



# *Hansen RAD, LLC*

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862  
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**REQUEST FOR PROPOSALS**  
**for**  
**AUTOMATIC DOOR OPERATOR**  
**MAINTENANCE AND REPAIR SERVICES**  
**at**  
**STACK APARTMENTS AND HANSEN APARTMENTS**  
**in**  
**PERTH AMBOY, NEW JERSEY**

**Proposals due by 2:00 PM on June 7, 2022**

## CONTENTS

Table of Contents .....	2
Introduction.....	3
Notice – Request for Proposals .....	3
Proposal Submission.....	3
Form of Contract.....	4-8
 <b>Required Bid Documents:</b>	
Proposal Form .....	9-10
Qualification Questionnaire .....	11-12

**Hansen RAD, LLC**  
**Request for Proposals**  
**Automatic Door Operator Maintenance and Repair**

**Introduction** – Hansen RAD, LLC (Authority) will receive proposals for automatic door operator maintenance and repair services at Richard F. Stack Apartments and Wesley T. Hansen Apartments, Perth Amboy, New Jersey.

The contract shall be for a two-year term, renewable for two additional one-year periods or one additional two-year period provided both parties are in agreement and all terms remain the same.

**Notice- Request for Proposals**-The following notice has been advertised in the Home News Tribune:

**Public Notice-Request for Proposals**

Hansen RAD, LLC (Authority) will receive proposals for automatic door operator maintenance and repair services at Richard F. Stack Apartments and Wesley T. Hansen Apartments, Perth Amboy, New Jersey. This request is for a two-year service contract, renewable at the sole option of the Authority for two additional one-year periods or one two-year period.

Proposals will be received until June 7, 2022 by 2:00 P.M. prevailing time, at the offices of the Authority, 881 Amboy Avenue, PO Box 390, Perth Amboy, NJ 08862.

The written Request for Proposals may be downloaded from the Authority's website, [www.PerthAmboyHA.org](http://www.PerthAmboyHA.org). All contract requirements and requirements for the proposal are described in the Request for Proposals. The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Proposal Submission:**

1. Interested firms shall submit their proposal to Hansen RAD, LLC, 881 Amboy Avenue, PO Box 390, Perth Amboy, NJ 08862 no later than 2PM prevailing time on Tuesday, June 7, 2022 by mail or email to [csmolder@PerthAmboyHA.org](mailto:csmolder@PerthAmboyHA.org).
2. Proposal Form, Included herein.
3. Qualification Questionnaire
4. A Business Registration Certificate (to be submitted before award date).

**Form of Contract  
for Automatic Door Operator Maintenance and Repair Services**

This **AGREEMENT** made this 1<sup>st</sup> day of July in the year 2022 by and between

(Name of Contractor)  
(Address)

hereinafter called the "Contractor," and the

Hansen RAD, LLC  
881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 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 maintenance and repair of automatic door operators at Richard F. Stack Apartments and Wesley T. Hansen Apartments in Perth Amboy, New Jersey.

A. Annual maintenance: The Contractor shall perform annual maintenance services on all door operators as follows:

1. Check normal operation of operator.
2. Replace transmitter and door pad batteries as part of annual maintenance in all devices.
3. Test door swing speeds and pressure and adjust to meet New Jersey building code and Americans with Disabilities Act (ADA) requirements. Perform all other manufacturer required safety checks.
4. Provide any required lubrication of parts.
5. Tighten chains, adjust limit switches and lubricate entire drive mechanism.
6. Replace any defective bolts or nuts.
7. Test all door safety systems.
8. Test operation of door motion sensors.
9. Provide written report to owner indicating the performance of the equipment and any deficiencies.
10. All maintenance work shall conform with ANSI A156.10 and ADA requirements.
11. Provide copy of service technician's checklist.

B. Repairs

1. The Contractor shall provide repair services for the door operators as needed during the term of the contract in accordance with the conditions set forth following.
2. The Contractor shall notify the Authority of any needed repairs that may become apparent during the annual maintenance.

3. The Contractor shall coordinate repair work with other repairs that may involve the AC electrical circuits or the Keri keyless entry technology. The Contractor will not be responsible for maintenance and repair of AC electrical wiring or the Keri equipment.
4. Repairs shall be performed by the Contractor on an as-needed basis. The Authority makes no representation as to the amount of work that may be required during the contract period.
5. The Authority shall have the sole right and discretion to order work under his contract. The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.
6. The Authority shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall be entitled to a minimum payment of two (2) hours labor charges for each completed work order. Labor charges shall be calculated based upon actual time spent at the housing project work site. No charges shall be made for travel or shop time. Fractions of hours shall be rounded up to the next hour.
7. Typically, work shall be performed during the Authority's standard business hours. However, the Contractor shall be available to respond to emergency work order requests during non-business hours.
8. The Contractor may perform or complete non-emergency work orders outside of standard business hours for the Contractor's convenience only if the Authority grants prior permission. For work performed under such circumstance, the Contractor will be compensated at the standard labor rates stated in Article 5 below.
9. The Contractor shall respond to an emergency work order within twenty-four (24) hours of the receipt of written notification and shall respond to a non-emergency work order within seventy-two (72) hours of written notification.
10. The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of repairs of electrical generators and related equipment. If specialized equipment is required to perform a work order, the Contractor shall so notify the Authority. The Contractor shall obtain the Authority's approval for the use and applicable charges for such equipment prior to the Contractor's commencement of the work order or the Contractor's procurement of equipment.
11. The Authority, at its discretion, may request an estimate from the Contractor of the labor and materials required to perform a repair work order. Estimates shall be provided at no cost to the Authority.
12. Upon completion of each work order, the Contractor shall present the completed written work order, indicating the actual time spent and materials used, to a designated representative of the Authority.

### C. Services Locations and Equipment

1. Richard F. Stack Apartments, 333 Rector Street, Perth Amboy, New Jersey:
  - a. Equipment: Stanley Access Magic Force operators – Two (2) units; Three (3) wireless push buttons
  - b. Door Types: Two (2) single-swinging.
2. Wesley T. Hansen Apartments, 415 Fayette Street, Perth Amboy, New Jersey:
  - a. Equipment: Stanley Access Magic Force operators – Six (6) units; Ten (10) wireless push buttons
  - b. Door Types: Six (6) single-swinging.

**Article 3. Work Requirements and Contractor's Responsibility.** The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the maintenance and repair services.

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 be responsible for all materials delivered and work performed until completion and acceptance of each work order.

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 each work order, 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 4. Payments and Labor Rates for Repair Services.**

Maintenance:

The Authority shall pay the Contractor for the specified annual maintenance services at both sites an annual fixed price of \_\_\_\_\_ dollars (\$\_\_\_\_.00).

The Authority shall pay the Contractor for repair work at the rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment.

Standard Labor Rate for Repairs Services:

The Authority shall pay the Contractor for work performed during the Authority's business hours, Monday to Friday, 7:00 a.m. to 4:30 p.m., exclusive of holidays, at the following rates.

Repair Technician: \_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

The Authority shall pay the Contractor for work performed at all other times at the following rates, unless work is performed at such times for the Contractor's convenience.

Premium Labor Rate for Repair Services:

Repair Technician: \_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

Reimbursement for Parts and Material Costs:

The Authority shall reimburse the contractor for the actual cost of all parts and materials installed, plus a markup of ten percent (10%).

Payment Procedure:

The Authority shall make payments upon the completion of work by the Contractor, including the provision of certificates of compliance, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the Authority. Invoices including reimbursement for parts and materials must be accompanied by paid receipts. Payment shall be due within 30 days of receipt of the invoice by the Authority.

**Article 5. Term of Contract.** This contract shall extend for a period of two years, July 1, 2022 through June 30, 2024. The contract shall be renewable for two additional one-year periods or one additional two-year period at the sole option of the Authority at the same price and rates stated in Article 4.

**Article 6. Insurance.** Before performing any work, the Contractor shall furnish the Authority with certificates of insurance 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. Contract Documents.** Contract Documents shall consist of the following component parts:

1. This instrument;
2. Request for Proposals dated June 7, 2022; and
3. Addenda (if any).

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 8 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*  
*Phone*

In the presence of:

\_\_\_\_\_ by \_\_\_\_\_  
Douglas G. Dzema, PHM  
Executive Director  
Hansen RAD, LLC



## Proposal

Proposal for: Automatic Door Operator Maintenance and Repair Services

TO: Hansen RAD, LLC  
881 Amboy Avenue, P.O. Box 390, Perth Amboy, NJ 08862

FROM:

Company Name of Offeror	Federal ID#
Street Address	
City, State - Zip Code	
Contact Name / Telephone Number	
Contact Fax Number / Email Address	

1. The undersigned, having read all Specifications and addenda, if any, 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 automatic door operator maintenance and repair services in accordance therewith at the following annual fixed price and labor rates:

**Annual Maintenance Services at Both Sites, Fixed Price:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_).

**Repair Technician, Standard Rate:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

**Repair Technician, Premium Rate:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the Authority:  
Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

3. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the offeror is a corporation or partnership, list all persons who have 10 percent or more ownership in the corporation or partnership.)

Full Name	Address	% of ownership
Full Name	Address	% of Ownership
Full Name	Address	% of ownership
Full Name	Address	% of ownership

The offeror shall state on the line below, whether or not he is a citizen of the United States, and in the case of a partnership, whether or not all partners are citizens of the United States.

4. This Proposal is accompanied by:

- (a) Qualification Questionnaire.
- (b) Copy of Certificate of Public Works Contractor Registration, issued by the New Jersey Department of Labor.
- (c) Copy of New Jersey Business Registration Certificate, issued by the New Jersey Department of the Treasury, Division of Revenue.

5. In submitting this proposal, it is understood that Hansen RAD, LLC 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.

**AFFIDAVIT**

State of \_\_\_\_\_

SS.

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says:  
(Individual's name)

THAT he is \_\_\_\_\_,  
(Owner, Officer or Partner of the firm of etc.)

the party making the foregoing proposal for automatic door operator maintenance and repair services at Richard F. Stack Apartments and Wesley T. Hansen Apartments in Perth Amboy, New Jersey; that all statements contained in this proposal are true, accurate and complete.

\_\_\_\_\_  
(Signature of Offerer)

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

\_\_\_\_\_  
Notary Public

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

**Qualification Questionnaire**

Proposal for: Automatic Door Operator Maintenance and Repair Services

Name of Offeror: \_\_\_\_\_

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

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 3 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 applicable, list employees holding any New Jersey licenses or certificates and effective dates:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

(h) Give trade references:

\_\_\_\_\_  
\_\_\_\_\_

(i) Give bank references:

\_\_\_\_\_  
\_\_\_\_\_

(j) 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 Hansen RAD, LLC 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 \_\_\_\_\_