

Sayreville Housing for Seniors Corporation

"Gillette Manor"

**650 Washington Road
Sayreville, NJ 08872**

**732-316-0177
732-721-0062 fax**

REQUEST FOR PROPOSALS

for

EMERGENCY CALL AND FIRE ALARM SYSTEMS INSPECTION, MAINTENANCE AND REPAIR SERVICES (with optional monitoring)

at

Gillette Manor

in

SAYREVILLE, NEW JERSEY

Proposals due by 2:00 pm on Tuesday, February 15, 2022

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**SAYREVILLE SENIOR FOR HOUSING CORPORATION
REQUEST FOR PROPOSALS FOR EMERGENCY CALL AND FIRE ALARM SYSTEMS
INSPECTION, MAINTENANCE AND REPAIR SERVICES**

I. INTRODUCTION:

The Sayreville Senior for Housing Corporation (Authority), New Jersey will accept proposals for emergency call and fire alarm systems inspection, maintenance and repair services at Gillette Manor located at 650 Washington Road, Sayreville, NJ 08872. This request is for a two-year service contract, renewable at the sole option of the Authority for two additional one-year periods or one additional two-year period. The contract start date will tentatively be March 1, 2022. Questions to DSabey@PerthAmboyHA.org. Alycia@SayrevilleHA.org.

MONITORING IS AN OPTIONAL PART OF THIS SOLICITATION.

II. QUALIFICATIONS:

1. Must be a licensed fire alarm and burglar alarm contractor.
2. Must be licensed to do business in the State of NJ.
3. Must have a valid Business Registration Certificate to be submitted before contract award.
4. Must show through references the ability to perform services as requested in this Request for Proposals (RFP).

III. SCOPE OF SERVICES

The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for the emergency call and fire alarm systems inspection, maintenance and repair services at Gillette Manor located at 650 Washington Road, Sayreville, NJ 08872.

- a. Annual Inspection and Testing: The Contractor shall perform an annual inspection and test of the fire alarm system and emergency call system at Gillette Manor, including all components of each system.
- b. Annual Maintenance: The Contractor shall provide normal service of the emergency call and fire alarm systems at Gillette Manor as required by the manufacturer, including replacement of batteries and other components requiring periodic replacement.
- c. Certificate of Compliance: Upon completion of the annual inspection and maintenance, provide a certificate of compliance.
- d. Repairs: The Contractor shall provide repair services for the emergency call system and fire alarm systems as needed during the term of the contract.
- e. Monitoring: (Optional) Contractor shall be certified through the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee per NJ State Law. Central Station shall be compatible with AES Intellinet Systems. No GSM Radios or IP.

IV. DESCRIPTION OF EQUIPMENT

Gillette Manor, 6 story high rise:

Fire Alarm:

Supervised
Addressable
Annunciator: Fire Lite MS-9200 Panel
Flow Switches – 9
Manual Pulls – 23

Heat Detector – 2
CO Detector – 12
Smoke Detector – 117
Photo Smoke Detector – 17
Horns – 24
Storage Battery – 1

Emergency Call System:

Supervised
Addressable
Annunciators: Honeywell – 2; Ademco – 2
Control Panel – 2
Pull Stations – 202
Storage Battery – 2

Public Notice- Request for Proposals
Emergency Call and Fire Alarm Systems
Inspection, Maintenance and Repair Services

The Sayreville Senior for Housing Corporation (Authority) requests proposals for emergency call and fire alarm systems inspection, maintenance and repair services (monitoring optional) at Gillette Manor located at 650 Washington Road, Sayreville, NJ 08872. This request is for a two-year service contract, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period.

Proposals will be received by 2:00 pm February 15, 2022, at the offices of the Authority, 650 Washington Road, Sayreville, NJ 08872.

The written Request for Proposals (RFP) may be downloaded from the Authority's website, www.SayrevilleHA.org and shall be addressed as requested in the RFP. The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

Advertised:

Form of Contract (SAMPLE)
for
Emergency Call and Fire Alarm Systems
Inspection, Maintenance and Repair Services

This **AGREEMENT** made this 1st day of March in the year 2022 by and between

(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Sayreville Senior for Housing Corporation
650 Washington Ave, Sayreville, NJ 08872

hereinafter called the "Authority".

WITNESSETH that the Contractor and the Authority 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 emergency call and fire alarm systems inspection, maintenance and repair services at Gillette Manor located at 650 Washington Road, Sayreville, NJ 08872.

- a. Annual Inspection and Testing: The Contractor shall perform an annual inspection and test of the fire alarm system and emergency call system at Gillette Manor, including all components of each system.
- b. Annual Maintenance: The Contractor shall provide normal service of the emergency call and fire alarm systems at Gillette Manor as required by the manufacturer, including replacement of batteries and other components requiring periodic replacement.
- c. Certificate of Compliance: Upon completion of the annual inspection and maintenance, provide a certificate of compliance.
- d. Repairs: The Contractor shall provide repair services for the emergency call and fire alarm systems as needed during the term of the contract in accordance with the conditions set forth in Article 2 and Article 3 following.
- e. Monitoring: (Optional) Contractor shall be certified through the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee per NJ State Law. Central Station shall be compatible with AES Intellinet Systems. No GSM Radios or IP.

Article 2. Performance of Repair Work. The Authority shall have the sole right and discretion to order work under his contract The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Repairs shall be performed by the Contractor on an as-needed basis. The Authority makes no representation as to the amount of work that may be required during the contract period.

The Contractor shall notify the Authority of any needed repairs that may become apparent during the annual inspection and testing.

The Authority shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall be entitled to a minimum payment of two (2) hours labor charges for each completed work order. Labor charges shall be calculated based upon actual time spent at the housing project work site. No charges shall be made for travel or shop time. Fractions of hours shall be rounded up to the next hour.

Typically, work shall be performed during the Authority's standard business hours. However, the Contractor shall be available to respond to emergency work order requests during non-business hours.

The Contractor may perform or complete non-emergency work orders outside of standard business hours for the Contractor's convenience only if the Authority grants prior permission. For work performed under such circumstance, the Contractor will be compensated at the standard labor rates stated in Article 5 below.

The Contractor shall respond to an emergency work order within twenty-four (24) hours of the receipt of written notification and shall respond to a non-emergency work order within seventy-two (72) hours of written notification.

The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of commercial piping and electrical installations and repairs. If specialized equipment is required to perform a work order, the Contractor shall so notify the Authority. The Contractor shall obtain the Authority's approval for the use and applicable charges for such equipment prior to the Contractor's commencement of the work order or the Contractor's procurement of equipment.

The Authority, at its discretion, may request an estimate from the Contractor of the labor and materials required to perform a work order. Estimates shall be provided at no cost to the Authority.

Upon completion of each work order, the Contractor shall present the completed written work order, indicating the actual time spent and materials used, to a designated representative of the Authority.

Article 3. Work Requirements and Contractor's Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the inspection maintenance and repair services.

All work shall be performed in accordance with federal, State, County and local statutes, regulations and codes presently established or as may be established during the term of this contract. If the Contractor performs any work contrary to any federal, State, County or local statute, ordinance, regulation or code, he shall assume full responsibility and shall bear any and all costs attributable thereto.

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

All workers employed by the Contractor to perform electrical work must work under the direct supervision of a licensed electrician.

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 Authority.

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 Authority 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 Authority, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

Article 4. Payments and Labor Rates.

Annual Inspection, Testing and Maintenance

The Authority shall pay the Contractor for the annual inspection, testing and maintenance services for the emergency call and fire alarm systems at Gillette Manor a fixed price of

_____ dollars (\$_____.____).

The Authority shall pay the Contractor for as needed repair work for the emergency call and fire alarm systems at the rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment.

Standard Labor Rate for Repairs Services

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

Repair Technician: _____ dollars and _____ cents (\$____. __) per hour.

The Authority 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 Rate for Repair Services:

Repair Technician: _____ dollars and _____ cents (\$____. __) per hour.

Reimbursement for Material Costs

The Authority shall reimburse the contractor for the actual cost of all materials installed, plus a mark-up of ten percent (10%).

Monitoring Fee (If Applicable)

The Authority shall pay the contractor a monitoring fee of _____ dollars and _____ cents (\$_____.____) per month, and shall invoice the Authority quarterly for such services.

Payment Procedure

The Authority shall make payments upon the completion of work by the Contractor, including the provision of certificates of compliance, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the Authority. Invoices including reimbursement for

materials must be accompanied by paid receipts. Payments for monitoring, if applicable, shall be invoice quarterly. Payments shall be due within 45 days of receipt of the invoice by the Authority.

Article 5. Term of Contract. This contract shall extend for a period of two years, March 1, 2022 through February 29, 2024. The contract shall be renewable for two additional one-year periods or one two-year period at the agreement of both parties and at the same price and rates stated in Article 4.

Article 6. Insurance. Before performing any work, the Contractor shall furnish the Authority 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 Authority 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 \$500,000.000 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 construction period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Authority. 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 Authority.

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to the Authority 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 Authority, 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.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.34 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

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

1. This instrument;
2. Request for Proposals dated 2/15/22;
3. Proposal submitted by the contractor dated 2/15/22.

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 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)
(Phone Number)

In the presence of:

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

Proposal

Proposal for: Emergency Call and Fire Alarm Systems Inspection, Maintenance and Repair Services

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

FROM:

Company Name of Bidder Federal ID

Street Address

City, State - Zip Code

Contact Name / Telephone Number(s)

Contact Fax Number / Email Address

1. The undersigned, having read these specifications, 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 Emergency Call and Fire Alarm Systems Inspection, Maintenance and Repair Services at Gillette Manor owned by the Sayreville Senior for Housing Corporation in Sayreville, New Jersey in accordance therewith at the following fixed price and labor rates for repair services:

Annual Inspection, Testing and Maintenance Services for the Emergency Call and Fire Alarm Systems at Gillette Manor, Fixed Price:

_____ dollars (\$_____.____)

Repair Technician, Standard Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

Repair Technician, Premium Rate:

_____ dollars and _____ cents (\$_____.____) per hour.

Please provide a monthly cost for monitoring services for fire and security alarms (optional). The Authority reserves the right to award this portion of the contract to another company if it is in the best interest of the Authority to do so.

Optional Monitoring:

_____ dollars and _____ cents (\$_____.____) per month.

(Signature of Contractor)

Qualification Questionnaire

Proposal for: Emergency Call and Fire Alarm Systems Inspection, Maintenance and Repair Services

Name of Contractor: _____

Address: _____

(a) It shall be necessary for the Contractor to present evidence that he has been in business for at least five 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) List all applicable licenses:

(f) If the contract is awarded to your firm, who will personally supervise the work?

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

(h) Give trade references:

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

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT
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(Signature of Contractor)

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

Notary Public

My Commission expires _____