



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR PROPOSAL

FOR

Elevator Modernization

RFP.NO.2019-OP-2

INTRODUCTION

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.

North Hudson Community Action Corporation is a not-for-profit New Jersey corporation providing health care and social services to residents of Hudson, Bergen and Passaic Counties. NHCAC operates 10 Federally Qualified Health Centers. One of those is located at 5301 Broadway, in the Township of West New York, New Jersey.

PROJECT DESCRIPTION

NHCAC is looking for professional services to modernize our elevator in our West New York health center.

Digital copies of the drawings and contract documents may be obtained from North Hudson Community Action Corporation website. Additionally Drawings and contract Documents may be examined during regular business hours at the office of RSC Architects, 3 University Plaza Drive, Hackensack, New Jersey 07601, (201) 941-3040

BONDING REQUIREMENTS

- A. The bid must be accompanied by a certified check, cash, or bid bond in an amount not less than ten percent (10%) of the bid, but not exceed \$20,000.00.
- B. If the Contract is awarded to the Bidder, he will within twenty-one (21) days thereafter execute such Contract and furnish satisfactory Performance bond
- C. Upon failure to do so, he shall forfeit the deposit as liquidated damages and acceptance of the bid will be contingent upon fulfillment of this requirement by the Bidder. No interest shall be allowed upon any such certified check or cash

OTHER CONDITIONS

- A. The North Hudson Community Action Corporation reserves the right to reject any and all bids or proposals to waive any minor irregularities in any bid proposal if it is considered in the best interest of NHCAC to do so
- B. No bid shall be deemed accepted or a contract awarded until public adoption of the resolution to that effect by NHCAC of West New York, NJ

GENERAL CONDITIONS

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

- a. NHCAC reserves the right to award or cancel this procurement process at any time.
- b. NHCAC 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 will open all proposals and submitters may attend
- f. NHCAC will maintain sole ownership of responses after submission.
- g. Respondents agree that submission of a proposal warrants acceptance of the above general terms and considerations and guaranteed pricing for one year. Option to extend contract 1 year.
- h. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.

Efforts will be made by NHCAC 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)

Respondents should provide any other relevant information that will assist North Hudson Community Action Corporation to select among respondents.

The successful Bidder shall be required to comply with the provisions of the New Jersey Prevailing Wage Act, Chapter 150 Laws of 1963, effective January 1, 1964, and with the requirements of P.L. 1975.C.17 (N.J.A.C. 17:27), Affirmative Action Program. As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 74, and other program expectations of the Federally Qualified Health Center program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.

ALL RESPONSES MUST BE RECEIVED AT 800 31ST STREET, UNION CITY, NEW JERSEY, 07087, OR BY JOAN.QUIGLEY@NHCAC.ORG BY CLOSE OF BUSINESS Thursday, December 12, 2019 at 2:00PM

TIMELINE

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

<u>Milestones</u>	<u>End or Due Date</u>
RFP Issued	December 2, 2019
Contractor/Vendor Responses Received by NHCAC Representatives	December 12, 2019
Responses Evaluated including clarification	December 16, 2019
Contractor/Vendor Selected	December 17, 2019

VENDOR AGREEMENT AND CERTIFICATION

By signing below, the vendor 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 vendor 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 has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

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 and the vendor as an addendum and become legally binding.

Our response is for the following services and products described in the NHCAC RFP dated December 2, 2019. Please complete the following:

Company _____
Name of Company

Signature Date: _____

Printed Name and Title

Address: _____

Telephone Number:

SUBMISSION INSTRUCTIONS

NHCAC 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\vendor and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expects completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Timeline.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the Due Date.

NHCAC Point of Contact

Joan M. Quigley
President/CEO

North Hudson Community Action Corporation

800-31"Street
Union City, New Jersey 07087 Telephone: 201-210-0100
E-mail: joan.quigley@nhcac.org
Facsimile: 201-223-0306

Proposals should be provided in both electronic and hardcopy formats by the Due Date. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner "Elevator Modernization." Include 3 references.

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation