



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR PROPOSAL

FOR

**Cosmetic upgrade to the
existing toilet rooms
5301 Broadway,
West New York, New Jersey**

September 2021

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General Description

North Hudson Community Action Corp is performing a cosmetic upgrade to the existing toilet rooms at 5301 Broadway in West New York. There will be no partition alterations. New gypsum wall board will be required due to the removal of the exist wall finishes. New finishes throughout which include flooring, wall base, walls, toilet partitions. Plumbing fixtures will be replaced in kind. Existing doors, light switches and nurse call buttons will remain. Existing fin tube radiators will be replaced with new. Existing cooling supply, return, and exhaust fan duct work to remain and modified as required, new ceiling grid/tile, light fixtures and grilles and diffusers. The area of work and fixture count are as follows:

First Floor Men's Room (117 sf):

- (2) Toilets
- (1) Urinal
- (2) Sinks

Basement Men's Room (103 sf):

- (2) Toilets
- (2) Sinks

Basement Women's Room (131 sf):

- (2) Toilets
- (2) Sinks

I. NOTICE TO BIDDERS

NORTH HUDSON COMMUNITY ACTION CORPORATION
HUDSON COUNTY, WEST NEW YORK, NEW JERSEY

Sealed proposals will be received by the North Hudson Community Action Corporation of Union City, in the County of Hudson, New Jersey at the office of the North Hudson Community Action Corporation, 800 31st Street, Union City, NJ, on **Thursday, September 23, 2021 at 2:30 PM** No bids will be accepted thereafter.

Cosmetic upgrade to the existing toilet rooms
5301 Broadway West New York NJ
for
North Hudson Community Action Corporation

Hardcopies of the Drawings and Contract Documents may be examined and cd's containing digital copies of the drawings and contract documents may be obtained during regular business hours at the office of RSC Architects, 3 University Plaza Drive, Hackensack, New Jersey 07601, (201) 941-3040, upon payment of a non-refundable Thirty Dollars (\$30.00) in **CASH OR CERTIFIED CHECK ONLY** made payable to RSC Architects.

A Pre-Bid walk-through will be held on **Thursday, September 9, 2021 at 10:00 AM** at 800 31 street, Union City, NJ.

All bids shall be stated in words and figures on bid forms provided.

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 the North Hudson Community Action Corporation to do so. No bid shall be deemed accepted or a Contract awarded until public adoption of the resolution to that effect by the North Hudson Community Action Corporation of West New York in the County of Hudson, New Jersey.

BY ORDER OF THE NORTH HUDSON COMMUNITY ACTION CORPORATION

II. 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 or change 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.



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- 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. 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)



III. LOCATION OF SITES

NHCAC consists of 10 community health center sites throughout New Jersey that vary in square footage and layout. The following is the location that will require vendor\contractor services described in this RFP.

At West New York
5301 Broadway West New York , New Jersey



IV. TIMELINES

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

<u>Milestone</u>	<u>End or Due Date</u>
RFP Issued	September 7, 2021
Pre-Bid Walk Through	September 9, 2021
Contractor\Vendor Responses Received by NHCAC Representative	September 23, 2021

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V. Health Insurance Portability and Accountability Act (“HIPAA”).

Obligations and Activities of Provider

1. Vendor (provider), shall not use or further disclose Protected Health Information other than as required by agreement with NHCAC or as required by Law.
2. Provider shall use appropriate safeguards to prevent the use or disclosure of Protected Health Information not provided for by agreement with NHCAC.
3. Provider shall ensure that any agent of the Provider, including subcontractor, to whom it provides Protected Health Information received from, or created or received by Provider on behalf of third party agrees, in writing to the same restrictions and conditions that apply through Provider’s agreement with NHCAC.
4. Provider shall implement and maintain safeguards necessary to ensure that all Protected Health Information is used or disclosed only as authorized under the HIPAA Standards. Provider agrees to assess potential risks and vulnerabilities to Protected Health Information in its possession and develop, implement and maintain administrative, physical and technical safeguards required by the HIPAA standards that protect the confidentiality, availability and integrity of the Protected Health Information that provider creates, receives, maintains or transmits on behalf of the third party.
5. Provider acknowledges that if it violates any of the requirements provided by the HIPAA standards or its agreement with NHCAC, provider will be subject to the same civil and criminal penalties that third party would be subject to if such Covered Entity violates the same requirements.

VI. 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 September 7, 2021.

Name of Company

_____ **Date:** _____

Signature

Printed Name and Title

Address: _____

Telephone Number: _____



VII. EVALUATION AND 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 Section V. above.

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

Vito Veneruso
Director of Operations
North Hudson Community Action Corporation
800-31st Street
Union City, New Jersey 07087
E-mail: vitov@nhcac.org
Telephone: 201-210-0100
Fax: 201-863-3025

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Thank you for your interest in North Hudson Community Action Corporation

