



*Highlands Housing Authority*

215 Shore Drive, Highlands, New Jersey 07732

TELEPHONE: (732) 872-2022

FAX: (732) 291-8743

July 7, 2021

**REQUEST FOR PROPOSALS**

for

**Replacement of Concrete Landings**

at

**Ptak Towers**

**HIGHLANDS, NEW JERSEY**

**Proposals due by 2:00 p.m. on Tuesday, August 3, 2021**

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**Highlands Housing Authority**  
**Request for Proposals**  
**Replacement of Concrete Landings at Ptak Towers**

**INTRODUCTION**- The Housing Authority of the Borough of the Highlands (the “Authority”) is requesting proposals from qualified Contractors for the replacement of two (2) existing concrete landing pads located at the stair exit doors of Ptak Towers, located at 215 Shore Drive in Highlands, NJ 07732 as per the Scope of Work section included herein. Minimally, the contractor shall demolish and dispose of the existing concrete pads and install new concrete pads. All permitting fees, if any are required, will be paid for by the contractor with no expense to the Authority.

All questions must be emailed to the Authority at [DSabey@PerthAmboyHA.org](mailto:DSabey@PerthAmboyHA.org).

**SCOPE OF WORK** – The Scope of Work shall minimally include:

1. East Ext: Existing concrete pad is 4’-6” x 4’-0” x 18”. Remove existing pad and install new pad of the same size with a step to be added on the left side of the new pad. New added concrete step shall be 4’L x 1’W x 2’D to be built with the new concrete pad.
2. Work in this location requires saw cutting and adjoining asphalt paved surface and remove the asphalt in preparation of pouring concrete.
3. Step heights to meet building codes.
4. West Exit: Existing concrete pad is 4’x 5’x 10” and is installed over existing sidewalk. Remove and dispose of existing concrete pad and replace in kind with new concrete pad of the same size. Adjust step off height to meet Building Code.
5. All new concrete work shall be 4,000psi with 8x8x8 WWF (welded wire fabric).
6. Concrete landings shall be no more than ¾” below the exit door sill.
7. Broom finish the exposed surface of all pads.
8. The work is required to be started and completed in the same day due to their locations outside of exit doors. No work shall be started unless the Contractor has received confirmation from the Concrete bath plant committing to delivery that day. Both areas of work can be completed on the same day or alternating days at the Contractor’s discretion. In all cases work shall be started and fully completed on the same day, by the end of the business day.
9. Remove all demolition debris from site.

**QUALIFICATIONS** – The Contractor must:

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

Be insured as required by state and federal regulations.

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

**PRE-BID MEETING** Site visits are by appointment only. Please call Joe at 732-768-8687 to make an appointment. Attendance is not mandatory but strongly encouraged.

**BONDING REQUIREMENTS: NONE**

**PROPOSAL SUBMISSION** Proposals are due by 2:00 PM on Tuesday, August 3, 2021 by mail or delivery to:  
Highlands Housing Authority  
215 Shore Drive  
Highlands, NJ 07732  
“Proposal for Concrete Landing Replacements at Ptak Towers”

Proposals are to minimally include:

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

**PUBLIC NOTICE:** The following public notice was advertised in the Asbury Park Press on 7/9/21:

**Public Notice-Request for Proposals  
Highlands Housing Authority  
Replacement of Concrete Landings at Ptak Towers**

The Housing Authority of the Borough of the Highlands (the “Authority”) is requesting proposals from qualified Contractors for the replacement of two (2) existing concrete landing pads located at the stair exit doors of Ptak Towers located at 25 Shore Drive in Highlands, NJ 07732 as per the Scope of Work section of the Contract Documents. Minimally, the contractor shall demolish and dispose of the existing concrete pads and install new concrete pads.

Interested parties may download the RFP from [www.HighlandsHA.org](http://www.HighlandsHA.org). Proposals will be received until 2:00 p.m. on Tuesday, August 3, 2021 and shall be submitted as requested in the RFP. Site visits are by appointment only. Proposers must be registered with the New Jersey Department of Treasury, Division of Revenue and with the New Jersey Department of Labor as a Public Works contractor at the time the proposals are received. The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all bids or to waive any informality in bidding.

**Form of Contract-SAMPLE ONLY**  
**Replacement of Concrete Landings at Ptak Towers**

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 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 the for the replacement of two (2) existing concrete landing pads located at the stair exit doors of Ptak Towers located at 25 Shore Drive in Highlands NJ 07732 as per the Scope of Work included in the Contract Documents dated August 3, 3021 which are incorporated herein by reference and made a part hereof.

**Article 2. Time of Completion.** The contractor must complete all work within 45 days of the contractor's receipt of the 'Notice to Proceed'.

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

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

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

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

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

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

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work,

the workers, the public, and the property of others. The Contractor shall hold and save the Authority, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

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

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

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

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

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

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

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

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

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

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.34 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

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

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

1. This instrument; and
2. Request for Proposals date August 3, 2021;
3. Contractor’s Proposal dated August 3, 2021.

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

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

In the presence of:

\_\_\_\_\_ by \_\_\_\_\_  
(Name)  
(Title)  
(Company Name)  
(Phone Number)

In the presence of:

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

**Proposal Form**

Proposal for: Replacement of Concrete Landings at Ptak Manor

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

FROM:

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

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

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

This Proposal is accompanied by

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

In submitting this proposal, it is understood that the Housing Authority of the 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.

Signature of Offeror - Title	Date
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**Qualification Questionnaire**

Proposal for: Replacement of Concrete Landings at Ptak Towers

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

(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 the contract is awarded to your firm, who will personally supervise the work?  
\_\_\_\_\_

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

(g) Give trade references:  
\_\_\_\_\_  
\_\_\_\_\_

(h) Give bank references:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

THAT he is \_\_\_\_\_ of  
(Owner, Officer or Partner)

\_\_\_\_\_  
(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Housing Authority of the 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 \_\_\_\_\_