



**NORTH HUDSON**  
COMMUNITY ACTION CORPORATION

**HEAD START**

5800 Kennedy Boulevard  
West New York, NJ 07093

**REQUEST FOR PROPOSAL**

**FOR**

**HVAC & BOILER UNITS**

**September 20, 2017**

Joseph M. Muniz, NHCAC Chairperson  
Iris Villatoro, Head Start Policy Council Chairperson  
Joan M. Quigley, NHCAC President/CEO  
Monica Charris, NHCAC Head Start Director  
Jay Johnson, NHCAC Head Start Director of Operations

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**I. INTRODUCTION AND PROJECT DESCRIPTION**

North Hudson Community Action Corporation (NHCAC) is a cornerstone of health and human services in New Jersey, serving more than 84,000 low-income residents at eleven locations spread across three counties. An award-winning leader in its field for more than 50 years, NHCAC has played a vital role in creating much-needed services such as ob-gyn and prenatal care, emergency food and shelter, transitional housing, educational programs and mental health and addiction services.

The Head Start/Early Head Start (HS/EHS) Program is one of more than twenty health and social service programs under the NHCAC umbrella. The Program offers a range of high-quality individualized services in the areas of education and early childhood development, social services, medical, dental, mental health, and nutrition from four (4) locations in Northern Hudson and one (1) in Western Hudson.

Northern Hudson			Western Hudson
WEST NEW YORK	NORTH BERGEN	UNION CITY	KEARNY
<b>Administrative Office</b> <b>HS/EHS 58<sup>th</sup> Street Center</b> 5800 Kennedy Boulevard West New York, NJ 07093 201-617-0901/617-1445  <b>HS 67<sup>th</sup> Street Center</b> 314 67th Street West New York, NJ 07093 201-662-0629/662-7722	<b>HS North Bergen Center</b> 7611 Broadway North Bergen, NJ 07047 201-453-1469/453-1470	<b>HS/EHS 4<sup>th</sup> Street Center</b> 401 Palisade Avenue Union City, NJ 07087 201-863-7511/863-8849	<b>HS Kearny Center</b> 380 Kearny Avenue Kearny, NJ 07032 201-246-8786

NHCAC’s (HS/EHS) Program is in the process of selecting a vendor who can address their HVAC and boiler needs at two (2) of its centers located at: **1) 314 67<sup>th</sup> Street; and 2) 401 Palisade Avenue.** We invite responsible contractors to respond to our request for proposals. This RFP outlines the overall objectives and expectations of the contract and will provide NHCAC HS/EHS with the required information such that NHCAC HS/EHS can make an informed and prudent decision for the acquisition of the services and products described herein.

As a recipient of Federal funds under Section 638 of the Head Start Act, NHCAC HS/EHS is adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 75, and other program expectations of the HS/EHS Program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.



**II. INQUIRES**

Direct all questions related to this RFP to Jay Johnson, and submit such questions in writing prior to September 29, 2017. Send all questions by fax (201) 601-0272 or e-mail ([jjohnson@nhcac.org](mailto:jjohnson@nhcac.org)) to Jay Johnson at NHCAC Head Start. Offers must clearly understand that the only official answer will be the one stated in writing.

**III. MINIMUM CRITERIA TO DETERMINE CONTRACTOR "RESPONSIBILITY"**

1. Does the Contractor possess the ability, capacity, skill, and financial resources to provide the service?
2. Can the Contractor take upon itself the responsibilities set forth in the RFP (and resultant contract) and produce the required outcomes timely?
3. Does the Contractor have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
4. Has the Contractor performed satisfactorily in previous contracts of similar size and scope?

**IV. CONSTRAINTS ON THE CONTRACTOR**

The Contractor shall be responsible for all licenses, fees, and permits required for performance of the contract resulting from this Request for Proposal. All work to be performed under this contract shall be provided at times convenient to the NHCAC Head Start Program. Maintenance and installations may only be performed at times that do not interfere with daily operations of the NHCAC Head Start Program and provided with no interruption of HVAC and Heating.



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## V. OTHER CONDITIONS

By submitting a response to this RFP the Respondent agrees to all of the following:

- A. NHCAC HS/EHS reserves the right to award or cancel or change this procurement process at any time.
- B. NHCAC HS/EHS is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- C. Failure to meet the response delivery date may be basis for disqualification of the Respondent proposal.
- D. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- E. NHCAC HS/EHS will open all proposals and submitters may attend.
- F. NHCAC HS/EHS will maintain sole ownership of responses after submission.
- G. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.
- H. This is a Federal Head Start/Early Head Start project and as such must adhere to the **Davis-Bacon Act**, prevailing wage provisions, and **Section 3 requirements**. The Prevailing Wage Compliance contractor will be responsible for certifying all payroll wages, and documenting compliance with Davis-Bacon and Section 3 requirements by both the General Contractor and all subcontractors.

NOTE: Efforts will be made by NHCAC HS/EHS to utilize small business, women and/or minority owned businesses. An applicant qualifies firm if it meets the definition of “small business” as established by the **Small Business Administration** (13 CFR § 121.201).



**VI. LOCATION OF SITES**

NHCAC HS/EHS consists of Early Childhood Education Centers that vary in square footage and layout. Below are the locations of the centers that will require contractor services described in this RFP.

**HS 67<sup>th</sup> Street Center**

314 67th Street

West New York, NJ 07093

**HS/EHS 4<sup>th</sup> Street Center**

401 Palisade Avenue

Union City, NJ 07087



## **VII. REQUIRED SERVICES AND PRODUCTS**

NHCAC is seeking the following services and products from one or more Contractors. All work must be performed to state and local codes. Any work that requires licensure or certification must only be performed by qualified individuals. Selected contractor is required to obtain all necessary work and/or site permits, inspections and approvals, as necessary.

**CONTRACTOR IS RESPONSIBLE FOR ALL MATERIAL NEEDED TO PROVIDE THE REQUIRED SERVICES.**

## **VIII. PROJECTED SCOPE OF WORK**

### **1) HS 67<sup>th</sup> Street Center**

314 67th Street  
West New York, NJ 07093

All work related to the purchase and installation of:

- a) Two (2) 5 Ton rooftop air conditioning units

### **2) HS/EHS 4<sup>th</sup> Street Center**

401 Palisade Avenue  
Union City, NJ 07087

All work related to the purchase and installation of:

- a) Three (3) Roof top air conditioning units - 7.5 ton, 7.5 ton and 4 ton
- b) One (1) heating boiler system - 5 Zone 320,000 BTU +Replace all controls and pumps

To review the work sites, contact.

**Jay Johnson**

**NHCAC HS/EHS Director of Operations**

**North Hudson Community Action Corporation Head Start/Early Head Start**

**Administrative Office**

5800 Kennedy Boulevard  
West New York, NJ 07093

E-mail: [jjohnson@nhcac.org](mailto:jjohnson@nhcac.org)

Telephone: 201-617-0901

Facsimile: 201-601-0272



**IX. TIMELINES**

This process will be guided by the following timeline. All dates are subject to change at the sole discretion of NHCAC HS/EHS.

<b><u>Milestone</u></b>	<b><u>End or Due Date</u></b>
RFP Issued	September 20 <sup>th</sup> , 2017
Contractor Responses Received by NHCAC HS/EHS	October 11 <sup>th</sup> , 2017; 12 noon
Contractor Selected	October 18 <sup>th</sup> , 2017
Contractor Notified	October 19 <sup>th</sup> , 2017
Completion of Scope of Work (See Section VII)	February 28 <sup>th</sup> , 2018





**X. VENDOR AGREEMENT AND CERTIFICATION**

**RESPONSE COVER PAGE**

By signing below, the contractor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual further acknowledges that all services and products described in this RFP response is immediately available and warrants that the contractor is able to deliver, install and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that information provided in this RFP response is not true, or there are products or services that NHCAC HS/EHS has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC HS/EHS reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC HS/EHS.

All signatories to this document agree and warrant that they have made no changes or altered this RFP in any way, and are authorized to make all commitments set forth in this RFP response. Representatives signing below also agree that all responses to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC HS/EHS and the contractor as an addendum and become legally binding.

**Our response is for the following services and products described in the NHCAC HS/EHS RFP dated September 20, 2017.**

Company \_\_\_\_\_  
Name of Company

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

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

Telephone Number: \_\_\_\_\_

**NOTE: THIS PAGE MUST BE SIGNED AND INCLUDED AS THE COVER PAGE FOR YOUR BID PACKAGE.**



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**XI. EVALUATION AND SUBMISSION INSTRUCTIONS CHECKLIST**

Respondents must submit:

- A signed Response Cover Page;
- Proof that they are licensed and insured in New Jersey for air conditioning and boiler removal and installation;
- Two (2) recent references from commercial customers;
- A detailed price proposal; and
- A time line for beginning and completion of the project.

NHCAC HS/EHS will convene a selection group to review the proposals and information received in response to this RFP. During this review process, additional information may be required of the respondent and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the contractors offer. All contact and any questions between respondent and NHCAC HS/EHS should be routed through the NHCAC HS/EHS point of contact (contact information below). NHCAC HS/EHS expects completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Section IX.

Responses will be evaluated based on price and experience.

Sealed bids should be provided in both electronic and hardcopy formats by the due date. Please place three (3) paper copies and one (1) electronic copy of your RFP in a sealed envelope and clearly label "HVAC & BOILER UNITS PROPOSAL."

**All Responses are to be mailed or delivered by hand to:**

Attention: Planning Department – HVAC & BOILER UNITS PROPOSAL

North Hudson Community Action Corporation  
800-31<sup>st</sup> Street  
Union City, New Jersey 07087

NHCAC Head Start will not accept any proposals received after 1:00 pm EST and shall file unopened late proposals.

Please be advised that everyone who submits a sealed bid is invited to the opening of bids at 1:00 pm EST on October 11<sup>th</sup>, 2017 in our administrative office located at 800-31<sup>st</sup> Street, Union City, New Jersey 07087.



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