



Request for Proposals: Plumbing Services

**Pre-Proposal Conference: Wednesday, October 23, 2024 10:00 am
700 County Avenue, Secaucus, NJ 07094**

**Proposal Deadline: Thursday, November 7, 2024 - 11:00 am
700 County Avenue, Secaucus, NJ 07094**

REQUEST FOR PROPOSALS (RFP) Plumbing Services

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INTRODUCTION

The Secaucus Housing Authority (hereinafter, "HA") is a public entity that was formed in 1973 to provide federally subsidized housing and housing assistance to low-income families, within the Town of Secaucus, New Jersey. The HA is headed by an Executive Director and is governed by a board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the HA's procurement policy. Though brought into existence by a Resolution of the Town of Secaucus, it is a separate entity from the Town.

Currently, the HA owns and/or manages: (a) 2 multi-family apartment communities totaling 28 units; (b) 3 senior communities, totaling 275 units; and (d) administrates a total of 250 Section 8 Housing Choice Vouchers. The HA currently has approximately 9 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services to the HA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

HA Contact Person	Christopher Marra 201-867-2957 christopher@secaucusha.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE SHA WEBSITE	1. Access secaucusha.org 2. Click on the "RFP/Bids" heading on the left 3. See Legal Notice with link to full RFP packet If you have any problems in accessing or registering on the system, please call 201-867-2957
PRE-PROPOSAL CONFERENCE	Wednesday, October 23, 2024 10:00am 700 County Avenue, Secaucus, NJ
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As instructed within Section 3.0 of the RFP document, submit one (1) original copy and two (1) copy of your "hard copy" proposal to the HA office.
PROPOSAL SUBMITAL RETURN & DEADLINE	Thursday, November 7, 2024 11:00am Secaucus Housing Authority, 700 County Avenue Secaucus, NJ 07094
ANTICIPATED APPROVAL BY SHA BOARD OF COMMISSIONERS	December 12, 2024

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1.0 HA'S RESERVATION OF RIGHTS:

1.1 The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.

1.2 The HA reserves the right not to award a contract pursuant to this RFP.

1.3 The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).

1.4 The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

1.5 The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).

1.6 The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

1.7 HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

1.8 The HA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the hard copy RFP and/or downloading this document via our website, www.secaucusha.org, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the ED in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.

1.9 In the case of rejection of all proposals, HA reserves the right to advertise for new proposals or to proceed to do the work otherwise, if in the judgment of HA, the best interest of HA will be promoted.

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2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): HA is seeking proposals from qualified plumbing service providers to furnish PLUMBING MAINTENANCE SERVICES, labor, equipment, goods, and supplies necessary to provide plumbing service for multi-story buildings. Restoration of walls, insulation and other surfaces cut out by contractor shall be contractor's responsibility unless otherwise specified in the work request. If a fire assembly is penetrated, those penetrations shall be fire-stopped. All work shall meet or exceed state and local code requirements.

2.0.1 Expectation/Role of the Proposer

2.0.1.1 The successful proposer will provide emergency and routine repair service in order to provide essential plumbing services to both Agency-owned and operated property to include all HA sites and office buildings as required by this Request for Proposal.

2.0.2 Responsibilities of the Licensed Service Provider

2.0.2.1 The Proposer must provide a detailed demonstrated ability to provide the following services, which includes, but is not limited to:

- 2.0.2.1.1 Performs preventive maintenance on plumbing systems according to published guidelines.
- 2.0.2.1.2 Maintains and repairs general plumbing components to include, but not limited to, toilets, urinals, sinks, bathtubs, water heaters, hot water tanks, drains, valves, pipe fittings, pipes composed of metal, non-metals and plastics, etc.
- 2.0.2.1.3 Caulking of newly installed fixtures.
- 2.0.2.1.4 Installs, repairs, or replaces domestic hot and cold water lines.
- 2.0.2.1.5 Repairs and/or replaces domestic hot water heat exchangers.
- 2.0.2.1.6 Repairs and/or replaces pneumatic steam valves, radiator valves, traps and steam and condensate pipes.
- 2.0.2.1.7 Repairs and/or replaces domestic hot water heat pumps, chilled water pumps, sump pumps and sewage pumps.
- 2.0.2.1.8 Installs and repairs all sizes of backflow prevention devices.
- 2.0.2.1.9 Troubleshoots and repairs steam, water and gas utility distribution systems.
- 2.0.2.1.10 Provide HA with a copy of film anytime a camera is used to assess line for obstruction.
- 2.0.2.1.11 Electric and gas water heater installation
- 2.0.2.1.12 Locate, repair and replace water and sewer pipes (PVC, CPV, PEX (or equivalent), galvanic pipe and copper tubing) with leaks
- 2.0.2.1.13 Unclog sewer lines
- 2.0.2.1.14 Repair and replace gas lines

2.0.2.2 Contractor shall provide dispatch services – 24 hour/7 days a week including weekends and holidays so that the Contractor shall respond to call for service.

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2.0.2.3 Proposer accepts any and all risk associated with failure to fully understand the Statement of Work/Specifications as it reads in this RFP.

2.0.3 Contractor's Work Expectations

2.0.3.1 Contractor shall commence and end all services on the same workday unless approved by the HA in advance. Contractor shall make all efforts to reduce any inconvenience to the residents at the HA properties.

2.0.3.2 Contractor shall conduct all work during normal working hours unless authorized in writing or an approved emergency.

2.0.3.3 Contractor shall only utilize licensed, trained and experienced employees to perform the work required.

2.0.3.4 Contractor shall have plumbers on staff whom possess both master and journeyman licenses in good standing with the State of New Jersey.

2.0.3.5 Capacity

2.0.3.5.1 Contractor shall minimize overstaffing for minor repairs. If service call requires more than one technician, the Contractor shall receive the HA permission. If approval is not received, the HA reserves the right to only pay for customary trade practices.

2.0.3.5.2 Contractor shall provide proper equipment. The HA will not pay extra man/woman hours when labor saving devices are readily available.

2.0.3.6 Contractor's personnel shall be neat and conduct all work in a professional and efficient manner. If any employee of a contractor is deemed unacceptable by the HA, Contractors shall immediately replace such personnel with an acceptable substitute to the HA within two (2) business days.

2.0.3.7 Contractor shall arrive at the service location ready to commence work. Contractor shall call or check-in with the HA representative who requested the work within thirty (30) minutes of initial call or notification of need for service and provide an estimated time to be on site.

2.0.3.8 Upon completion of the work, Contractor shall clean up the area where the work was performed and Contractor shall remove any debris generated by the repairs from the HA premises. At no time, will the Contractor discard debris into any of the HA refuse containers.

2.0.3.9 The HA shall retain salvage rights on any replaced equipment; However, if the replaced equipment is invaluable to the HA, it will be the responsibility of the Contractor to dispose of the equipment.

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2.0.3.10 If plumbing service will be out for more than four (4) hours for any reason, the Contractor shall immediately call the HA representative who requested the work and inform him/her of the situation, provide an estimated time of completion and any temporary remedial service.

2.0.4 Emergencies

2.0.4.1 Proposer shall provide proof of Contractor's capability to supply the HA with personnel that can respond to an emergency service call within two (2) hours after notification by the HA of a service need, including weekends and holidays.

2.0.5 Vehicles

2.0.5.1 Contractor shall own and maintain vehicles that are used to respond to calls for service. Vehicles shall be well-stocked with commonly used plumbing supplies and equipment so as to eliminate delays and/or interruption of service.

2.0.6 Parts

2.0.6.1 Parts shall be invoiced at Contractor's cost plus the percentage for profit and handling as annotated on Contractor's Fee Proposal. The HA reserves the right to audit Contractor's invoices at its sole discretion and further reserves the right to withhold payment in the event of unsatisfactory work. Contractor shall make available to the HA any requested invoice showing what Contractor paid for the part, within three (3) business days of request or the HA shall not be obligated to pay for the part.

2.0.7 Licensing, Permits & Inspections

2.0.7.1 Contractor(s) shall comply with and perform all plumbing services in accordance with all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer's instructions, and shall obtain any and all licenses or permits required under this RFP to do the specified work. Any associated costs will be all inclusive of rates provided on the Proposal Fee Sheet.

2.0.7.2 Contractor shall guarantee all work meets and passes Town of Secaucus inspections. Should a plumbing repair and/or installation made by the Contractor or authorized subcontractor not pass inspection, Contractor shall make all repairs necessary to ensure the installation or repair passes inspection at no additional cost to the HA.

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2.0.8 Compliance

2.0.8.1 Contractor shall provide Dispatcher services – 24 hour/7 days a week including weekends and holidays so that the Contractor shall respond to call for service.

2.0.8.2 Contractor must disclose complaints with New Jersey Attorney General, New Jersey Department of Community Affairs and their resolutions and New Jersey Construction Industry Licensing Board complaints and resolutions.

2.0.8.2.1 Plumbing License Law or Board Rules violations and citations issued or administrative penalties

2.0.8.2.2 License reprimand, probation, suspension or revocation dates

2.0.9 Safety

2.0.9.1 Contractor shall clearly mark all work areas that might reasonably be expected to endanger the health and safety of residents, guests, employees or any other persons. Contractor will provide signs, markers and/or barricades as required to identify all work areas that are considered inherent dangers.

2.0.9.2 The proposer shall, at all times, ensure that all work provided by the Proposer complies with all local, State and Federal rules pertaining to work place safety; meaning, the contractor shall, at all times, conduct business in such a manner as to protect its workers, HA residents, HA staff, and the public. Further, the contractor shall have full and sole responsibility to correct any such condition found unsafe by any authorized entity (including the HA), and, if such unsafe conditions result to any group named within this section, shall have full and sole responsibility to compensate such persons if so ordered by an authorized agency or a court having jurisdiction.

2.0.10 Warranty

2.0.10.1 Contractor shall provide a one (1) year warranty on all parts and labor provided as a result of this RFP and resulting Contract.

2.0.11 Invoicing

2.0.11.1 Contractor shall only invoice the HA for the time spent on the property. The HA shall not pay for time spent in route or traveling to acquire required parts/supplies.

2.0.11.2 The HA shall not be responsible for trip charges and/or service charges.

2.0.11.3 All invoices shall be submitted to the Secaucus Housing Authority, 700 County Avenue, Secaucus, NJ 07094 ATTN: Christopher Marra, Executive Director, within one (1) week of service completion. Invoices shall minimally detail the following:

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2.0.11.3.1 Date of contact

2.0.11.3.2 Address of service

2.0.11.3.3 Date of actual service

2.0.11.3.4 Time in and out

2.0.11.3.5 Materials (if applicable)

2.0.11.3.6 Assigned personnel

2.0.11.3.7 Authorized signature of HA employee verifying completion of work on a “work ticket” or equivalent.

2.0.12 General Requirements

2.0.12.1 All personnel affiliated with this contract shall be licensed and certified through the State of New Jersey. Proposer shall provide licensure and certification of all key personal that will be working on this contract.

2.0.12.2 Proposer shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this RFP or any resulting contract. Proposer shall follow industry safety standards, and use only industry approved safety equipment in accordance with the manufacturer’s specification in the performance of all duties.

2.0.12.3 Proposer must provide, at their own expense, all equipment, labor, material, supplies, and tools necessary to perform all of the services required under this RFP and any resulting contract

2.0.12.4 Proposer shall conduct all work requested during working hours unless deemed by HA to be disruptive to the normal operations of the organization or an Emergency. Proposer shall only utilize trained and experienced employees to perform the work required as stated in this RFP.

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3.0 CONTRACT AWARD:

3.1 Contract Award Procedure: If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

3.1.1 By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, in hard copy.

3.2 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:

3.2.1 Contract Form: The HA is not obligated to contract on the successful proposer's form when a HA form is available, and by submitting a proposal the successful proposer agrees to do so (please note that the HA reserves the right to amend this form as the HA deems necessary).

3.2.1.1 Please note that the HA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

3.2.2 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the HA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

3.3 Contract Period: The HA anticipates that it will award a contract for the period of two (2) years beginning January 1, 2023 and ending on December 31, 2024.

3.4 Licensing and Insurance Requirements: Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

3.4.1 An original certificate evidencing the proposer’s current industrial (worker’s compensation) insurance carrier and coverage amount;

3.4.2 An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together

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with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000);

3.4.3 An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000);

3.4.4 An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000;

3.4.5 If applicable, a copy of the proposer's license issued by the State of Jersey licensing authority allowing the proposer to provide the services detailed herein.

3.4.6 The requested related information shall also be entered where provided for on the Profile of Firm Form.

3.5 Contract Service Standards: It is the responsibility of the prospective proposer to ensure that all items and services proposed conform to all local, state and federal law concerning safety (OSHA) and environmental control (EPA and Franklin County Pollution Regulations) and any other enacted ordinance, code, law or regulation. The successful Proposer shall be responsible for all costs incurred for compliance with any such possible ordinance, code, law or regulation. At no time shall extensions be granted or financial consideration given to the successful Proposer for time or monies lost due to violations of any such ordinance, code, law or regulations that may occur.

4.0 ADDITIONAL CONSIDERATIONS

4.1 Required Permits and Licenses: Unless otherwise stated in the RFP documents, all Federal, State or local permits and licenses which may be required to provide the services ensuing from any award of this RFP, whether or not they are known to either HA or the proposers at the time of the proposal submittal deadline or the award, shall be the sole responsibility of the successful Proposer and all offers submitted by the Proposer shall reflect all costs required by the successful Proposer to procure and provide such necessary permits or licenses.

4.2 Taxes: All persons doing business with HA are hereby made aware that HA is exempt from paying New Jersey State Sales and Use Taxes and Federal Exercise Taxes. A letter of Tax Exemption will be provided upon request.

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4.3 Termination Any contract resulting from this RFP may be terminated under the following conditions:

4.3.1 By mutual consent of both parties, and

4.3.2 Termination for Cause: As detailed with Clause No. 3 of Form HUD 5370-C (10/2006) General Conditions for Non Construction Contracts, Section I (within or without Maintenance Work), attached hereto:

4.3.2.1 HA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from HA, fails to correct such failures within seven (7) days or such other period as HA may authorize or require.

4.3.2.1.1 Upon receipt of a notice of termination issued from HA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by HA in the notice of termination.

4.3.2.1.2 SHA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.

4.3.3 Termination For Convenience: In the sole discretion of the HA, it may terminate any and all contracts resulting from this RFP in whole or part upon thirty (30) days prior notice to the Contractor when it is determined to be in the best interest of the HA.

4.3.4 The rights and remedies of HA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.

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FORM OF PROPOSAL (Attachment A)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer.

X=ITEM INCLUDED	ITEMS (One copy & One Original)
	Form of Proposal (Attachment A)
	Form HUD5369-C Form HUD 5369-A
	Profile of Firm Form (Attachment C)
	Proposer's Certification (Attachment D)
	Equal Employment Opportunity Certificate (E)
	Fee Sheet (Attachment F)

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by downloading the RFP document(s) from the HA website, www.secaucusha.org, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided on the Fee Proposal pertaining to this RFP.

Signature

Date

Printed Name

Company

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HUD FORMS (Attachment B)

5369 Instructions to Offerors Non-Construction
<https://www.hud.gov/sites/documents/5369-B.PDF>

**REQUEST FOR PROPOSALS (RFP) Plumbing Services
PROFILE OF FIRM FORM
(Attachment C)**

(1) Prime ___ Joint Venture/ Partner ___ Sub-contractor ___ (This form must be completed by and for each).

(2) Name of Firm: _____ Telephone: _____ Fax: _____

(3) Street Address, City, State, Zip: _____

(4) Please attached a brief biography/resume of the company, including the following information:

(a) Year Firm Established; (b) Year Firm Established in (Jurisdiction); (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (Provide resumes for each under):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit a brief resume for each.

NAME	TITLE

(7) WMBE Certification Number: _____ Certified by (Agency): _____

(8) Federal Tax ID No.: _____

(9) New Jersey Business Registration Certificate No.: _____

(10) State of _____ License Type and No.: _____

(11) Worker's Compensation Insurance Carrier: _____

Policy No.: _____ Expiration Date: _____

(12) General Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

(13) Professional Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

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(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of New Jersey, or any local government agency within or without the State of New Jersey? Yes _____ No _____

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the SHA? Yes _____

No _____

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(18) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature Date Printed Name Company

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Proposer's Certification Attachment D

By signing below, Proposer certifies that the following statements are true and correct:

He/she has fully authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate

Proposer proposes to furnish and deliver all items, for which proposals were provided herein, as specified in the proposal, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this proposal, all materials and supplies, which are described on the proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by SHA.

Proposer agrees that this proposal shall remain open and valid for at least a period of sixty (60) days from the date of the proposal opening, or as may be specified herein, and that this proposal shall constitute an offer, which, if accepted by SHA and subject to the terms and conditions of such acceptance, shall result in a contract between SHA and the undersigned Proposer.

He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.

Proposer, (the firm, corporation, partnership, or institution represented by the Proposer), or anyone acting for such firm, corporation or institution has not violated the antitrust laws of the State of New Jersey or the Federal Antitrust laws, nor communicated directly or indirectly this proposal to any competitor or any other person engaged in such line of business.

Proposer has not received compensation for participation in the preparation of the specifications for this solicitation.

SIGNED: _____ **Date** _____

PRINT NAME: _____

PRINT COMPANY NAME: _____

COMPANY PHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

**REQUEST FOR PROPOSALS (RFP) Plumbing Services
ATTACHMENT E
Equal Employment Opportunity Certification**

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**Fee Sheet
Attachment F**

FEE SHEET

1. Guaranteed Hourly Rate for repair and replacement costs for years 1 & 2 (2025-2026):

Regular Work Hours

(8 AM to 4:00 PM M-F)

Plumber \$ _____

Helper \$ _____

Overtime Working Hours

(4:00 PM to & AM M-F)

Plumber \$ _____

Helper \$ _____

Weekend Work Hours

(12 Midnight to 8 AM Mon)

Plumber \$ _____

Helper \$ _____

Holiday

(12 Midnight to
7 AM following day)

Plumber \$ _____

Helper \$ _____

5. Material Mark-up _____ %

NOTE: The HA does not pay trip charges or travel time.

Attachment Acknowledgements (if applicable)

Attachment A: Form of Proposal Date _____

Attachment B: HUD Form 5369-A & 5369-C _____

Attachment C: Profile of Firm Form Date _____

Attachment D: Proposer's Certification Date _____

Attachment E: Equal Employment Opportunity Certification _____

Attachment F: Fee Sheet Date _____

Signature

Date

Printed Name

Company