

HOUSING AUTHORITY OF THE CITY OF SUMMIT

“REQUEST FOR PROPOSALS”

MECHANICAL SYSTEMS MAINTENANCE

BOILER/DOMESTIC HOT WATER, PLUMBING & ELECTRICAL

Under a Fair and Open Process in Accordance
with N.J.S.A. 19:44A-20.4 *et. seq.*

PROPOSALS ARE DUE

NO LATER THAN

11:00 a.m. (prevailing time) on TUESDAY, NOVEMBER 30, 2021

Submit Proposal to:

Keith Kinard
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, NJ 07901

OVERVIEW

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of public housing at three separate development sites: Vito A. Gallo Senior Building, a 125-unit five story high rise; Glenwood Place, a 40-unit low rise family development, and, Weaver Street, a 30-unit low rise family development.

Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.

The Authority successfully converted all its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been executed with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

The Housing Authority of the City of Summit (SHA or the Authority), New Jersey, invites proposals from qualified firms to perform maintenance of its mechanical systems including boilers, domestic hot water, plumbing, electrical and related ancillary equipment for its affordable housing developments. The SHA is seeking proposals from firms with the required licenses, registrations, certifications and capacity to maintain its mechanical systems authority-wide. Contract term is anticipated to be two-years with an option to renew, at the Authority's election and by Board approval, where necessary, for three, one-year extensions, contingent upon availability of funds and appropriations.

A. SCOPE OF SERVICES

The Housing Authority of the City of Summit, New Jersey, seeks qualified firm(s) to perform the following services including but not limited to:

Boiler Systems @ 12 Chestnut Avenue & Glenwood Place

1. Housing
 1. Check that housing is not damaged and that insulation is intact.
2. Boiler Water Side
 1. Check for water leaks.
 2. Open and clean water side.
3. Combustion Chamber
 1. Inspect combustion chamber for damage and/or debris.
 2. Check for signs of water leaks.
 3. Clean as required.
 4. Replace chamber gasket.
 5. Check burner and ignition components for excessive wear and replace as required.

- 4. Casting**
 1. Check for water leaks.
- 5. Flue**
 1. Check flue piping for damage, cracks, etc.
 2. Vacuum dust accumulation.
 3. Check flue dampers for proper operation.
 4. Test draft limit control.
- 6. Sanitary Relief Valve**
 1. Actuate relief valve.
 2. Ensure that it releases and resets properly.
 3. Replace as required.
- 7. Low Water Cutoff**
 1. Check low water cutoff for proper operation.
 2. Drain low water cutoff to dislodge any sediment accumulation.
- 8. Controls and Safety Limits**
 1. Check all gauges, pressure/temperature controls and safety limits for proper operation.
- 9. Gas Train**
 1. Vacuum and lubricate gas valve linkages as required.
 2. Check gauges, valves and regulators for proper operation and leaks.
 3. Check strainer.
- 10. Combustion Control**
 1. Check combustion controls, purge cycle, igniter, flame detector and safeties for proper operation.
 2. Clean, adjust, lubricate, and/or replace parts as required.
- 11. Combustion Blower/Motor**
 1. Check combustion blower, motor and linkages for proper operation and any excessive noise or vibration.
 2. Clean, adjust, lubricate and/or replace parts as required.
- 12. Combustion Performance**
 1. Perform combustion efficiency test.
- 13. Operating Conditions**
 1. Read and record operating pressure/temperature.
- 14. Expansion Tanks**
 1. Check for signs of leaks or corrosion. Any repairs to the vessel must be performed by code welder and documented per ASME code. If corrosion is excessive or tank is leaking, tank should be replaced.
- 15. Circulating Pumps**
 1. Check for signs of corrosion or seal leaks.
 2. Check pump and motor for excessive noise or vibration.
 3. Check condition and alignment of coupling.
 4. Ensure that all coupling guards are in place.

5. Check and note pressure gauge readings on suction and discharge of pump.
6. Note any unusual differences in pressure that may indicate pump performance problems.
16. Back Flow Preventers
 1. Use test kit to test check valves, shutoff valves, and relief valve if applicable. Note: This test requires shut off of the water service. Owner must be advised three (3) days in advance.
17. Complete service report and report deficiencies.
18. Promptly respond to service calls, as needed.
19. Subject to the Housing Authority's written approval, make all necessary repairs to maintain boilers, expansion tanks, and pumps in good operating condition.

Hot Water Heater / Domestic Hot Water @ Glenwood Place

1. Housing
 1. Check that housing is not damaged and that insulation is intact.
 2. Check for leaks.
2. Vent
 1. Check vent piping for damage, cracks, obstructions, etc.
 2. Vacuum dust accumulation.
 3. Check that vent is drafting properly.
 4. For Type B vents, check that the vent blower is operating properly.
3. Safety Relief Valve
 1. Actuate relief valve. Ensure that it releases and resets properly.
 2. Replace as required.
4. Controls and Safety Limits
 1. Check that temperature control and gas ignition safety is operating properly.
5. Gas Train
 1. Check gas regulator and thermostatic control valve for proper operation and leaks.
6. Combustion Chamber
 1. Inspect combustion chamber for damage and/or debris.
 2. Clean as required.
 3. Check burner and ignition components for excessive wear and replace as required.
7. Operating Conditions
 1. Check and record operating temperatures.
8. Water Tank
 1. Flush tank.
9. Expansion Tanks
 1. Check for signs of leaks or corrosion. Any repairs to the vessel must be performed by code welder and documented per ASME code. If corrosion is excessive or tank is leaking, tank should be replaced.

10. Circulating Pumps

1. Check for signs of corrosion or seal leaks.
2. Check pump and motor for excessive noise or vibration.

11. Complete service report and report deficiencies.

12. Promptly respond to service calls, as needed.

13. Subject to the Housing authority's written approval, make all necessary repairs to maintain hot water heater/domestic hot water heaters, expansion tanks, and pumps in good operating condition.

Heat Pumps @ 12 Chestnut Avenue

1. Promptly respond to service calls, as needed.
2. Subject to the Housing authority's written approval, make all necessary repairs to maintain heat pumps in good operating condition.

HVAC System (Inside Garage) & Furnaces @ 2 Weaver Street

1. Promptly respond to service calls, as needed.
2. Subject to the Housing authority's written approval, make all necessary repairs to maintain HVAC system supplying regular air flow and heat to the Community Room, Laundry Room, Workshop and Camera Room and furnaces in good operating condition.

Plumbing

1. Perform cleaning of existing sanitary pipes.
2. Perform video inspection and recording after cleaning.
3. Repeat the cleaning and video inspection process until all existing sanitary pipes are thoroughly cleaned.
4. Complete service report and report deficiencies.
5. Promptly respond to services calls, as needed.
6. Subject to the Housing Authority's written approval, make all necessary repairs to maintain the plumbing in good operating condition.

Electrical

1. Promptly respond to services calls, as needed.
2. Subject to the Housing Authority's written approval, make all necessary repairs to maintain electrical systems in good operating condition.

B. FEE PROPOSAL

Firm is to utilize the enclosed **FEE PROPOSAL FORM (Attachment 1, 1.2, 1.3)** to submit its proposed fixed-rate fee for each category of inspection. The proposed fee for each category must be one rate - ranges will not be accepted and may disqualify the proposal. The proposed fee must be inclusive of all direct and indirect costs associated with performing the tasks.

C. PROMPT PAYMENT ACT N.J.S.A. 2A:30A-1 et seq. - The award of this solicitation is subject to approval of HUD, the Housing Authority Board of Commissioners and the continuing availability of funds after approval. This also includes any payment as a result of litigation of any

dispute flowing from the award of this contract. Further, any change orders amounting to more than 20% must be approved by action of the Board of Commissioners.

D. INSURANCE – Contractor must possess and maintain the following insurance coverages:

- (1) Worker's Compensation Insurance – all aspects of coverage (including but not limited to scope and amount of coverage) must be in accordance with New Jersey Worker's Compensation laws;
- (2) Automobile Liability Insurance – must cover all owned, non-owned, and hired vehicles used in connection with the services, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage;
- (3) Comprehensive General Liability Insurance – must be in an amount not less than \$1,000,000 per occurrence or \$2,000,000 aggregate, with a deductible per claim not to exceed \$10,000. The property and casualty section must specifically identify the Housing Authority's property as being covered by the Policy;
- (4) Professional Liability Insurance – must include but not be limited to errors and omissions and must be in an amount not less than \$1,000,000 per occurrence with a deductible per claim not to exceed ten percent (10%) of the limit of liability.

E. BUSINESS REGISTRATION. Vendor must be registered to do business in the State of New Jersey, <https://www.state.nj.us/treasury/revenue/gettingregistered.shtml>.

F. PROPOSAL SUBMISSION: All interested qualified firms' proposal must contain the following information:

1. Cover letter of Interest on company letterhead including contact name, address, telephone and email address.
2. Detailed description of firm's qualifications as they relate to providing the scope of services to public housing authorities in the State of New Jersey or other similar entities.
3. Detailed description of firm's overall experience and approach to performing Scope of Services.
4. Detailed description of Firm's knowledge and understanding of the Scope of Services.
5. Three (3) references relevant to the performance of services similar to those required herein.
6. A Certificate of Insurance demonstrating adequate insurance coverages are in effect.
7. Copies of licenses and/or certifications to provide scope of services.

G. PROPOSAL EVALUATION: Proposals will be evaluated to determine the extent to which the firm's qualifications and capabilities provide the best value to the Housing Authority. Each proposal will be ranked using the below criteria based upon the information presented in the proposals, the Authority's knowledge from prior engagements, if applicable, independent background checks, or other factual information available to the Authority.

EVALUATION CRITERIA	TOTAL POSSIBLE POINTS
Qualifications. Degree to which firm possesses the requisite qualifications to successfully perform the Scope of Services.	20
Experience. Firm's experience providing Scope of Services to Public Housing Authorities or similar entities. Maximum consideration will be given to those firm's having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work.	20
Familiarity with Regulations. Firm's staff familiarity of Federal, State, and Local regulations, including HUD regulations, as they relate to the Scope of Services identified herein.	20
Readiness. Firm's readiness and capacity to provide the Scope of Services in a timely manner.	20
Fee. The reasonableness of firm's fee proposal.	20
Total Points	100

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Housing Authority of the City of Summit, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C.* S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

MANDATORY AFFIRMATIVE ACTION LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
(MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE)
Goods, Professional Service and General Service Contracts

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

FEE PROPOSAL FORM

BOILER/DOMESTIC HOT WATER - PRICE / FIXED FEE

Fixed fee rate shall be inclusive of all work incidentals to completing the task (such as scheduling, communicating, reporting, data entry, etc.).

YEAR 1

\$ _____ Hourly rate for regular inspection, maintenance, repair of all Boilers/DHW.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 2

\$ _____ Hourly rate for regular inspection, maintenance, repair of all Boilers/DHW.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 3 – Option to Renew

\$ _____ Hourly rate for regular inspection, maintenance, repair of all Boilers/DHW.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 4 – Option to Renew

\$ _____ Hourly rate for regular inspection, maintenance, repair of all Boilers/DHW.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 5 – Option to Renew

\$ _____ Hourly rate for regular inspection, maintenance, repair of all Boilers/DHW.

\$ _____ Hourly rate for on-call service calls and repair work.

FEE PROPOSAL FORM

PLUMBING - PRICE / FIXED FEE

Fixed fee rate shall be inclusive of all work incidentals to completing the task (such as scheduling, communicating, reporting, data entry, etc.).

YEAR 1

\$ _____ Hourly rate for general plumbing maintenance and repair services.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 2

\$ _____ Hourly rate for general plumbing maintenance and repair services.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 3 – Option to Renew

\$ _____ Hourly rate for general plumbing maintenance and repair services.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 4 – Option to Renew

\$ _____ Hourly rate for general plumbing maintenance and repair services.

\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 5 – Option to Renew

\$ _____ Hourly rate for general plumbing maintenance and repair services.

\$ _____ Hourly rate for on-call service calls and repair work.

FEE PROPOSAL FORM

ELECTRICAL - PRICE / FIXED FEE

Fixed fee rate shall be inclusive of all work incidentals to completing the task (such as scheduling, communicating, reporting, data entry, etc.).

YEAR 1

\$ _____ Hourly rate for general electrical maintenance and repair services.
\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 2

\$ _____ Hourly rate for general electrical maintenance and repair services.
\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 3 – Option to Renew

\$ _____ Hourly rate for general electrical maintenance and repair services.
\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 4 – Option to Renew

\$ _____ Hourly rate for general electrical maintenance and repair services.
\$ _____ Hourly rate for on-call service calls and repair work.

YEAR 5 – Option to Renew

\$ _____ Hourly rate for general electrical maintenance and repair services.
\$ _____ Hourly rate for on-call service calls and repair work.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Union

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
(title of bid proposal)

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 Housing Authority of the Town of Morristown 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 _____
Date

Signature

(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)

STATEMENT OF CORPORATE OWNERSHIP

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: _____

% of Ownership: _____

% of Ownership: _____

Name: _____

Name: _____

Subscribed and sworn before me this ____ day of _____, 2019

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

**CERTIFICATION REGARDING NON-DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or _____ (Company Name) 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 Government 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 these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Date: _____

Printed Name/Title: _____

**AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 AND N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under and existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successor vendor(s) must submit the copies of the AA 302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

VENDOR'S ACKNOWLEDGEMENT OF ADDENDA

The respondent hereby acknowledges receipt of the following Addenda to Summit Housing Authority's solicitation **RFP#021-003**:

Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____

Signature of Vendor's Agent

PROPOSAL DOCUMENT CHECKLIST**Mechanical Systems Maintenance RFQ # 21-003**

Submission Requirement	Required	Initial each required entry and, if required, submit the item with proposal
Support for Evaluation Criteria [Section H] (See Sections B., G.)	X	
Financial Capacity Documentation [where applicable] (Bid Guarantee, Consent of Surety, Certified Financial Statements, Business Line of Credit, Link to Online Annual Report, Federal Tax Account Transcript)	N/A	
Fee Proposal Form (Attachment 1, 1.2, 1.3)	X	
References (3)	X	
Valid Business Certification / License(s) for Scope of Services	X	
Valid State of N.J. Business Registration Certificate	X	
Certificate of Insurance	X	
Non-Collusion Affidavit (Exhibit A)	X	
Statement of Corporate Ownership (Exhibit B)	X	
Certification Regarding Non-Debarment, Suspension, Ineligibility and Voluntary Exclusion (Exhibit C)	X	
Affirmative Action Compliance Form (Exhibit D)	X	
Representations, Certifications and Other Statements of Bidders - HUD Form 5369-A (Exhibit E)	X	
Procurement Document Checklist (Exhibit F)	X	
Proposals Document Checklist (Exhibit G)	X	