



Housing Authority of the City of Perth Amboy

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

TELEPHONE: (732) 826-3110

FAX: (732) 826-3111

EDNA DOROTHY CARTY-DANIEL, Chairperson
DAVID BENYOLA, Vice-Chairman
REVEREND GREGORY PABON
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JOHN C. ANAGNOSTIS

DOUGLAS G. DZEMA, P.H.M.
Executive Director

EDWARD TESTINO
Counsel

October 6, 2021
Contract Documents

REQUEST FOR PROPOSALS

for

CCTV System Installation at Willow Pond

PERTH AMBOY, NEW JERSEY

Proposals due by 2:00 p.m. on Wednesday, October 27, 2021

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Perth Amboy Housing Authority
Request for Proposals
CCTV System Installation at Willow Pond

INTRODUCTION- The Housing Authority of the City of Perth Amboy (the “Authority”) is requesting proposals from qualified Contractors for the CCTV System Installation at The Villages at Willow Pond, 701 Chamberlain Ave., Perth Amboy, NJ, as per the Bid Scope below. All permitting fees, if any are required, will be paid for by the contractor with no expense to the Authority.

BID SCOPE:

- a. Labor, Materials and Equipment to install a new CCTV system for site surveillance (non-proprietary systems only). All work to be completed within 60 calendar days.
- b. Install eight (8) cameras on 2 separate buildings with the monitoring equipment located in the on-site offices.
- c. System is intended to be a wireless
- d. Attached material list may not be inclusive of all parts required for a fully operational system and shall be provided by the contractor.
 - a. Offices (Bldg. 1):
 - i. 16 channel Network Video Recorder – 1pc
 - ii. 8TB Hard Drive – 2pc
 - iii. 8 port Full POE Network Switch – 1pc
 - iv. 22” Video Monitor – 1pc
 - v. WIFI Antenna – 1pc
 - vi. Network controller – 1pc
 - vii. IT Controlled power strip – 1pc
 - viii. UPS Battery Backup – 1pc
 - ix. All necessary cabling, conduit, clamps, etc necessary for installations
 - b. Bldg. #2:
 - i. 4K Bullet Camera w/Verifocal Lens incl. mounting box – 4pcs (four cameras)
 - ii. 8-port Full POE Network Switch – 1pc
 - iii. WIFI Antenna w/mount – 1pc
 - iv. 8 Port POE Network Switch – 1pc
 - v. IT Controlled power strip – 1pc
 - vi. UPS Battery backup – 1pc
 - vii. Equipment cabinet (to be mounted on wall inside a storage closet attached to the building) – 1pc
 - viii. All necessary cabling, conduit, clamps, etc. necessary for installations
 - c. Bldg. #3:
 - i. 4K Bullet Camera w/Verifocal Lens incl. mounting box – 4pcs (four cameras)
 - ii. 8-port Full POE Network Switch – 1pc
 - iii. WIFI Antenna w/mount – 1pc
 - iv. 8 Port POE Network Switch – 1pc
 - v. IT Controlled power strip – 1pc
 - vi. UPS Battery backup – 1pc
 - vii. Equipment cabinet (to be mounted on wall inside a storage closet attached to the building) – 1pc
 - viii. All necessary cabling, conduit, clamps, etc. necessary for installations

QUALIFICATIONS – The Contractor must:

Be licensed to do business in the State of New Jersey and demonstrate that they, or their principles assigned to the project, have successfully completed services similar to the work requested. Please submit a completed Qualifications Questionnaire, attached herein, with proposals.

Be insured as required by state and federal regulations.

Be registered as a Public Works Contractor with the Department of Labor. The Public Works Contractor Registration Act (PWCRA) requires that all contractors, including named subcontractors, to register with the Department of Labor prior to submitting price proposals or engaging on certain public works contracts that exceed the prevailing wage threshold of \$2,000.00 for authorities. More information may be found at http://lwd.dol.state.nj.us/labor/wagehour/regperm/pw_cont_reg.html. Bidders are responsible for checking for updates to the rates, if any, in order to submit an accurate proposal.

PRE-BID MEETING A pre-bid meeting is not mandatory. Interested parties may schedule in appointment to visit the site by emailing DSabey@PerthAmboyHA.org.

BONDING REQUIREMENTS: NONE

PROPOSAL SUBMISSION Proposals are due by 2:00 PM on Wednesday, October 27, 2021 by mail or delivery to:

Perth Amboy Housing Authority
881 Amboy Ave.
PO Box 390
Perth Amboy, NJ 08862
“CCTV System Installation at Willow Pond”

Proposals may also be emailed to DSabey@PerthAmboyHA.org.

Proposals are to minimally include:

Proposal form
Qualification Questionnaire
Business Registration Certificate
Public Works Contractor Registration Certificate

PUBLIC NOTICE: The following public notice was advertised in the Home News Tribune on 10/24/20:

**Public Notice-Request for Proposals
Perth Amboy Housing Authority
CCTV System Installation at Willow Pond**

The Housing Authority of the City of Perth Amboy (the “Authority”) is requesting proposals from qualified Contractors for the CCTV System Installation at The Villages at Willow Pond, 701 Chamberlain Ave., Perth Amboy, NJ, as per the Bid Scope included in the Contract Documents. Interested parties may download the RFP from www.PerthAmboyHA.org. Proposals will be received until 2:00 p.m. on Wednesday, October 27, 2021 and shall be submitted as requested in the Contract Documents. Pre-Bid meetings are by appointment only. Proposers must be registered with the New Jersey Department of Treasury, Division of Revenue and with the New Jersey Department of Labor as a Public Works contractor. The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all bids or to waive any informality in bidding.

Form of Contract-SAMPLE ONLY
CCTV System Installation at Willow Pond

This **AGREEMENT** made this ____ day of _____ in the year _____ by and between

(Name of Contractor)

(Address)

hereinafter called the "Contractor," and the

Housing Authority of the City of Perth Amboy
881 Amboy Ave., PO Box 390, Perth Amboy, NJ 08862

hereinafter called the "Authority".

WITNESSETH that the Contractor and the Authority for the consideration stated herein mutually agree as follows:

Article 1. Statement of Services. The Contractor shall furnish all labor, materials, tools and equipment and shall perform and complete all work required for the CCTV System Installation at The Villages at Willow Pond, 701 Chamberlain Ave., Perth Amboy, NJ, as per the Bid Scope included in the Contract Document dated October 6, 2021, which are incorporated herein by reference and made a part hereof.

Article 2. Time of Completion. The contractor must complete all work within 60 days of the contractor's receipt of the 'Notice to Proceed'.

Article 3. Performance of Work. Work shall be performed during the Authority's standard business hours from 8:30 AM to 4:30 PM unless otherwise agreed upon between the Authority and Contractor.

Article 4. Work Requirements and Contractor's Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the work.

All work shall be performed in accordance with federal, State, County and local statutes, regulations and codes presently established or as may be established during the term of this contract. If the Contractor performs any work contrary to any federal, State, County or local statute, ordinance, regulation or code, he shall assume full responsibility and shall bear any and all costs attributable thereto.

The Contractor shall be responsible to apply for and secure any and all permits required by governing authorities to perform the work.

The Contractor shall not sub-contract any work under this contract without express prior written approval of the Authority.

The Contractor shall at all times keep the work area orderly and free from accumulations of waste materials. After completing work each day, the Contractor shall remove all equipment materials and tools that are not the property of the Authority and leave the work area in a neat, clean and orderly condition.

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the Authority, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

Article 5. Rates and Payments. The Authority shall pay the Contractor for all work a lump sum fee of _____ dollars and _____ cents (\$_____). The fee shall be inclusive of all costs for materials, labor, tools and equipment. Include price for extra door.

The Contractor shall submit an invoice upon satisfactory completion of all work. Payment shall be due within 30 days of receipt of the invoice by the Authority.

Article 6. Insurance. In accordance with State law, before performing any work, the Contractor shall furnish the Authority with certificates of insurance naming the Perth Amboy Housing Authority and Architect as additional insured showing the following insurance is in force and will insure all operations under the Contract:

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the Authority against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.000 per occurrence.

All Insurance shall be carried with companies which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the construction period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Authority. All certificates of insurance, as evidence of coverage, shall provide that no coverage maybe canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Authority.

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to the Authority proof of the contractor's business registration with the New Jersey Division of Taxation before contract award.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the Authority, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of this Agreement, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-49(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.34 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration under the requirements of either of those sections, shall be liable for a

penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

Article 8. Warranty. Contractor shall supply a one-year warranty on installation and specific manufacturer's warranty on applicable products.

Article 9. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument; and
2. Request for Proposals date October 27, 2021;
3. Contractor's Proposal dated October 27, 2021.

This instrument together with the document enumerated in this Article form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in this Article shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

_____ by _____
(Name)
(Title)
(Company Name)
(Phone Number)

In the presence of:

_____ by _____
Douglas G. Dzema, PHM
Executive Director
Housing Authority of the City of Perth Amboy

Proposal Form

Proposal for: CCTV System Installation at Willow Pond

TO: Housing Authority of the City of Perth Amboy
881 Amboy Ave., PO Box 390, Perth Amboy, NJ 08862

FROM:

Company Name of Bidder	Federal Employer Identification Number (FEIN)
Street Address	
City, State - Zip Code	
Contact Name / Telephone Number	
Fax Number / Email Address	

The undersigned, having read the entire Request for Proposals, and addenda, if any, thereto, and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for the CCTV System Installation at Willow Pond in accordance therewith at the following lump sum price:

_____ **dollars and** _____ **cents (\$_____.)**

This Proposal is accompanied by

- (1) Qualification Questionnaire;
- (2) New Jersey Business Registration Certificate
- (3) Public Works Contractor Registration Certificate

In submitting this proposal, it is understood that the Housing Authority of the City of Perth Amboy reserves the right to reject any and all offers. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

Signature of Offeror - Title	Date
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Qualification Questionnaire

Proposal for: CCTV System Installation at Willow Pond

Name of Offeror: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 2 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name?
_____ Years.

(b) How many years has your organization been performing the work required under this contract?
_____ Years.

(c) If a corporation, answer the following:
Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:
Date of Organization: _____

(e) If the contract is awarded to your firm, who will personally supervise the work?

(f) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

(g) Give trade references:

(h) Give bank references:

(i) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT
_____	_____	_____
_____	_____	_____

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Housing Authority of the City of Perth Amboy in verification of the recitals comprising this Statement of Offeror's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Offeror)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____