



**NORTH HUDSON**  
COMMUNITY ACTION CORPORATION

**REQUEST FOR PROPOSAL**

**FOR**

**ZONO Disinfecting and Sanitizing Cabinet  
w/ Double Doors**

**RFP Issued: March 2022**

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## **I. INTRODUCTION AND PROJECT DESCRIPTION**

The North Hudson Community Action Corporation (NHCAC) was founded in October 1965 as a community action agency to serve the needs of low income residents of Hudson County particularly residents of Union City, West New York, North Bergen, Weehawken, Guttenberg, Secaucus, Kearny, Harrison and East Newark and to assist those we serve improve their situations and become self-sufficient. Building upon over 25 years of operating a maternity clinic, NHCAC became a federally qualified health center (FQHC) in 1994 with one location in West New York. Our health related services expanded so that now our FQHC operated 9 service delivery sites located in West New York, Union City, Jersey City, Garfield, Hackensack, Englewood and Passaic.

NHCAC offers a broad spectrum of social services including job placement assistance, tenant/landlord relations, immigrant assistance, emergency rent payments, emergency food vouchers, home repair for seniors, senior citizen services, WIC, Early Head Start, Head Start.

North Hudson Community Action Corporation is in the process of selecting a vendor to provide three (3) – ZONO Sanitizing and Disinfecting Cabinets to efficiently disinfect and sanitize classroom toys, manipulative, equipment and supplies in the Early Head Start program. The cabinet will be used at three (3) NHCAC childcare sites: 5800 Kennedy Blvd (WNY), 4<sup>th</sup> Street (Union City) and 4214 Kennedy Blvd. (Union City).

The RFP responses will provide NHCAC with proposals to evaluate and select a vendor to provide the required product. This RFP outlines the overall objectives and expectations of the contract and will provide NHCAC with the required information such that NHCAC can make an informed and prudent decision for the acquisition of the product description herein.

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 Head Start/Early Head Start Program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to the RFP.

**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.
- C. Failure to meet the delivery date of the sanitizing cabinet no later than June 15, 2022 may be the 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. REQUIRED PRODUCTS AND SERVICES**

NHCAC is seeking the following product from one vendor/contractor. All work must be performed to state and local codes. Any work that requires licensure or certification must only be performed by qualified individuals. Licenses, certificates or other require documents are to be included in vendor/contractors’ response according to VI. Instructions to Vendors contained in this RFP. Selected vendor/contract is required to obtain all necessary work and/or site permits, inspections and approvals, as necessary.

**Product Details**

- 3 – ZONO Sanitizing and Disinfecting Cabinet
- Model: SC2 Double Doors

Requirement A –

Description	Specifications	Quantity Needed	Other Specifications
Zono SC2 Double Door Sanitizing Cabinet with Heat	Height: 76 3/16” Width: 52 5/8” Depth: 31 1/16”	3	N/A

**\*\*Please refer to bidding form to submit your price. (See attachment “Bid Form”)**

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

**IV. TIMELINES**

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

<b><u>Milestone</u></b>	<b><u>End or Due Date</u></b>
RFP Issued	March 9, 2022
Contract/Vendor Responses Received by NHCAC Representative	March 23, 2022
Contractor/Vendor Selected	March 30, 2022

\*Please be advised that everyone who submits a sealed bid is invited to the opening of bids at 12:00pm noon on March 30, 2022 in our administrative office located at 800 – 31<sup>st</sup> Street, Union City, New Jersey 07087.

## V. INSTRUCTIONS TO VENDORS

**Note: The term VENDOR used throughout this RFP is defined as the company or contractor responding to this RFP, and who is offering to provide services and products.**

Vendor responses should be complete and concise. All responses should include, at a minimum, the following response sections organized and submitted in the following order:

1. Vendor Qualifications to Provide Deliverable – The Respondent should provide detailed information on their qualifications to provide the required services, products and deliverables. Should the respondent be providing only some of the products and deliverables, AND is collaborating or subcontracting with additional vendors to provide all services, then this should be fully explained in this Section I of the response. If more than one contractor or vendor is party to this response, then each vendor or subcontractor must sign and execute a Vendor Agreement and Certification (see Section VI) and include all certifications with their response.
2. Identified Responsible Individual – Please provide the name and detailed contact information of the person responsible for contracting with your company. Also provide the name and contact information of the person responsible for work performance under this solicitation.
3. Respondents should provide a complete workplan which details the anticipated size and number of work crews to be deployed to provide all services. Information should be provided as to how crews will be supervised, anticipated work hours, and any special needs including access to utilities, special parking needs for oversized vehicles, etc.
4. Respondent should provide a complete timeline and schedule for the delivery of services and products. Anticipated timelines should comment with awarding of the contract and include all anticipated installation timeframes and projected dates for completion.
5. Contractor is responsible for all materials and supplies necessary to provide the required services and products. Respondents should provide a materials list and price, by line item, for all supplies and materials not specified in the Requirements. Pricing should be incorporated into master proposal budget.

THE REMAINDER OF THIS PAGE IS BLANK. SECTION V. IS CONTINUED ON THE NEXT PAGE.

6. Please include a sample of your vendor contract or contracts that would be required for NHCAC to execute or the required product and services. Include a description of any payment or financing options.
7. Copy of business license, trade licenses and certifications, as appropriate
8. Copy of business insurance binder
9. Disclosure statement from owner or chief executive listing any liens, pending lawsuits or contingent liabilities
10. Include a description of all warranties and their source including Contractor/Vendor supplied warranties (e.g. labor) and any product warranties, listed by Requirement.



## 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 is immediately available and warrants that the vendor is able to deliver and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that the 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 March 2022.**

Company

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

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print 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 expect completion of the evaluation process and identifying its contractor choice for the required services and products within the timeframes outlined in Section IV. 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**

Joan M. Quigley  
President/CEO  
**North Hudson Community Action Corporation**  
800 – 31<sup>st</sup> Street  
Union City, New Jersey 07087  
Email: [joan.quigley@nhcac.org](mailto:joan.quigley@nhcac.org)  
Telephone: (201) 210-0100  
Facsimile: (201) 348-0100

Sealed bids should be provided in both electronic and hard copy formats by no later than 12:00pm noon March 23, 2022. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner "Proposal for ZONO Disinfecting and Sanitizing Cabinet w/ Double Doors".

Include 3 references on Bid Form. (Attached)

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation.

**EXHIBIT 1 (Bid Form/References)**

Please complete

<u>Product</u>	<u>Price</u>

**References**

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