

Sayreville Housing for Seniors Corporation
“Gillette Manor”

**650 Washington Road
Sayreville, NJ 08872**

732-316-0177
732-721-0062 fax

REQUEST FOR PROPOSALS
for
BOILER MAINTENANCE AND REPAIR SERVICES
at
GILLETTE MANOR

Proposals due by December 29, 2022 at 2:00 PM

CONTENTS

Introduction..... 3

Proposal Submission..... 3

Notice-Request for Proposals..... 4

Form of Contract..... 5-8

Proposal Form..... 9-10

Qualifications Questionnaire..... 11-12

Request for Proposals
BOILER MAINTENANCE AND REPAIR SERVICES

INTRODUCTION AND SCOPE OF WORK

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for a Boiler Maintenance and Repair Contractor whereby two regular inspections of both hot water heaters at Gillette Manor, 650 Washington Road, Sayreville, NJ 08872 shall be performed annually for a period of three (3) years and renewable for one additional two-year period. The contractor shall provide all labor, materials and equipment as necessary to perform the regular routine maintenance as per the Maintenance Schedule of each hot water heater twice per year for the following hot water heaters:

One (1) Innovation Series Gas-Fired Water Heater
Applicable Manual: OMM-0078_0J (GF-128)

One (1) Aerco Hot Water Heater KC 1000GWW G940483
Applicable Manual: Unknown

The scope of work shall also include:

Check and clean, as required, traps, strainers, valves, etc.
Check, clean and adjust boiler safety and operator controls.
Check boiler water level.
Check condensate return pump.
Check automatic valves.

The contractor shall also be available to respond to emergency service and repair calls 24 hours per day, 7 days a week and shall provide hourly rates to perform such services.

PROPOSAL SUBMISSION

Proposals must be received by the SHSC on or before 2:00 PM on Thursday, December 29, 2022 and may be mailed or hand delivered to:

Sayreville Housing for Seniors Corporation
Attention: Brenda Malave
650 Washington Road
Sayreville, NJ 08872
"Proposals for Boiler Maintenance and Repair Contractor"

Faxed to: 732-721-0062
Emailed to: Brenda@SayrevilleHA.org

Proposals are to minimally include:

1. The Proposal form (attached herein).
2. A minimum of three references.
3. Business Registration Certificate.
4. Qualification Questionnaire (attached herein)

Notice-Request for Proposals

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for a qualified Boiler Maintenance and Repair Contractor for the bi-annual inspection and as-needed boiler repair services at Gillette Manor, 650 Washington Road, Sayreville, NJ for a three-year period with the option to renew for one additional two-year period at the same prices. Proposals will be received until 2:00 PM on Thursday, December 29, 2022 at the SHSC, Gillette Manor, 650 Washington Rd., Sayreville, NJ 08872, by mail, facsimile or email.

All requirements for the work and for submitting an offer are described in the written Request for Proposals which may be downloaded from www.SayrevilleHA.org. The SHSC invites the participation of Minority-Owned Business Enterprises in this solicitation. The SHSC reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of Contract-SAMPLE
For Boiler Maintenance and Repair Contractor**

This **AGREEMENT** made this ____ day of _____ in the year ____ by and between

(Name of Contractor)

(Address)

hereinafter called the "Contractor," and the

Sayreville Senior for Housing Corporation

‘Gillette Manor’

650 Washington Road, Sayreville, NJ 08872

hereinafter called the "SHSC".

WITNESSETH that the Contractor and the SHSC for the consideration stated herein mutually agree as follows:

Article 1. Statement of Services. The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for the bi-annual inspection and emergency service and repair of the two boilers at Gillette Manor in Sayreville, NJ.

Article 2. Term of Contract. This contract shall extend for a period of three years, February 1, 2023 through January 31, 2026. The contract shall be renewable for one additional two-year period at the agreement of both parties and at the same rates stated in Article 5 below.

Article 3. Performance of Work. The SHSC shall have the sole right and discretion to order work under his contract. The SHSC reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Inspections of the boilers shall be performed by the Contractor during the SHSC’s standard business hours twice per year and shall be contacted by the SHSC to schedule the inspections.

Emergency services shall be available 24 hours per day, 7 days a week. Emergency calls shall be responded to (be on site) within two hours.

Repair services shall be initiated by means of a written work order. The Contractor shall complete all work orders during the SHSC’s standard business hours within fourteen (14) calendar days of receipt of each work order. Upon completion of each work order, the Contractor shall present the completed written work order and invoice to a designated representative of the SHSC.

Article 4. Work Requirements and Contractor’s Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the work. The Contractor shall be equipped with all tools and equipment ordinarily and incidentally used in the performance of boiler maintenance and repair services.

The Contractor shall be responsible to apply for and secure any and all permits required by governing authorities to perform the work.

The Contractor shall be responsible for all materials delivered and work performed until completion and acceptance of each work order.

The Contractor shall not sub-contract any work under this contract without express prior written approval of the SHSC.

The Contractor shall at all times keep the work area orderly and free from accumulations of waste materials. After completing each work order, the Contractor shall remove all equipment materials and tools that are not the property of the SHSC and leave the work area in a neat, clean and orderly condition.

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the SHSC, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

Article 5. Rates and Payments. The SHSC shall pay the Contractor for the bi-annual inspections of both boilers a lump sum fee of _____dollars and _____cents (\$____.____) annually. The fee shall be inclusive of all costs for materials, labor, tools and equipment.

The SHSC shall pay the Contractor for repair work at the rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment. The SHSC shall also reimburse the Contractor for the actual cost of materials and approved specialized equipment plus a mark-up of ten percent (10%) of these costs.

The SHSC shall pay the Contractor for work performed during the SHSC's business hours, Monday to Friday, 7:00 a.m. to 4:30 p.m., exclusive of holidays, at the following rates, when applicable.

Standard Labor Rates

Service Technician: _____ dollars and _____ cents (\$___. __) per hour.

Controls Technician: _____ dollars and _____ cents (\$___. __) per hour.

Plumber: _____ dollars and _____cents (\$___.__) per hour.

The SHSC shall pay the Contractor for work performed at all other times at the following rates, unless work is performed at such times for the Contractor's convenience.

Premium Labor Rates:

Service Technician: _____ dollars and _____ cents (\$___. __) per hour.

Controls Technician: _____ dollars and _____ cents (\$___. __) per hour.

Laborer: _____ dollars and _____ cents (\$___. __) per hour.

The SHSC shall make payments upon the completion of work by the Contractor, including the filing of required reports, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the SHSC, and paid receipts for any material and approved specialized equipment costs. Payment shall be due within 30 days of receipt of the invoice by the SHSC.

Article 6. Insurance. Before performing any work, the Contractor shall furnish the SHSC with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.

2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the SHSC against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a “claims-made” policy, then the following additional requirements apply: the policy must provide a “retroactive date” which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.00 per occurrence.

All Insurance shall be carried with companies which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the SHSC. All certificates of insurance, as evidence of coverage, shall provide that no coverage maybe canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Housing SHSC.

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to the SHSC proof of the contractor’s business registration with the New Jersey Division of Taxation before contract award.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the SHSC, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of this Agreement, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-49(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

Article 8. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. The request for Proposals dated December 29, 2022;
3. Proposal submitted by _____ dated _____.

This instrument together with the document enumerated in this Article form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in this Article 8 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

_____ by _____

(Name)
(Title)
(Company Name)

In the presence of:

_____ by _____
Douglas G. Dzema, PHM
Executive Director
Sayreville Senior for Housing Corporation

**Proposal Form
Boiler Maintenance and Repair Services**

Proposal for: Boiler Maintenance and Repair Services

TO: Sayreville Senior for Housing Corporation
650 Washington Ave., Sayreville, NJ 08872

FROM:

Company Name of Bidder	Federal ID#
Street Address	
City, State - Zip Code	
Contact Name / Telephone Number	
Contact Email Address / Fax Number	

1. The undersigned, having read the Specifications, including the Request for Proposals, the form of contract, the scope of work, this proposal form, the statement of offeror's qualifications, and addenda, if any, thereto, and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for the boiler inspection, maintenance and repair services in accordance therewith at the following rates:

Lump Sum Fee for the bi-annual inspections of both boilers: _____dollars and _____cents (\$____.____) annually. The fee shall be inclusive of all costs for materials, labor, tools and equipment.

The SHSC shall pay the Contractor for repair work at the rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment. The SHSC shall also reimburse the Contractor for the actual cost of materials and approved specialized equipment plus a mark-up of ten percent (10%) of these costs.

The SHSC shall pay the Contractor for work performed during the SHSC's business hours, Monday to Friday, 7:00 a.m. to 4:30 p.m., exclusive of holidays, at the following rates, when applicable.

The SHSC shall make payments upon the completion of work by the Contractor, including the filing of required reports, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the SHSC, and paid receipts for any material and approved specialized equipment costs. Payment shall be due within 30 days of receipt of the invoice by the SHSC.

Standard Labor Rates

Service Technician: _____ dollars and _____ cents (\$____. ____) per hour.
Controls Technician: _____ dollars and _____ cents (\$____. ____) per hour.
Plumber: _____ dollars and _____ cents (\$____. ____) per hour.

The SHSC shall pay the Contractor for work performed at all other times at the following rates, unless work is performed at such times for the Contractor's convenience.

Premium Labor Rates:

Service Technician: _____ dollars and _____ cents (\$____. ____) per hour.
Controls Technician: _____ dollars and _____ cents (\$____. ____) per hour.
Plumber: _____ dollars and _____ cents (\$____. ____) per hour.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the SHSC:

Addendum Number _____ dated _____
Addendum Number _____ dated _____

3. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the offeror is a corporation or partnership, list all persons who have 10 percent or more ownership in the corporation or partnership.) Attach additional pages if needed.

Full Name	Address	% of ownership
Full Name	Address	% of Ownership
Full Name	Address	% of ownership

The offeror shall state on the line below, whether or not he is a citizen of the United States, and in the case of a partnership, whether or not all partners are citizens of the United States.

4. This Proposal is accompanied by:

- (1) Qualification Questionnaire.
- (2) Copy of New Jersey Business Registration Certificate issued by the New Jersey Department of the Treasury, Division of revenue

5. In submitting this proposal, it is understood that the SHSC reserves the right to reject any and all offers. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

Signature of Offeror - Title _____
Date

Qualification Questionnaire

Proposal for: Boiler Maintenance and Repair Services

Name of Offeror: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 3 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name?
_____ Years.

(b) How many years has your organization been performing the work required under this contract?
_____ Years.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

(e) If applicable, list New Jersey Master Plumber or Electrical Contractor License(s) and effective dates:

(f) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

(g) Give trade references:

(h) Give bank references:

(i) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Sayreville Housing for Seniors Corporation in verification of the recitals comprising this Statement of Offeror's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Offeror)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____