



Housing Authority of the City of Perth Amboy

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REQUEST FOR PROPOSALS
for
FIRE SUPPRESSION SYSTEMS INSPECTION,
MAINTENANCE AND REPAIR SERVICES
at
Richard F. Stack Apartments
and
Wesley T. Hansen Apartments
PERTH AMBOY, NEW JERSEY

Proposals Due By: September 1, 2026 at 2:00 PM

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NOTICE –REQUEST FOR PROPOSALS

PUBLIC NOTICE is hereby given that proposals will be received by The Housing Authority of the City of Perth Amboy (PAHA), New Jersey, at the Administrative Office of the PAHA, located at 881 Amboy Avenue, PO Box 390, Perth Amboy, NJ 08862 by Tuesday, September 1, 2026 at 2:00 PM for the purpose of establishing a two-year service contract with a qualified New Jersey Fire Protection Equipment Contractor to perform fire pump and standpipe systems inspection, maintenance and repair services at Richard F. Stack Apartments and Wesley T. Hansen Apartments, Perth Amboy, New Jersey as well as fire sprinkler systems inspection, maintenance and repair services at Hansen Apartments only. This solicitation is for a two-year service contract, renewable for one additional two-year period providing all rates and terms remain the same and both parties are in agreement. The PAHA reserves the right to waive any informalities in proposals and to reject any and all proposals if it is in the best interest of the PAHA to do so.

The Request for Proposals (RFP) may be downloaded from www.PerthAmboyHA.org. Proposals are to be submitted as set forth in the RFP no later than 9/1/26 at 2:00 PM.

Proposers must be authorized to do business in New Jersey. Any proposer which is a corporation not chartered under the laws of the State of New Jersey must submit an affidavit certifying that said corporation is authorized to do business in the State of New Jersey.

Proposers are also required to comply with the requirements of Public Law 1975, c.127 which pertains to “Non-Discrimination” and “Affirmative Actions”, and Public Law 1977, c.33, which requires a Statement of Corporate Ownership.

**Form of Contract
For Suppression Systems Inspection, Maintenance and Repair Services**

This **AGREEMENT** made this 1st day of September in the year 2026 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

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 fire pump and standpipe systems inspection, maintenance and repair services at Richard F. Stack Apartments, located at 333 Rector Street and Wesley T. Hansen Apartments, located at 415 Fayette Street, Perth Amboy, New Jersey, as well as fire sprinkler systems inspection, maintenance and repair services at Hansen Apartments only.

- a. Annual Inspection and Testing: The Contractor shall perform an annual sprinkler system, fire pump and standpipe system inspection and test as required by the Uniform Construction Code of the State of N.J and NFPA-25. The testing shall be coordinated with the City of Perth Amboy Office of Code Enforcement for compliance and observation by the Construction Official. The Contractor shall provide the manpower, tools hoses, gauges and other equipment required to perform the pump test and measure flow water at the highest point of the standpipes. During the annual test the contractor shall test the minimum, rated and peak flows of the pump and submit a written report. The inspection and testing shall include the following:
 1. Churn and full flow test, and check pump operation, motor operation, controller operation. Test timing and events of controller units.
 2. Inspect all control valves, hose connections, valves and fittings.
 3. Record static pressure, RPM and water volume when testing.
 4. Water flow shall be measured at the highest outlet of the standpipe system. (on roof)
- b. Annual Maintenance: The Contractor shall provide normal service of the sprinkler system, fire pumps and jockey pumps as required by the manufacturer, including lubricating bearing assemblies and adjusting the packing in accordance with the manufacturer's instruction and repair manual.
- c. Repairs: The Contractor shall provide repair services for the all systems as needed during the term of the contract in accordance with the conditions set forth in Article 2 and Article 3 following.

Article 2. Performance of Repair Work. 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.

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.

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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.

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 Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of commercial piping and electrical installations 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.

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.

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 inspection 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.

All workers employed by the Contractor to perform electrical work must work under the direct supervision of a licensed electrician.

Laborers shall not be permitted to perform any electrical work, piping, installation of valves, controls or any other components.

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.

The Authority shall pay the Contractor for the annual inspection, testing and maintenance services at both sites an annual fixed price (stipulated sum) of _____ dollars and _____ cents (\$_____.____).

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. 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

Plumber/Pipefitter: _____ dollars and _____ cents (\$___. __) per hour.

Electrician: _____ 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:

Plumber/Pipefitter: _____ dollars and _____ cents (\$___. __) per hour.

Electrician: _____ dollars and _____ cents (\$___. __) per hour.

Laborer: _____ dollars and _____ cents (\$___. __) per hour.

The Housing Authority shall make payments upon the completion of work by the Contractor, including the filing of required reports, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the Authority, and paid receipts

for any material and approved specialized equipment costs. Payment shall be due within 30 days of receipt of the invoice by the Housing Authority.

Article 5. Term of Contract. This contract shall extend for a period of two years, September 1, 2026 through August 31, 2028. The contract shall be renewable for one additional two-year period providing all rates and terms remain the same and both parties are in agreement.

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 \$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 7. New Jersey Business Registration Requirements. The contractor shall provide to the Housing Authority proof of the contractor's business registration with the New Jersey Division of Taxation. This document is required component of the contract. Bidders are required to submit proof of business registration 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. Technical Specifications;
- 3. Contractor’s Bid as accepted by the Authority, including all Certifications, Affidavits and Statements; 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 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 Name)
(Phone Number)

In the presence of:

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

Description of the Housing Project Sites and Fire Pump Equipment

Development Name: Richard F. Stack Apartments

Address: 333 Rector Street, Perth Amboy, NJ

Occupancy Type: Elderly

Number of Buildings: 1 Residential

Number of Dwelling Units and Sizes:

0 Bedroom – 1; 1 Bedroom – 47; Total - 48

Structure Type: Elevator Building

Height: 6 story

Construction Date: 1961

Construction Type: Concrete Frame with Brick Veneer, basement

Fire Pump Equipment: 25hp Model 4-383-7B Aurora Pump with

Joslyn Clark D10680 Fire Pump Controller and 2hp Aurora Jockey Pump

Development Name: Wesley T. Hansen Apartments

Address: 415 Fayette Street, Perth Amboy, NJ

Occupancy Type: Elderly

Number of Buildings: 1 Residential

Number of Dwelling Units and Sizes:

0 Bedroom – 50; 1 Bedroom – 50; Total - 100

Structure Type: Elevator Building

Height: 11 story

Construction Date: 1968

Construction Type: Concrete Frame with Brick Veneer, basement

Fire Pump Equipment: 40hp Model 3-481-10 Aurora Pump with

Joslyn Clark D10680 Fire Pump Controller and 2hp Aurora Jockey Pump

Proposal

Proposal for: Fire Suppression Systems Inspection, Maintenance and Repair Services

TO: Housing Authority of the City of Perth Amboy
881 Amboy Avenue, P.O. Box 390, Perth Amboy, NJ 08862

FROM:

Company Name of Bidder _____ Federal Identification Number or Social Security Number _____
Street Address _____
City, State - Zip Code _____
Contact Name _____
Telephone Number / Fax Number / Email Address _____

1. The undersigned, having read the specifications, including the Request for Proposals, the form of contract, contract conditions, description of the project sites and equipment, this proposal form, the form of non-collusive affidavit, the form of statement of bidder's qualifications, the Certifications and Representations of Offerers, 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 fire pump inspection, maintenance and repair services at Richard F. Stack Apartments and Wesley T. Hansen Apartments in accordance therewith at the following fixed price and labor rates for repair services:

Annual Inspection, Testing and Maintenance Services at Both Sites, Fixed Price:

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

Plumber/Pipefitter, Standard Rate:

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

Electrician, Standard Rate:

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

Laborer, Standard Rate:

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

Plumber/Pipefitter, Premium Rate:

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

Electrician, Premium Rate:

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

Premium Rate:

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

2. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the offerer 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 offerer 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:

- (1) Non-Collusive Affidavit;
- (2) Qualification Questionnaire;
- (3) Form HUD-5369-C, Certifications and Representations, of Offerors, Non-Construction Contract;
- (4) Copy of New Jersey Fire Protection Equipment Contractor permit.
- (5) Copy of New Jersey Business Registration Certificate
- (6) Copy of Certificate of Public Works Contractor Registration issued by the New Jersey Department of Labor.

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 proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the receipt 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 fire pump inspection, maintenance and repair services at Stack Apartments and Hansen Apartments in Perth Amboy, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Offeror)

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

Notary Public

My Commission expires _____
Date

Non-Collusive Affidavit

AFFIDAVIT

State of _____

County of _____

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

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

(Firm Name)

the party making the foregoing proposal dated 9/1/26 for fire suppression systems inspection, maintenance and repair services; that such proposal is genuine and not collusive or sham; that the offerer has not colluded, conspired, connived or agreed, directly or indirectly, with any offerer or person, to put in a sham proposal or to refrain from offering a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the price of affiant or of any offerer, or to fix any overhead, profit or cost element of said price, or of that of any other offerer, or to secure any advantage against the Housing Authority of the City of Perth Amboy or any person interested in the proposed contract; and that all statements in the said proposal are true.

(Signature of Offerer)

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

Notary Public

My Commission expires _____

Qualification Questionnaire

Proposal for: Fire Suppression Systems Inspection, Maintenance and Repair Services

Name of Offerer: _____

Address: _____

(a) It shall be necessary for the offerer 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 Fire Protection Equipment Contractor certificate number and effective date:
(REQUIRED)

(f) If applicable, list New Jersey Electrician or Master Plumber License(s) and effective dates:

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

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

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(i) Give trade references:

(j) Give bank references:

(k) 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 _____