



**NORTH HUDSON**  
COMMUNITY ACTION CORPORATION

**REQUEST FOR PROPOSAL**

**FOR**

**Roof Replacement for**

**Union City Health Center**

**714 31<sup>st</sup> Street, Union City, NJ**

**RFP.NO.2022-OP-1**

## **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 714 31<sup>st</sup> street, Union City, New Jersey.

## **PROJECT DESCRIPTION**

Roof Rehabilitation 714 31st Street, Union City N.J. for North Hudson Community Action Corporation The project scope of work consists of the rehabilitation of approximately 3,700 sf of roofing and the replacement of (3) three Roof Top Units. Digital copies of the drawings and contract documents may be obtained from North Hudson Community Action Corporations 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. A recommended Pre-Bid walk-through will be held on Tuesday, June 14, 2022 at 10:00 AM at 714 31st Street, Union City, NJ. 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 to exceed \$20,000.00. If the Contract is awarded to the Bidder, he will within twenty-one (21) days thereafter execute such Contract and furnish satisfactory Performance bond. Upon failure to do so, he shall forfeit the deposit as liquidated damages and the acceptance of the bid will be contingent upon the fulfillment of this requirement by the Bidder. No interest shall be allowed upon any such certified check or cash. The successful Bidder shall be required to comply with the provisions of the New Jersey Prevailing Wage Act, Chapter 150 of the 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. All Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27. Bidder shall provide its New Jersey Business Registration Certificate and Contractor's Public Works Registration with its bid. 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.

**ALL RESPONSES MUST BE RECEIVED AT 800 31<sup>ST</sup> STREET, UNION CITY, NEW JERSEY, 07087, OR BY [Vitov@NHCAC.ORG](mailto:Vitov@NHCAC.ORG) BY CLOSE OF BUSINESS Friday, July 8, 2022**

## **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)

## **TIMELINE**

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

<b><u>Milestones</u></b>	<b><u>End or Due Date</u></b>
RFP Issued	June 15, 2022
Contractor/Vendor Responses Received by NHCAC Representatives	July 8, 2022
Responses Evaluated including clarification	July 8, 2022
Contractor/Vendor Selected	July 8, 2022
Preconstruction Meeting	July 18, 2022
Commence Construction	TBD
Complete Construction	TBD

**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 June 15, 2022. Please complete the following:**

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

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

\_\_\_\_\_  
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**

Vito Veneruso  
Director of Operations

### **North Hudson Community Action Corporation**

800-31"Street  
Union City, New Jersey 07087  
E-mail: [vitov@nhcac.org](mailto:vitov@nhcac.org)  
Telephone: 201-210-0100

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 "Roof Replacement." Include 3 references.

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation