the past 12 months. References shall be indicated in the proposal form.

#### **7. SHA RESERVATION OF RIGHTS:**

7.1. SHA reserves the right to reject any or all proposals, to waive any irregularity in the RFP process, or to terminate the RFP process at any time, if deemed by SHA to be in its best interests.

7.2. SHA reserves the right not to award a contract pursuant to this RFP.

7.3. Request an oral interview with, and additional information from, companies/individuals prior to final selection of a provider

7.4. SHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience 30 days written notice to the successful bidder(s).

7.5. SHA reserves the right to determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this RFP.

7.6. SHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving bids.

7.7. SHA reserves the right to negotiate the prices proposed.

7.8. SHA reserves the right to reject and not consider any proposals that does not meet the requirement of this RFP, including but not limited to incomplete proposals and or proposals offering alternate or non-requested services,

7.9. SHA shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.

7.10. SHA reserves the right to consider information about a respondent in addition to the information submitted in any written response or interview.

7.11. SHA reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's

response or responses.

7.12. SHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirement detailed herein. Each prospective proposer is hereby agreeing to abide by all terms and conditions listed within this document. Any exceptions must be clearly noted in the proposal.

7.13. NO GUARANTEE OF WORK: THIS RFP AND ANY CONTRACT DOES NOT GUARANTEE CONTRACTOR ANY VOLUME OR DURATION OF WORK.

## **8 Scope of Services**

It is the Housing Authority's goal to keeps its' building in a clean and orderly condition. The services that are requested, in order to meets it goal, will be as follows and will encompass all of the Housing Authority's properties:

### **8.1 Elms-100 Units Elderly high-rise (6 stories)**

- 1) Notify maintenance staff about the need for repairs or additions to lighting, heating and ventilating

#### **The following items are performed once a week**

- Vacuum Floors 1-6
- Wipe down walls, doors, stainless steel door and mop floor of compactor room Floors 1-6
- Wipe down tables and chairs in the Community Room
- Clean all glass in the lobby entrance
- Clean seating on floors 2-6, wipe off flat screen tvs on these floors, clean windows in middle and at the end of hallways
- Clean fingerprints and smudges off of all doors & walls

#### **The following items are performed on a daily basis - Monday-Friday**

- Clean two bathrooms on first floor (restock toilet paper/towels & empty garbage cans)
- Sweep Community Room floor
- Clean elevator - this includes the walls, floor, and tracks

- Clean laundry room - every machine, counter and tables and chairs outside the laundry room
- Mop entire main floor
- Mop main compactor floor

### **8.2 R. Impreveduto Towers-100 Unit Elderly highrise (12 stories)**

- 1) Notify maintenance staff about the need for repairs or additions to lighting, heating and ventilating

**The following items are performed once a week**

- Vacuum floors G-12
- Wipe/Clean seating/table on floors 1-12. This includes common area in the middle
- Clean handrails on floors 1-12
- Clean electric heaters at both ends of the hallways
- Wipe down walls, doors, stainless steel door and mop floor of compactor room Floors 2-12
- Wipe down tables/chairs in Impreveduto Towers Community Room
- Clean fingerprints and smudges off of all doors & walls
- Sweep 2<sup>nd</sup> floor bridge between buildings
- Wet mop the Ground Floor

**The following items are performed on a daily basis - Monday-Friday**

- Clean community room 2 bathrooms (restock toilet paper/towels & empty garbage cans)
- Sweep Community Room floor (Mop once per week)
- Clean elevator's wall/floors/tracks
- Clean 2<sup>nd</sup> floor laundry room (all machines & floor) & 2<sup>nd</sup> floor lobby
- Clean main lobby floor/wipe down seats
- Mop main compactor floor

### **8.3 Kroll Heights-75 Unit Elderly highrise (5 stories)**

- 1) Notify maintenance staff about the need for repairs or additions to lighting, heating and ventilating

**The following items are performed once a week**

- Vacuum Floors 2-5 (Including Vestibule on the 3<sup>rd</sup> floor)
- Clean glass doors on 3<sup>rd</sup> floor (Two doors/windows)
- Clean handrails floors 1-5
- Clean/Wipe baseboards heaters at end of hallway and stairwells
- Clean windowsills on floors 2-5
- Clean/Wipe seating on floors 1-6
- Wipe down walls, doors, stainless steel door and mop floor of compactor room Floors 1-5



- Wipe down tables/chairs, baseboard, heaters, windowsills in Kroll Heights Community Room
- Clean all glass in lobby entrance + mailroom
- Clean fingerprints and smudges off of all doors & walls
- Sweep third floor bridge (from building to County Avenue)

**The following items are performed on a daily basis - Monday-Friday**

- Clean 3 bathrooms (restock toilet paper/towels & empty garbage cans)
- Clean elevator's wall/floors/tracks
- Clean laundry room - floors and all machines
- Mop main compactor floor
- Vacuum entire first floor/wipe down seats/tables
- Vacuum community room
- Empty three trash cans (laundry room, outside front door, community room)

**Twice a Year - 2 times per year, the following task must be done at each site:**

- Clean sweep & mop stairwells & handrails in all three buildings

8.4 All cleaning services must be accomplished in a professional manner and according to industry acceptable standards;

8.5 All cleaning supplies, materials, and tools shall be provided by the Housing Authority;

8.6 Work shall be undertaken Monday to Friday, between the hours of 8:00 AM to 4:00 PM.

8.7 A written schedule of all work shall be prepared by the Housing Authority. The schedule will be for an entire year and broken down to the daily functions. The maintenance staff will be required to sign off on all work performed weekly in order to verify that the contacted work is being completed.

8.8 Payment for all services shall be made monthly upon receipt of an invoice and payment voucher.

Proposal Submission:

All persons interested in submitting a proposal for the Housing Authority's custodial services should submit a price based a flat fee for all work contained in the RFP and an hourly rate for all other services. The proposal must include the following:

- 1) Proposal Form - Flat fee for all service outlined in the RFP.
- 2) Copy of the vendor's insurance certificate (including workers comp.).
- 3) Listing of references and current customers.
- 5) Copy of the vendors NJ Business registration form.
- 6) Affidavit of Non-Collusion
- 7) Stockholder Disclosure
- 8) A signed HUD 5369 Certification and Representation of Offerors Non-Construction

Proposals should be delivered to the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before Thursday, **November 7, 2024 at 11:00 a.m.** The buildings 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 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.

Christopher W. Marra

Executive Director

Date: 10/1/2024

**PROPOSAL FOR JANITORIAL SERVICES**

Secaucus Housing Authority  
700 County Avenue  
Secaucus, New Jersey 07094  
(201) 867-2957

Submitted by:

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

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

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

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

Price for basic RFP services: \$ \_\_\_\_\_

Price for unit turnover cleaning: \$ \_\_\_\_\_

Price for cleanup of units with bodily fluids:

\$ \_\_\_\_\_

Hourly rates for other services: \$ \_\_\_\_\_

\*Price for basic services includes all work outlined in the attached Request for Proposals (8.1,8.2,8.3).

Term: 24 Months

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 of the attachments as stated in the "Proposal Submission" section of the R.F.P.

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for the following services:

**"Custodial Services"**

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

All persons interested in submitting a proposal for the Custodial Services should download the complete RFP package found on the Secaucus Housing Authority's website [www.secaucusha.org](http://www.secaucusha.org). 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 Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before Thursday, November 7, 2024 by 11:00 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.

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq

CHRISTOPHER W. MARRA

Executive Director

Date: 10/1/24

## CURRENT CLIENT REFERENCES

1. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_
  
2. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_
  
3. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_
  
4. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_

5. Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Phone/E-Mail \_\_\_\_\_  
Contract Name/Title \_\_\_\_\_  
Type of Contract \_\_\_\_\_

Bidder's Company Name \_\_\_\_\_  
Legal Structure (Corp./Partners/Proprietor) \_\_\_\_\_  
Principle Office Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone Number/E-Malls \_\_\_\_\_  
Federal Employer ID # \_\_\_\_\_  
Title of Person Authorized to Sign \_\_\_\_\_  
Print Name of Person Authorized to Sign \_\_\_\_\_  
Date Signed and Authorized Signature \_\_\_\_\_

<b>STANDARD PROPOSAL DOCUMENT REFERENCE</b>	
Name of Form	<b>BUSINESS REGISTRATION CERTIFICATE</b>
Statutory Reference	N.J.S.A 52:32-44 (P.L. 2004, c.57)
Instructions Reference	Statutory and Other Requirements VII-D
Description	Contractor must provide State Division of Revenue issued Business Registration Certificate with proposal submission

Detailed information on this requirement is found in the Division of Local Government Service Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division website at <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html#1>

(see attached information)



## Registering A Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

**To register:** Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm). Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at [www.nj.gov/treasury/revenue/revprnt.htm](http://www.nj.gov/treasury/revenue/revprnt.htm).
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit [www.nj.gov/treasury/revenue/filecerts.htm](http://www.nj.gov/treasury/revenue/filecerts.htm), or call 609-292-9292.

**Registering as an individual:** There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at [www.nj.gov/treasury/revenue/pdf/forms/rega.pdf](http://www.nj.gov/treasury/revenue/pdf/forms/rega.pdf). To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

**Questions about the registration process?** Call 609-292-1730 or submit by e-mail at [www.nj.gov/treasury/revenue/revcontact.html](http://www.nj.gov/treasury/revenue/revcontact.html).

**How do I receive the proof of registration certificate?**

- **New registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- **Previously Registered Businesses.** Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebbling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

**What information does the proof of registration contain?** The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 282  
TRENTON, NJ 08646-0282

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TRADE NAME: CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#: 970-097-3821600  
SEQUENCE NUMBER: 0107536


ADDRESS: 847 ROEBLING AVE  
TRENTON, NJ 08611  
ISSUANCE DATE: 07/14/04

EFFECTIVE DATE: 01/01/04

FORM BERC(04-01)

*J.P. & Tully*  
Ad. Director

This Certificate is NOT valid unless the contractor is located at the address shown above.



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE  
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112823533

# Certification Regarding Debarment and Suspension

U.S. Department of Housing  
and Urban Development

## Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### Instructions for Certification (A)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

**Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Instructions for Certification (B)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant	Date
Signature of Authorized Certifying Official	Title

# NON-COLLUSION AFFIDAVIT

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

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 the 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 Secaucus Housing Authority relies upon the truth of the statements contained in said  
Proposal 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 \_\_\_\_\_ 2012

\_\_\_\_\_  
Signature

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

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

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

(Seal)

# STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

Name of Business \_\_\_\_\_

• I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.  
OR

• I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership  Limited Liability Corporation •  Corporation  Sole Proprietorship

Limited Partnership  Limited Liability Partnership  Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.  
Stockholders:

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

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

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

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

Subscribed and sworn before me this \_\_\_\_ day of

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

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)  
(Corporate Seal)

# Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and
- (2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

## 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b)  is,  is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c)  is,  is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

## 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### 6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### 7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
Signature & Date:

\_\_\_\_\_  
Typed or Printed Name:

\_\_\_\_\_  
Title:  
\_\_\_\_\_



# Instructions to Offerors Non-Construction

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

#### 7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalties and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

#### 8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

#### 9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]