



Highlands Housing Authority

215 Shore Drive, Highlands, New Jersey 07732

TELEPHONE: (732) 872-2022

FAX: (732) 291-8743

REQUEST FOR PROPOSALS
for
CCTV
MAINTENANCE AND REPAIR SERVICES
at
PTAK TOWERS and JENNIE PARKER MANOR
in
HIGHLANDS, NEW JERSEY

Proposals are due by 2:00 p.m. on Tuesday, July 13, 2021

CONTENTS

Introduction	3
Notice-Request for Proposals	3
Form of Contract.....	4-7
Required Documents for Proposal:	
Proposal Form	8-9
Qualification Questionnaire	10-11

Highlands Housing Authority

Request for Proposals

CCTV Maintenance and Repair Contractor

Introduction - The Housing Authority of the Borough of Highlands (Authority) has a need to retain the services of a professional CCTV maintenance and repair contractor to provide annual maintenance and the “as-needed” repairs for its existing CCTV systems at Ptak Towers and Jennie Parker Manor in Highlands, NJ. The scope of work shall include the labor, material and equipment to provide:

An annual inspection of all equipment at both sites, once a year, with a written report to the Authority; and
As needed repair of the existing equipment; and
Installation of new equipment upon request of the Authority.

All work shall be performed on a time and material basis, and material can be marked up no more than 10% over cost. Service response must be within 48 hours. Proposals must include the Proposal Form included herein listing the hourly rates for technician and laborer for regular and overtime hours.

The contract shall be for a two-year term, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period at the same terms.

Notice- Request for Proposals-The following notice has been advertised in the Asbury Park Press:

Notice- Request for Proposals

The Housing Authority of the Borough of Highlands (Authority) will receive sealed proposals from CCTV maintenance and repair contractors to provide annual maintenance and the as-needed repairs for its existing CCTV systems at Ptak Towers and Jennie Parker Manor in Highlands, NJ. The scope of work shall include the labor, material and equipment to provide annual maintenance for the existing equipment and as needed repairs or new installation when requested. This request is for a two-year service contract, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period at the same terms.

Proposals will be received until 2:00 p.m. on Tuesday, July 13, 2021 at the offices of the Authority, 215 Shore Drive, Highlands, NJ 07732. The written Request for Proposals (RFP) may be obtained from the Authority website at www.HighlandsHA.org. All contract requirements and requirements for the proposal are described in the RFP. 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.

**Form of Contract
for CCTV Maintenance and Repair Services**

This **AGREEMENT** made this 1st day of August in the year 2021 by and between

(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Housing Authority of the Borough of Highlands
215 Shore Drive, Highlands, New Jersey 07732

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 the CCTV Systems at Ptak Towers and Jennie Parker Manor in Highlands, New Jersey. The equipment to be services is as follows:

Ptak Towers (4-story building):

1. LST DVRs: 3 pieces
2. Vizio Monitors: 4 pieces
3. LST Indoor Cameras: 11 pieces
4. LST Outdoor Cameras: 21 pieces

Jennie Parker Manor (2-story buildings)

1. LST DVRs: 1 piece
2. Vizio Monitors: 1 piece
3. LST Indoor Cameras: 3 pieces
4. LST Outdoor Cameras: 13 pieces

The annual maintenance shall at a minimum include:

1. Inspect all existing equipment at both locations
2. Provide a written report to the Authority indicating the performance and any deficiencies of every camera, monitor and DVR.

The as-needed repairs and/or replacement of equipment shall include:

1. Service response time with 48 hours of being contacted by the Authority.
2. All service work and installations shall meet all current building codes.
3. Replacements, if any, shall match existing equipment where feasible.
4. Contractor shall provide an estimate to the Authority before any new installation is provided.
5. Billing for as-needed repairs shall be time and materials with materials marked up at ___ over cost.

Article 2. 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 3. 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 ____ percent (___%).

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 4. Term of Contract. This contract shall extend for a period of two years, August 1, 2021 through July 31, 2023. The contract shall be renewable for one additional two-year period at the agreement of both parties and at the same price and rates stated in Article 3.

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 \$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 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 before contract award.

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;
2. Proposal submitted by the Contractor; and
3. Request for Proposals dated 7/13/21.

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
Phone Number

In the presence of:

_____ by _____
Douglas G. Dzema, PHM
Executive Director
Housing Authority of the
Borough of Highlands

Proposal Form

Proposal for: CCTV Maintenance and Repair Services

TO: Housing Authority of the Borough of Highlands
215 Shore Drive, Highlands, NJ 07732

FROM:

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

1. The undersigned, having read the entire Request for Proposals, 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 CCTV maintenance and repair services in accordance therewith at the following prevailing wage rates:

ANNUAL MAINTENANCE SERVICES, FIXED ANNUAL PRICE:

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

LABOR RATES

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 _____

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:

- (1) Qualification Questionnaire.
- (2) Public Works Contractor Registration
- (3) Business Registration Certificate

5. In submitting this proposal, it is understood that the Housing Authority of the Borough of Highlands 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 CCTV maintenance and repair services at Ptak Towers and Jennie Parker Manor in Highlands, 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: CCTV 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 the Housing Authority of the Borough of Highlands 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 _____