



Housing Authority of the City of Perth Amboy

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

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Counsel

REQUEST FOR PROPOSALS
for
HEATING, VENTILATION AND
AIR-CONDITIONING
MAINTENANCE AND REPAIR SERVICES
at
PUBLIC HOUSING PROJECT SITES
in
PERTH AMBOY, NEW JERSEY

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

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Perth Amboy Housing Authority

Request for Proposals

HVAC Maintenance and Repair

Introduction - The Housing Authority of the City of Perth Amboy (Authority) will receive proposals for heating, ventilation and air conditioning (HVAC) maintenance and repair services at its various public housing project sites in Perth Amboy, New Jersey. The sites, equipment and billing methods are listed herein.

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.

Proposals will be received until 2:00 p.m. on June 7, 2022 at the offices of the Housing Authority, 881 Amboy Avenue, Perth Amboy, NJ 08861, at which time all offers will be evaluated.

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

Public Notice-Request for Proposals

The Housing Authority of the City of Perth Amboy (Authority) will receive proposals for heating, ventilation and air conditioning (HVAC) maintenance and repair services at its various public housing project sites located in Perth Amboy, New Jersey. The contract shall be for one 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.

Proposals will be received until 2:00 p.m. on June 7, 2022 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. 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 the Perth Amboy Housing Authority, 881 Amboy Avenue, PO Box 390, Perth Amboy, NJ 08862 no later than 2:00 p.m. prevailing time on Tuesday, June 7, 2022 by mail or delivery.
2. Three Proposal Forms, Included herein.
3. Qualification Questionnaire
4. A Public Works Contractor Registration Certificate
5. A Business Registration Certificate (to be submitted before award date).

Form of Contract-SAMPLE-DO NOT SUBMIT)
for Heating, Ventilation and Air-Conditioning Maintenance and Repair Services

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 Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

and

Dunlap RAD, LLC

881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

and

Hansen RAD, LLC

881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

(One contract for each company above shall be executed)

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 maintenance and repair of the heating, ventilation and air-conditioning equipment shown on Appendix A - Schedule of Equipment located at various sites owned by the Authority.

Periodic Maintenance Services: The Contractor shall provide the following periodic maintenance for all equipment at all sites:

On or about October 1, start up the gas-fired furnaces at all sites. Verify the operation of all parts and controls. Adjust and lubricate all components of the system in accordance with the manufacturers' maintenance schedules.

On or about May 1, start up the air conditioning systems at all sites. Verify the operation of the condensers, air handlers, and controls. Check for refrigerant leaks and level of refrigerant, and charge as needed. Adjust and lubricate all components of the system in accordance with the manufacturers' maintenance schedules.

At each seasonal start-up, inspect the following items or components and service in accordance with the manufacturers' instructions: all unit operations, power connections to the units, covers on electrical connections, gas connections to the units, access panels to equipment, fans, venting, VAV boxes, dampers, air filters, condensate pans and piping, insulation on condensate lines.

At each seasonal start-up and air filter change, clean accumulations of debris in and around all equipment. Change all air filters every two months. Two changes will be concurrent with the seasonal start-ups and servicing. Filters are to be Perfect Pleat or equal quality air filter, 1" panel, 100% virgin synthetic fiber, low resistance, MERV-6 performance.

Repair Services: Repair work 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.

The Authority shall notify the Contractor of all repair 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.

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.

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.

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.

The Authority, at its discretion, may request an estimate from the Contractor of the labor and materials required to perform a work order. Estimates shall be provided at no cost to the Authority.

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.

The Authority shall have the sole right and discretion to order repair work under his contract. The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Article 2. Work Requirements and Contractor's Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform work.

The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of commercial heating, ventilation and air conditioning systems installation, service and repairs. 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.

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 3. Term of Contract. This contract shall extend for a period of two years, July 1, 2014 through June 30, 2016. The contract shall be renewable for two additional one-year periods at the sole option of the Authority and at the same price and rates stated in **Article 4.**, following.

Article 4. Contract Price, Rates and Payments. The Authority shall pay the Contractor a total fixed price of _____ dollars (\$____.__) **per year** inclusive of all labor, materials, tools and equipment, for all periodic maintenance services, payable in accordance with the following schedule:

- For heating season start-up and maintenance: _____dollars(\$____.__);
- For interim change of air filters: _____dollars(\$____.__);
- For interim change of air filters: _____dollars(\$____.__);
- For air conditioning season start-up and maintenance: _____dollars(\$____.__);
- For interim change of air filters: _____dollars(\$____.__);
- For interim change of air filters: _____dollars(\$____.__);

The Authority shall make payments for periodic maintenance work upon the completion of work by the Contractor and the presentation of an invoice. Payment shall be due within 30 days of receipt of the invoice by the Housing Authority.

The Authority shall pay the Contractor for repair work at the labor rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment. The Authority shall also reimburse the Contractor for the actual cost of materials and approved specialized equipment plus a mark-up of ten percent (10%) of these costs.

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.

Standard Labor Rates

- HVAC Technician: _____ dollars and _____ cents (\$__.__) per hour.
- Laborer: _____ 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 Rates:

- HVAC Technician: _____ dollars and _____ cents (\$__.__) per hour.
- Laborer: _____ dollars and _____ cents (\$__.__) per hour.

The Housing Authority shall make payments for repair work upon the completion of work by the Contractor and the presentation of an invoice. The invoice must be accompanied by completed work orders signed by a representative of the Authority, and paid receipts for material and approved specialized equipment costs. Payment shall be due within 30 days of receipt of the invoice by the Housing Authority.

Article 5. 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 \$2,000,000.00 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 Housing Authority.

Article 6. 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. This document is required component of the bid package. Bids received without the business registration is considered a non-waivable defect and the bid will be rejected.

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 7. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument; and
2. Appendix A - Equipment Schedule; and
3. Proosal submitted by the Contractor dated June 7, 2022; and
4. 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 7 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)

In the presence of:

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

Appendix A Equipment Schedule

Location: Housing Authority Offices, 881 Amboy Avenue (billed to Perth Amboy Housing Authority)

The following air conditioning condenser units are located on a flat roof, 12' above grade.

ACC-1	5 ton	Trane	12 SEER
ACC-2	5-ton	Trane	11 SEER
ACC-3	5-ton	Trane	11 SEER
ACC-4	5-ton	Trane,	11 SEER
ACC-5	3-ton	Trane,	12 SEER
ACC-6	5-ton	Trane,	11 SEER
ACC-7	3 ton	Trane	12 SEER

The following air handler units, AH-1, 3 & 4, are located in an attic accessed through an outside roof hatch.

AH-2, 5, 6 & 7 units are located in the attic areas of the building accessed by ladder from inside the building.

AH-1	120,000BTU, gas fired, Trane, high efficiency, (1) unit filter
AH-2	120,000BTU, gas fired, Trane, std. efficiency, (1) unit filter
AH-3	Air Handler, only, Carrier, std. efficiency, (1) unit filter
AH-4	120,00BTU, gas fired, Carrier, std. efficiency, (1) unit filter
AH-5	80,000BTU, gas fired, Carrier, std. efficiency, (1) unit filter
AH-6	100,000BTU, gas fired, Carrier, std. efficiency, (1) unit filter
AH-7	80,000BTU, gas fired, Trane, std. efficiency, (1) unit filter

Controls: Primarily Honeywell, programmable stat. Section 8 offices are controlled by a Trane VariTrac Central Control Panel that communicates with (11) VAV boxes. Management offices controlled by Trane Tracker 24.

Location: Lautenberg Community Center, 500 Dobranski Drive (billed to Dunlap RAD, LLC)

1 Carrier Model 48SS018-060 located on the pitched roof of a single story building
60,000 BTU, Standard Efficiency
3-ton cooling, 10 SEER

Location: Wesley T. Hansen Apartments, 415 Fayette Street (billed to Hansen RAD, LLC)

Community Room: 2 zones, split system

- 1 Goodman air handler located in drop ceiling above the community room
- 1 Goodman 3-ton outdoor condensing unit located outside the community room
- 1 York air handler located in drop ceiling above the community room
- 1 York 3-ton outdoor condensing unit located outside the community room

Clinic, 1 zone, split system

- 1 Trane air handler with electric coil located in drop ceiling above the clinic
- 1 Trane XB-12 3-ton outdoor condensing unit located outside the clinic

Proposal

Proposal for: Dunlap RAD, LLC, 881 Amboy Ave
Heating Ventilation and Air-Conditioning Maintenance and Repair Services

FROM:

Company Name of Offeror Federal ID#

Street Address

City, State - Zip Code

Contact Name and Telephone Number

Contact Fax # / 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 heating, ventilation and air conditioning maintenance and repair services in accordance therewith at the following price and labor rates:

Periodic Maintenance Services, Fixed Price:

Heating season start-up and maintenance (Dunlap RAD, LLC):

_____dollars(\$_____.____)

Air conditioning season start-up and maintenance:

_____dollars(\$_____.____)

Interim change of air filters (each):

_____dollars(\$_____.____) X 4 = _____dollars(\$_____.____)

Total Annual Periodic Maintenance Services: _____dollars(\$_____.____)

Hourly Labor Rates for Repair Services:

HVAC Technician Standard Rate:

_____dollars and _____ cents (\$_____.____) per hour.

Laborer, Standard Rate:

_____dollars and _____ cents (\$_____.____) per hour.

HVAC Technician, Premium Rate:

_____dollars and _____ cents (\$_____.____) per hour.

Laborer, Premium Rate:

_____dollars and _____ cents (\$_____.____) per hour.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the Housing Authority:

Addendum Number _____ dated _____

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

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 the Qualification Questionnaire, Business Registration Certificate and Public Works Contractor Registration Certificate

5. 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.

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 HVAC maintenance and repair services at public housing sites in Perth Amboy, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Bidder)

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

Notary Public

My Commission expires _____
Date

Proposal

Proposal for: Perth Amboy Housing Authority, 881 Amboy Ave
Heating Ventilation and Air-Conditioning Maintenance and Repair Services

FROM:

Company Name of Offeror Federal ID#

Street Address

City, State - Zip Code

Contact Name and Telephone Number

Contact Fax # / 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 heating, ventilation and air conditioning maintenance and repair services in accordance therewith at the following price and labor rates:

Periodic Maintenance Services, Fixed Price:

Heating season start-up and maintenance (Management Office):

_____ dollars(\$_____.____)

Air conditioning season start-up and maintenance:

_____ dollars(\$_____.____)

Interim change of air filters (each):

_____ dollars(\$_____.____) X 4 = _____ dollars(\$_____.____)

Total Annual Periodic Maintenance Services: _____ dollars(\$_____.____)

Hourly Labor Rates for Repair Services:

HVAC Technician Standard Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

Laborer, Standard Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

HVAC Technician, Premium Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

Laborer, Premium Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the Housing Authority:

Addendum Number _____ dated _____

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

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 the Qualification Questionnaire, Business Registration Certificate and Public Works Contractor Registration Certificate

5. 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.

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 HVAC maintenance and repair services at public housing sites in Perth Amboy, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Bidder)

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

Notary Public

My Commission expires _____
Date

Proposal

Proposal for: Hansen RAD, LLC, 881 Amboy Ave
Heating Ventilation and Air-Conditioning Maintenance and Repair Services

FROM:

Company Name of Offeror Federal ID#

Street Address

City, State - Zip Code

Contact Name and Telephone Number

Contact Fax # / 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 heating, ventilation and air conditioning maintenance and repair services in accordance therewith at the following price and labor rates:

Periodic Maintenance Services, Fixed Price:

Heating season start-up and maintenance (Hansen RAD, LLC):

_____ dollars(\$_____.____)

Air conditioning season start-up and maintenance:

_____ dollars(\$_____.____)

Interim change of air filters (each):

_____ dollars(\$_____.____) X 4 = _____ dollars(\$_____.____)

Total Annual Periodic Maintenance Services: _____ dollars(\$_____.____)

Hourly Labor Rates for Repair Services:

HVAC Technician Standard Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

Laborer, Standard Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

HVAC Technician, Premium Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

Laborer, Premium Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the Housing Authority:

Addendum Number _____ dated _____

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

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 the Qualification Questionnaire, Business Registration Certificate and Public Works Contractor Registration Certificate

5. 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.

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 HVAC maintenance and repair services at public housing sites in Perth Amboy, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Bidder)

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

Notary Public

My Commission expires _____
Date

Qualification Questionnaire

Proposal for: Heating Ventilation and Air-Conditioning Maintenance and Repair Services

Name of Bidder: _____

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) List New Jersey trade license(s), if any:

Types of license: _____; Number: _____; Effective Date: _____

Types of license: _____; Number: _____; Effective Date: _____

Types of license: _____; Number: _____; Effective Date: _____

(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 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 _____