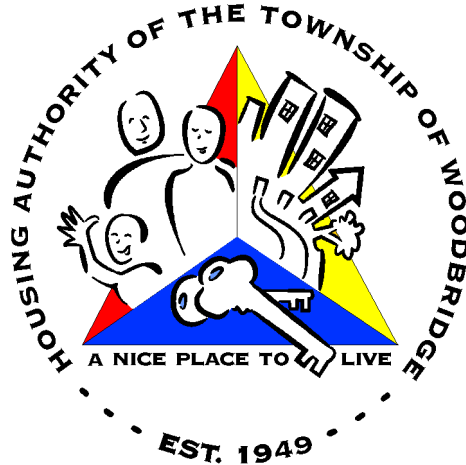


**Housing Authority of the Township of Woodbridge  
800B Bunns Lane, Woodbridge, NJ 07095-1726**

Phone: (732) 634-2750 Fax: (732) 634-8421

Donna Brightman, Executive Director



**Bid Request  
For:**

**Elevator Maintenance & Repair Service  
at:**

Olsen Towers	555 New Brunswick Ave.	Fords, NJ	08863
Cooper Towers	1422 Oak Tree Rd	Iselin, NJ	08830
Adams Towers	555 Rahway Ave	Woodbridge, NJ	07095
Finn Towers	19 Martin Ter	Woodbridge, NJ	07095
Greiner Towers	460 Inman Ave	Colonia, NJ	07067
Red Oak Manor	300 Old Road	Port Reading, NJ	07064

**OCTOBER 2020**

**BID OPENING: THURSDAY, OCTOBER 22, 2020 at 10:00 AM**

***Please print only necessary documents.***

# *Welcome to the Woodbridge Housing Authority*

*In 1937 Congress passed the US Housing Act to “alleviate unemployment and to remedy unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwelling for families of low income.” The legislation was designed to encourage construction, create employment opportunities, and provide shelter for low-income families and clear sub-standard housing. Emphasizing local control of its programs, the Housing Act provided for housing in which rents would relate to the tenant’s ability to pay.*

*The Housing Authority of the Township of Woodbridge, New Jersey, was created October 14, 1949. The Township Ordinance creating the Authority was adopted August 16, 1949.*

*The Authority is composed of 565 Project Based Vouchers across 6 sites located throughout Woodbridge Township and 405 units of Section 8 housing.*

*The purpose of the Woodbridge Housing Authority is to create and maintain safe, decent and sanitary housing for those individuals of low to moderate income.*

## **Mission Statement**

It is the mission of the Woodbridge Housing Authority to:

- ◆ Provide affordable, decent, safe and sanitary housing through the maintenance of our existing units and the development of new units;
- ◆ Create an environment which enables residents to live responsibly and with dignity;
- ◆ Support residents in their effort to achieve self-sufficiency;
- ◆ Honor public commitments in a fiscally and ethically responsible manner;
- ◆ Create and maintain public confidence in the Authority’s operations and staff;
- ◆ Ensure that the facilities owned and managed by the Authority are marketable in the community and are appealing to residents;
- ◆ Enable the Authority staff to improve their performance through appropriate vision, education, training and career development;
- ◆ Maintain a level of communications between employees, referral agencies, residents and the general public to provide up-to-date and responsive service to the public served by the Authority;
- ◆ Establish performance goals that meet or exceed industry standards and that optimize the use of available resources to achieve its performance objectives; and
- ◆ Assist the city, state and national governments in identifying and addressing housing needs.

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# **Woodbridge Housing Authority**

## **Elevator Maintenance & Repair Service**

### **I. INTRODUCTION**

It is the intent of this Request to enter into a two-year service contract with a qualified Elevator Maintenance and Repair Service Contractor.

The Housing Authority of the Township of Woodbridge (Authority) is seeking a qualified, established, professional elevator maintenance contractor to provide monthly elevator maintenance and as-needed repair services for all Authority locations listed in Appendix A. The contractor shall have the capability to inspect, troubleshoot and repair all elevator problems at all Authority locations.

Sealed Bids will be received by mail or hand delivered to the Woodbridge Housing Authority, 800B Bunn Lane Woodbridge, NJ 07095 no later than 10:00 AM on THURSDAY, OCTOBER 22, 2020. Absolutely no late arrivals will be accepted.

The contractor must have all applicable State licenses and must comply with all other pertinent laws, rules and/or regulations.

### **II. TERM OF CONTRACT**

If awarded, the contract resulting from this Request shall be executed for a period of two (2) years, from November 1, 2020 – October 31, 2022 subject to the availability of funds. The Authority reserves the right to extend the contract for (2) two additional 12-month periods, or 1 two year period, providing all rates and terms remain the same and both parties are in agreement. The commencement date of the contract shall be November 1, 2020.

### **III. PRE-BID MEETING**

Pre-bid meetings are by appointment only. Requests for pre-bid meetings shall be made in writing to [cs@WoodbridgeHousingAuthority.org](mailto:cs@WoodbridgeHousingAuthority.org). The purpose of this meeting is for all interested parties to familiarize themselves with the facilities to be serviced so that a more accurate bid proposal may be submitted. Attendance is not mandatory but is strongly recommended.

### **IV. QUALIFICATIONS**

Persons or firms submitting bids shall be engaged in the lines of work called for in the specifications and shall be able to refer to work of a similar character performed by them. The Authority may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Authority all such information and data for this purpose as the Authority may request. The Authority reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Authority that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. The Authority reserves the right to investigate the bidder's establishment before making an award. All bidders must submit the qualifications questionnaire included herein.

**V. GENERAL CONDITIONS** The general conditions set forth below.

1. The contractor must demonstrate through references that they, or their principles assigned to the project, have sufficient capacity (material, supplies and manpower) to complete services as outlined in this IFB.
2. The Authority reserves the right to accept or reject any and all bids, if it is in the best interest of the Authority to do so.
3. If applicable, the successful bidder shall be solely responsible for obtaining all federal, state, county and municipal approvals, licenses and permits, and shall comply with all applicable governmental laws, rules, regulations and orders respecting the premises and the use thereof.
4. Prior to the commencement of the contract term with the successful bidder, it shall be the obligation of the successful bidder to obtain and maintain Workmen's Compensation and Employer's Liability Insurance in accordance with the laws of the state of New Jersey, minimally as follows:
  - Workmen's Compensation and Employer's Liability Insurance in accordance with the laws of the state of New Jersey.
  - Comprehensive General Liability Insurance covering bodily injury and property damage, covering claims made at any time prior to, during, or subsequent to completion of the Contractor's services with a limit of not less than \$1,000,000 per occurrence on bodily injury and death, and \$500,000 annual aggregate on property damage. The Authority shall be named as additional insured in this policy.

The successful bidder shall provide the Authority with a Certificate of Insurance, evidencing compliance with this section and providing the Authority with thirty (30) days prior written notice of cancellation or amendment of said policy.

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

5. A **sample** of the required contract agreement is attached as Appendix B. Upon approval of award of the contract by the Board of Directors, the contractor and the Authority shall sign the contract with a commencement date of November 1, 2020.
6. All work shall be provided in a professional workmanlike manner. **While working on behalf of the Authority, Contractors shall comply with all related safety codes including OSHA.**
7. The rates provided in the Bid shall include full compensation for labor, equipment use, travel time and other costs to the Contractor. No other compensation shall be awarded to the Contractor.
8. Time is of the essence in the performance of work; therefore, in the event the Contractor does not respond in a timely manner according to the response time documented on the proposal form, the Authority may, at its option, have the work completed by another Contractor. Repeated failures by the Contractor to respond may result in cancellation of the service contract.

9. Contract shall be awarded to the lowest responsive, responsible bidder. After the contract has been awarded, but before any written orders are placed against the contract, the Contract Administrator will conduct an orientation conference with the Contractor and appropriate WHA Elevator Maintenance and Repair Services 2020-22

representatives of the Authority for the purposes of aiding both the Authority and Contractor personnel to achieve a clear and mutual understanding of general contract requirements. However, this conference shall not relieve the Contractor of responsibility for complying with any of the terms and conditions of the contract.

If the post-award orientation is held, the Contract Administrator will provide specific details regarding the date, time, and location of the conference, and information regarding the items/topics to be discussed.

10. The contractor shall be compensated as put forth on the bid proposal form attached herein.

11. These specifications are for monthly maintenance and as needed services only. The Authority reserves the right to separately bid or receive quotes for separate projects if it is in the best interest of the Authority to do so.

12. Successful bidders shall be excused from performance hereunder during the time and to the extent that bidder is prevented from obtaining, delivering, or performing in the customary manner by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants, or facilities by the government. Bidder shall provide the Authority substantiating evidence that non-performance is due to other than fault or negligence on his part.

## VI. TECHNICAL SPECIFICATIONS

The Contractor agrees to furnish to the Owner on the terms and conditions set forth herein, maintenance and service on 12 elevators at the following 6 locations:

### RED OAK MANOR, 300 OLD ROAD, PORT READING, NEW JERSEY

<b>Number and types of elevators</b>	2
<b>Number of stops</b>	3
<b>Machine type</b>	Hydraulic
<b>Machine manufacturer</b>	ThyssenKrupp Elevator
<b>Hoist motor</b>	N/A (not hoist motor, pump motor)
<b>Motor generator</b>	N/A
<b>Controller &amp; Type</b>	TAC32H
<b>Operation</b>	Microprocessor
<b>Car and hall push-buttons</b>	TKE
<b>Door operator</b>	TKE Door Operator
<b>Interlocks</b>	TKE
<b>Car door tracks and hangers</b>	TKE
<b>Hoistway door tracks and hangers</b>	TKE
<b>Door closers</b>	TKE
<b>Door protection</b>	Electronic Door Edge
<b>Hoistway doors</b>	TKE
<b>Power supply</b>	TKE
<b>Car speed</b>	110
<b>Last five year test date</b>	NA – the F/A 9/3/19

**OLSEN TOWERS, 555 NEW BRUNSWICK AVENUE, FORDS, NEW JERSEY**

<b>Number and type of elevator</b>	2 Electric automatic passenger
<b>Number of stops</b>	6 (L, 1-5)
<b>Machine type</b>	Geared overhead traction
<b>Machine manufacturer</b>	Staley
<b>Hoist motor</b>	Imperial type E 7.5 hp
<b>Motor generator</b>	None installed
<b>Controller</b>	Motion control engineering HMC-1000
<b>Operation</b>	Duplex, VVVF A.C.
<b>Car and hall push-buttons</b>	St, Stl, Vandal resistant
<b>Door operator</b>	GAL
<b>Interlocks</b>	GAL MO
<b>Car door tracks and hangers</b>	GAL
<b>Hoistway door tracks and hangers</b>	GAL
<b>Door closers</b>	GAL spring
<b>Door protection</b>	Mechanical edge
<b>Hoistway doors</b>	S.S., slide with vision panels
<b>Power supply</b>	208 volts, 3 hp 60 hz
<b>Car speed</b>	100 fpm
<b>Last five year test date</b>	10/2015 both elevators

**COOPER TOWERS, 1422 OAK TREE ROAD, ISELIN, NEW JERSEY**

<b>Number and type of elevator</b>	2 Electric automatic passenger
<b>Number of stops</b>	6 (L, 1-5)
<b>Machine type</b>	Geared overhead traction
<b>Machine manufacturer</b>	Staley
<b>Hoist motor</b>	Imperial, type E 7.5 hp
<b>Motor generator</b>	None installed
<b>Controller</b>	Motion control engineering HMC-1000
<b>Operation</b>	Duplex, VVVF A.C.
<b>Car and hall push-buttons</b>	St, Stl, Vandal resistant
<b>Door operator</b>	GAL
<b>Interlocks</b>	GAL MO
<b>Car door tracks and hangers</b>	GAL
<b>Hoistway door tracks and hangers</b>	GAL
<b>Door closers</b>	GAL spring
<b>Door protection</b>	Mechanical edge
<b>Hoistway doors</b>	S.S., slide with vision panels
<b>Power supply</b>	208 volts, 3 hp 60 hz
<b>Car speed</b>	100 fpm
<b>Last five year test date</b>	10/2015 both elevators

**ADAMS TOWERS, 555 RAHWAY AVE., WOODBRIDGE, NEW JERSEY**

<b>Number and type of elevator</b>	2 Hydraulic automatic passenger
<b>Power unit</b>	CEMCO
<b>Number of stops</b>	5 (1-5)
<b>Capacity</b>	#1 2000 lbs. / #2 2500 lbs.
<b>Machine type</b>	Direct plunger hydraulic
<b>Machine manufacturer</b>	Westinghouse
<b>Pump motor</b>	General Electric 25 hp
<b>Controller</b>	Elevator Systems relay micro processor
<b>Operation</b>	Duplex, hydraulic
<b>Car and hall push-buttons</b>	Plastic light up with st, stl backplate
<b>Door operator</b>	GAL
<b>Interlocks</b>	GAL
<b>Car door tracks and hangers</b>	Westinghouse
<b>Hoistway door tracks and hangers</b>	Westinghouse
<b>Door protection</b>	Infrared curtain unit
<b>Hoistway doors</b>	Slide
<b>Car speed</b>	125 fpm
<b>Last five year test</b>	N/A

**FINN TOWERS, 19 MARTIN TERRACE, WOODBRIDGE, NEW JERSEY**

<b>Number and type of elevator</b>	2 Hydraulic automatic passenger
<b>Power unit</b>	Cemco type Uv-51
<b>Number of stops</b>	6 (1-6)
<b>Capacity</b>	#1 2750 lbs / #2 2000 lbs
<b>Machine type</b>	Direct plunger hydraulic
<b>Machine manufacturer</b>	Cemco
<b>Pump motor</b>	Leroy Somer 20 hp
<b>Controller</b>	Elevator Systems
<b>Operation</b>	Duplex, hydraulic
<b>Car and hall push-buttons</b>	Plastic light up
<b>Door operator</b>	GAL
<b>Interlocks</b>	GAL MO
<b>Car door tracks and hangers</b>	GAL
<b>Hoistway door tracks and hangers</b>	GAL
<b>Door protection</b>	Mechanical Edge
<b>Hoistway doors</b>	#1 2 sp slide / #2 S.S. slide
<b>Car speed</b>	100 fpm
<b>Last five year test</b>	N/A



**GREINER TOWERS, 460 INMAN AVENUE, COLONIA, NEW JERSEY**

<b>Number and type of elevator</b>	2 Hydraulic automatic passenger
<b>Power unit</b>	Cemco
<b>Number of stops</b>	3 (1-3)
<b>Capacity</b>	#1 2000 lbs / #2 2750 lbs
<b>Machine type</b>	Direct plunger hydraulic
<b>Machine manufacturer</b>	Cemco
<b>Pump motor</b>	Imperial 25 hp
<b>Controller</b>	FS Payne/Cemco
<b>Operation</b>	Duplex, hydraulic
<b>Car and hall push-buttons</b>	Plastic light up
<b>Door operator</b>	GAL
<b>Interlocks</b>	GAL MO
<b>Car door tracks and hangers</b>	GAL
<b>Hoistway door tracks and hangers</b>	GAL
<b>Door closers</b>	GAL spring
<b>Door protection</b>	Mechanical Edge
<b>Hoistway doors</b>	#1 2 SS slide / #2 2 sp slide
<b>Car speed</b>	100 fpm
<b>Last five year test date</b>	N/A

**SECTION 1. SERVICE**

- A. SERVICE shall be available on a twenty-four hour basis. The Contractor shall maintain a continuous telephone service where he can be reached twenty-four hours each day, seven days each week, Sundays and Holidays included. Work included is as follows:
1. Where repairs are required with respect to elevators, the Contractor shall do whatever is necessary to restore and maintain such elevator in a safe operating condition. All equipment scheduled to remain after the elevator has been rehabilitated shall be repaired and maintained, strictly in accordance with the terms of these specifications. Repairs and maintenance to parts that have been replaced or repaired shall be maintained strictly in accordance with the specifications.
  2. After the award of this Contract, the bidder shall furnish to the Authority for approval, his maintenance check list in a form suitable for monthly submission to the Authority.
  3. The Contractor shall be responsible for correcting violations and complying with requirements of all applicable public agencies having jurisdiction or the Authority's insurer provided that such violation shall not have been placed or requirement made prior to the date of acceptance of this agreement and provided that the violation or requirement does not necessitate any additions or changes to the present elevator equipment or parts, or its method of operation. Requirements of public agencies shall include, but shall not be limited to, periodic testing, witnessing of test and properly reporting same to the Department of Buildings and to the Authority, including correction of defects by the Contractor.
  4. It is the Scope of these specifications that the Contractor shall provide all labor, materials, transportation, equipment and necessary appurtenances to maintain, service and repair the twelve (12) elevators specified herein. The Contractor shall be responsible for making scheduled and emergency service calls and for providing as nearly uninterrupted elevator service as possible during the term of the Contract. It is the Contractor's responsibility to

maintain optimum efficiency and safety of the elevators by timely replacement of any parts which show excessive wear and approaching failure.

5. In addition, the Contractor shall perform certain work on a routine basis as specifically stated herein.
  6. During the normal course of Preventive Maintenance Work, the Contractor shall be responsible for maintaining all light fixtures, including bulb replacements in the elevator machine rooms, elevator pits, top and bottom of elevators.
- B. **EMERGENCY CALLS** will be responded to within two hours time after the Contractor or his answering service receives notification. In the event the Contractor does not meet this requirement, the Authority will, as its discretion, be allowed to engage the services of others to make necessary repairs. The cost of such work shall be deducted from any payments due the Contractor.

## **SECTION 2. MAINTENANCE**

- A. The Contractor shall maintain all elevator equipment as hereinafter specified on terms and conditions subsequently set forth, and shall provide all labor and materials necessary to keep the elevator equipment properly adjusted and maintained for correct, efficient and safe operation at all times.

The Contractor shall use only qualified, trained and experienced technicians directly employed and supervised by him and shall use all reasonable care to maintain the elevators in proper and safe operating condition so as to satisfy all insurance inspections and Government safety codes.

- B. The Contractor shall maintain the efficiency, safety and speeds specified and as designated by the manufacturer of the equipment at all times including acceleration, retardation, contract speed in feet per minute either with or without full load, floor-to-floor time, and door opening and closing time. The Contractor must, upon request, provide engineering data, including wiring diagrams to prove they conform with the manufacturer's designated specification.
1. **DOOR PERFORMANCE:** In evaluating door performance, complete door opening and closing times will be used in addition to a determination that the doors open smoothly and close smoothly without slamming.
  2. **LANDING PERFORMANCE:** Landing accuracy shall be plus or minus one-fourth inch regardless of the number of passengers, up to car capacity.
  3. **CONTRACT SPEED PERFORMANCE:** Contractor shall maintain contract speed at plus or minus five percent of that specified by the manufacturer.
- C. The Contractor shall monthly and systematically examine, adjust, clean, lubricate, furnish lubricants as recommended by the manufacturer, and when conditions warrant, repair or replace machine, motor, generator and controller brake, pump, valves, microprocessor unit, garvac units, selector tapes, magnet coils, brake shoes, brushes, windings, commutators, bearings, windings and coils, contacts and relays, rotating elements, coil contacts, resistors and contractors magnet frames, packing, drive belts, strainers and mufflers, controllers, selectors, leveling devices, operating devices; above ground piping, electric eyes, main line fuses and other mechanical and electrical parts at no additional cost to the Authority. Contractor's regular servicing visits to the Authority shall be a minimum of once per month and spaced within thirty day intervals.
- D. Contractor's personnel shall report to the Authority office located at 800B Bunns Lane or as designated by the Authority and sign in prior to commencing work, and upon completion of work, a detailed written report of the work performed will be left with the Housing Authority.

- E. The Contractor shall keep the guide rails properly cleaned and lubricated at all times except where roller guides are used, and when necessary, renew, replace guide shoe gibs or guide rollers in order to assure smooth and quiet operation.
- F. The Contractor shall examine all elevators monthly; clean, lubricate, adjust, and when conditions warrant, repair or replace all safety devices and governors including but not limited to inter locks and door closures; buffers; limit, landing slow-down switches; door protective devices; alarm bells, and equalize the tension on all hoisting ropes. The Contractor shall renew all wire ropes as often as necessary to maintain an adequate factor of safety, and repair and/or replace conduits or cables as necessary.
- G. The Contractor shall make all necessary electrical repairs of all rotating elements including the rewinding of the gearless machine armatures and the motor generator set armatures.
- H. The Contractor shall monthly examine, clean, lubricate, adjust, and when necessary repair or replace the following accessory equipment: car and corridor operating stations, car and corridor hangers and treaches, door operating devices, all door gibs and car fans.

### **SECTION 3. REPLACEMENT PARTS**

- A. The Contractor shall maintain a supply of genuine manufacturer's equipment and parts such as motors, brakes, control and selector parts, etc. Materials to be used are to be genuine parts manufactured by the company which originally furnished and installed the elevator. NO SUBSTITUTIONS SHALL BE PERMITTED.
  - 1. **STORAGE:** To insure the maximum use of the elevator equipment and to minimize shutdown time for emergency repairs, the Contractor will be required to have and maintain in the elevator motor room in metal cabinets furnished by him, a supply of genuine manufacturer's parts sufficient for normal and emergency maintenance and repair of the elevators. Such parts shall include but shall not be limited to, controller parts including coils, contacts, relays, carbon, copper and silver contacts where contacts are renewable, contact insulations, contact springs and shunts for any of the switches of the controller, brake, governor, inter-locks, limit switches, etc., brushes for motor generator sets and door motor replacements. These parts shall be genuine and obtained from the manufacturer of the elevator equipment and must be delivered and stored at the job site within twenty-one days after execution of the Contract. NO SUBSTITUTES WILL BE PERMITTED.

### **SECTION 4. SCHEDULED SERVICE EXAMINATIONS**

- A. During regularly scheduled service examinations as further noted in this specification, the Contractor will:
  - 1. **CLEAN** The elevator machine including pump, valves and motor; control equipment including controller and the car and hoistway operating devices; safety equipment including interlocks and automatic door protective devices; door operator equipment including linkages, drive motor, speed reduction unit and elector-mechanical or motor operated cam devices. In addition, periodically brush down and vacuum the hoistway, divide beams, door hangers, car top and bottom, door sills (beyond opening) and pit.
  - 2. **LUBRICATE** Roller guides, pumps motors, couplings and guide rails (where required), valve control equipment, interlocks, automatic door operation and its linkage parts. Lubricants and greases furnished under this agreement will conform to the manufacturer's recommended procedures.
  - 3. **ADJUST** Associated equipment and devices, including the following provided the adjustment can be performed by the Contractor as part of a normal examination:

- a. Operating switches and relays on the following: controller, leveling devices, door operator system including door protective device, car and hall button operating stations, and in the hoistway and pit.
  - b. Mechanical and electro-mechanical devices (not requiring disassembly for adjustment) including pumps, pump motors, valves and valve operators, plunger packing glands, linkages, hangers, interlocks, pit equipment, cams and rollers, roller guides and guide shoes.
4. **SCHEDULE** A schedule of work shall be provided by the Contractor to the Authority one week prior to start of work. Any overtime necessary to maintain this schedule shall be the responsibility of the Contractor and shall not entitle him to additional compensation.
  5. **INSPECT** All inspection and testing under this Contract shall be performed by or under the direct personal supervision of someone having technical knowledge and competence in the work satisfactory to the Authority and also having at least five years experience in elevator inspection, installation or maintenance, satisfactory to the Authority.
  6. **NOTIFY** Housing Authority shall be notified twenty-four (24) hours in advance of any inspections/tests, in order to have the option of witnessing such inspections or tests.
  7. **DAMAGE** Any damage to Authority property, which occurs during the performance of testing as required by specification and manufacturer standards, is assumed by the Authority excepting:
    - a. Where the Contractor has not performed the required inspections in accordance with the Contract requirements.
    - b. Where the Contractor has improperly performed the required inspections and tests.
    - c. Where the resulting damages to property are directly due to the negligent acts or omissions or willful misconduct of the Contractor or its employees.
- B. **ADDITIONAL REQUIREMENTS OF THE CONTRACT ARE AS FOLLOWS:**
1. Contractor shall furnish all labor, materials and equipment necessary to perform periodic inspection and safety tests required by ANSI A17.1-1987 Safety Code or any other state, local or federal safety codes for elevators as amended on the date of performance on all elevators included in this contract. Contractor shall prepare UCC Form F-310, properly filed with the Sub-Code Official Department of Buildings and shall send copies of same to the Authority. Contractor shall specify test cost, if any, on the bid proposal form.
  2. In the event an elevator fails the inspection or safety test, Contractor shall make re-inspections after corrections have been made at no added cost to the Authority.
  3. When tests are unsatisfactory, and when defects are found, the failures and defects shall be reported immediately to the Housing Authority.
  4. Contractor shall perform his work so that no elevator shall be out of service for more than three hours unless prior written authorization is issued by the Authority.

## **INSPECTION CHECKLIST AND INTERVALS**

In the tabulation which follows, periodic checking, inspection and other responsibilities of the Contractor are set forth.

**TIME INTERVAL: MONTHLY INSPECTION CHECKLIST**

**DUE ON THE 5<sup>TH</sup> DAY OF EACH MONTH BY 4:00 PM.**

MOTOR ROOM- Sweep and dust machine blow out, brush or wipe motor windings, governor jaws, sheaves, and coils. Wipe and dust off exposed surface of entire mechanism.

MOTOR AND MOTOR GENERATOR - Check lubrication, check brushes and motors, check communicators, check rotor and armature clearance.

BRAKE- Check shoes and springs, check pulley, fastenings; check electrical connections and operation, lubricate and check brake pins for proper fit. Check application of brake and clearance. Check and clean brake coils, check brake coil insulation.

HATCH DOOR (SLIDE) - Check and lubricate, check self closing feature.

GEAR BOX - Check oil level, check for oil leaks, check stuffing box, check lubrication, check gear for wear, check thrust bearing, check oil temperature, consistency of lubricant and for gear cutting.

SHEAVE (DRIVE) - Check for groove wear, check for alignment, check for bearing wear. Check bearing lubrication.

GOVERNOR - Check lubrication, check weights and springs for freedom of movement, check alignment of cable on sheave, check switch and contacts.

CONTROL PANELS AND SELECTORS - Check contacts and carbons, check contacts for compression and timing, check overload relays, check for loose connections, check for frayed load and mechanical operations.

CAR DOORS - Check distance of opening between car strike post and edge of door (maximum 1 ½"). Check bumpers, check bottom guides and alignment. Check car door threshold sills and sill mounted safety block, check and lubricate tracks and rollers. Check removable guide shoes and safety bar guide.

CAR DOOR OPERATOR - Check motor and lubrication, check chain and linkages for alignment and tension, check stop clearance.

HALL BUTTONS - Check plate screws, check bottoming of buttons and operations.

CAR BUTTONS - Check buttons, check plate screws, check emergency alarms, check stop switch, check key switches.

CAR TOP - Clean top of Car, check light fixtures and bulbs.

ROPES, HOIST - Visual inspection for wear and broken wires, inspect thimble rods and springs.

ROPES, GOVERNOR - Visual inspection for wear, broken wires and socket connections. Check cable alignment.

PITS - Sweep pits and remove all rubbish, trash paper and other foreign matter. Check light fixture and switches, check pit stop switches.

ALARM BELLS - Check car, pit and exterior alarm bells

TIME INTERVAL: SEMI-ANNUAL INSPECTION CHECKLIST

DUE NOV. 5<sup>TH</sup> BY 4:00 PM AND MAY 5<sup>TH</sup> BY 4:00 PM OF EACH CALENDAR YEAR IN WHICH CONTRACT IS IN EFFECT.

SAFETY SWITCH - Check electrical and mechanical operations

HATCH SWITCHES - Check rollers and arms, check for level stops, check stop switch (final). Check control switches and devices, check automatic slow-down devices and switches.

INTERLOCK - Check roller, electrical operation and latches. Lubricate and clean switch and locks.

MAIN MACHINE - Gauge sheave groove for wear.

ROPE HOIST - Check tension and equalizer.

GOVERNOR CONTROL PANEL - Clean, check and tighten all terminal connections.

TRAVELING CABLE - Check worn spots, tape and shellac, check fastening at junction box.

PITS - Check buffers and counterweight clearance, check stop switch, check buffer oil level, check light fixture and switches.

CAR SAFETY - Check for free operation and lubricate, check safety tiller rope, check safety plank switch.

CAR - Tighten brace rods, nuts, bolts, and screws, car top, cross head, platform and steady plates, check panel reinforcement for proper stiffness, check mirror and alarm bells.

MOTOR AND M.S. - Check brushes, brush holders and commutators, check rotor armature clearances.

#### TIME INTERVAL: ANNUAL INSPECTION CHECKLIST

#### DUE WITHIN 21 CALENDAR DAYS BY 4:00 PM AFTER AWARD OF THIS CONTRACT

BRAKE - Clean brake cores and sleeves, and lubricate as recommended by manufacturer. Clean brake coils, check brake coil insulation.

CONTROL BOARD - Check resistance tubes, check transformers, check rectifiers, tighten all terminal lugs, check overloads.

LIMIT SWITCHES (FINAL) - Check car and counterweight for run-by clearance, check fastenings to rails, check contacts (they must open before buffers are fully compressed.) The above check shall also be made whenever hoist cables are renewed or shortened. When final limits are moved they shall be thru-bolted to rails.

INTERLOCKS - Inspect all internal parts, check door interlock keepers.

IRON WORK - Check all shaft iron work with regard to rust and paint, inspect hatch side of doors and bucks.

RAIL - Remove fuzz and clean rails, check bracket bolts, clean beams, check vanes and brackets.

NOTE: THE TERMS "CHECK OR INSPECT" IN THIS LIST MEAN: CLEAN, CLEAR, REPAIR, REPLACE, ADJUST, LUBRICATE OR REPLENISH LUBRICANT AS NECESSARY.

FAILURE TO PROVIDE, BY THE TIMES AND DATES OUTLINED IN THIS SPECIFICATION, "INSPECTION CHECKLISTS" AS SPECIFIED WILL RESULT IN A \$300.00 PENALTY FOR EACH ELEVATOR FOR EACH OCCURRENCE WHICH SHALL BE DEDUCTED FROM THE MONTHLY MAINTENANCE FEE. ALL "INSPECTION CHECKLISTS" MUST BE DELIVERED AT THE SPECIFIED TIMES AND DATES TO 10 BUNNS LANE, WOODBRIDGE, NJ OR AS OTHERWISE DIRECTED BY THE AUTHORITY.

### **SECTION 5. RECORDS AND CODES**

- A. The Contractor shall forward monthly to the Authority copies of the following records:
1. Records of service calls itemizing the nature of defect, identification by the manufacturer and part number of repair parts used, time arrived, time completed, date of repair and other pertinent information.
  2. The completed maintenance check list provided by the contractor. The maintenance checklist must be approved by Authority and in accordance with manufacturer's preventive maintenance specifications within 21 days of execution of the Contract. This list must also include a written report detailing equipment, operation and maintenance deficiencies (if any) which are the

Authority's responsibility and Contractor's recommendations to correct same. The check list shall certify that the preventive maintenance service was performed.

3. The service person shall log in as directed by the Maintenance Supervisor each visit under the terms of this Contract and supply the Supervisor with a copy of the completed work ticket and notify the Authority that the car is back in service by no later than 9:00 A.M. the following day.
4. On all calls after hours, on weekends and legal holidays, the contractor shall be required to leave a copy of work tickets at the project location as specified by the Maintenance Supervisor.

#### B. CODES

1. All work done and material furnished shall be in strict accordance with all applicable law and with the latest rules and regulations of all Municipal and other governmental agencies having jurisdiction over such matters.
2. The Contractor shall prepare and submit to such governmental agencies for their approval all applications required by them, and shall obtain all necessary certificates of compliance issued by such agencies and deliver same to the Authority.

### **SECTION 6. ELEVATOR FAILURE CAUSED BY WATER, FIRE, EXPLOSION OR VANDALISM**

In the event elevators become inoperable because of water, fire, explosion, or vandalism, resulting from causes other than the Contractor's failure to properly service equipment, the Contractor shall replace or repair the damaged equipment, and shall be compensated for this as Extra Work. For all material used for this Extra Work the Contractor shall be paid the actual cost of the material based on a certified paid bill from the manufacturer, plus (percentage as stated on bid proposal form) of said cost for overhead, profit and all other costs. When the total charge for this work and travel time, if any, is more than \$100.00 the Contractor must obtain prior authorization from the Housing Authority to do said work. Failure to comply with this directive will result in non-payment by the Authority.

On each order for Extra Work, as indicated above, travel time shall be allowed after normal working hours, Monday through Friday, and on Saturday, Sunday and legal holidays, except where Contractor is on the site when the order for such Extra Work is given. Under this condition, no travel time shall be allowed.

Where travel time is allowed, it shall be for actual travel time up to a Maximum of one hour for any travel involved, regardless of distance traveled for any one visit to a project.

### **SECTION 7. OVERTIME**

For all non-emergency work performed pursuant to specific directions of the Authority on overtime, Contractor shall be paid the difference between regular and overtime labor at regular billing rates as established by the Executive Director of the Woodbridge Housing Authority. Overtime shall be limited to time worked other than normal working hours for the trade in question.

### **SECTION 8. CLEANING UP**

All equipment removed shall become the property of the Contractor, and he shall remove same from the premises and legally dispose of it. Work site shall be left in a broom-clean condition.

### **SECTION 9. INSPECTION**

All work performed under this Contract shall be subject to inspection by an Authority inspector. If defects in material or workmanship are found, Contractor shall be required to replace such defect at no additional cost to the Authority, within 30 days of receipt of notification.

## **SECTION 10. PROTECTION OF THE AUTHORITY'S PROPERTY**

Contractor shall conduct his work in such manner, and take such precautions as required, to avoid damage to any of the Authority's property. Any equipment furnished under this Contract, and any property of the Authority damaged by the Contractor or his employees, shall be restored to its original condition or replaced without cost to the Authority.

## **SECTION 11. AUTHORITY RESPONSIBILITY**

The following items are not the responsibility of Contractor. They will be done by the Authority.

1. Cleaning inside of interior of elevator cars, except as otherwise specified.
2. Keeping pits free from water.

## **SECTION 12. ACCESS TO ELEVATOR EQUIPMENT**

Contractor shall be issued keys which will give him access to all elevator equipment. Contractor shall return all issued keys to the Authority upon completion of the Contract.

## **SECTION 13. CHANGE IN WORK - LABOR**

Contract Price shall be increased on the basis of the Contractor's hourly wage rates paid to employees plus (percentage as stated on bid proposal form) for overhead, profit and all other costs.

## **SECTION 14. FAILURE TO COMPLY**

1. Should the Authority discover that performance standards are not being maintained in the line with the original design, in accordance with these Specifications, Local or State Codes, or violates any of the provisions hereof, the Authority may, upon two days prior notice in writing to the Contractor, engage the services of others to perform all work necessary to bring the equipment up to good operating standards. The cost of this work shall be at the Contractor's expense.
2. The Authority may, by written notice to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to: perform the service covered by the specifications in the manner required herein or to maintain a supply of spare parts as required under Section 3; replace parts; or to make repairs because of inability to have necessary spare parts, materials and equipment within 48 hours, or if the Contractor does not cure such failure within a period of five days after receipt of notice from the Authority specifying such failure. In the event the Authority terminates this Contract in whole or in part as provided herein, it may procure in such manner as seems appropriate, a supplier or services similar to those so terminated and the Contractor shall be liable for any excess cost for such similar supplies or services. However, the Contractor shall continue the performance of the Contract to the extent not terminated under the provisions of this clause.

## **VII. INSTRUCTIONS TO BIDDERS**

All bidders shall follow the following instructions:

1. All bids shall be hand delivered or mailed to:

Woodbridge Housing Authority  
800B Bunns Lane  
Woodbridge, NJ 07095  
ATTN: Christina Smolder

2. All bids shall arrive in a sealed envelope clearly marked "SEALED BID-ELEVATOR MAINTENANCE AND REPAIR SERVICES-DO NOT OPEN BEFORE OCTOBER 22, 2020 AT 10:00 AM" on the front, together with the name and address of the firm submitting the bid. Bids will be



received until **10:00 AM on Thursday, October 22, 2020**, at which time they will be publicly opened at the Authority, 800B Bunns Lane, Woodbridge, NJ 07095.

3. To ensure fair consideration for all bidders, the Authority prohibits communication to or with any employee of the Authority during the submission process, except as provided in the fourth paragraph below. Additionally, the Authority prohibits communications initiated by a bidder to **any** Authority Official or employee evaluating or considering the proposals before the time an award decision has been made. Any communication between bidder and the Authority will be initiated by the appropriate Authority Official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the bid. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration for award of the bid and/or any future bid.

4. Any questions relative to interpretation of the scope of services or the bid process shall be addressed in writing via email to [cs@woodbridgehousingauthority.org](mailto:cs@woodbridgehousingauthority.org) at least 7 business days prior to the bid opening.

5. Bidders are fully responsible for the timely delivery of bids. Late bids will not be accepted and will be returned to the bidder unopened. For the purpose of receiving bids, New Jersey Time, or EST shall be considered the official time. Telegraph, telephone, facsimile machine, and electronic mail bids will not be accepted under any circumstances.

6. Sealed bids forwarded to the Authority before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of sixty (60) calendar days.

7. All prices and amounts must be written in ink or machine-printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Authority. Any changes, whiteouts, strikeouts, etc. in the bid must be initialed in ink by the person signing the bid.

8. Each bid proposal form must give the full business address, business phone, fax, e-mail if available, the contact person of the bidder, and be signed by an authorized representative as follows:

- Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
- Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- Bids by sole-proprietorship shall be signed by the proprietor.
- When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

9. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:

- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.

- N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
- N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
- Bidder should consult the statutes or legal counsel for further information.

10. Discrepancies in Bids-If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the Authority of the extended totals shall govern.

11. Indemnification- Bidder shall indemnify and hold harmless the Authority from all claims, suits or actions, and damages or costs of every name and description to which the Authority may be subjected or put by reason of injury to the person or property of another, or the property of the Authority resulting from negligent acts or omissions on the part of the contractor, the contractor's agents, servants or sub-contractors in the delivery of goods and services, or in the performance of the work under the contract.

12. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Authority. The bidder accepts the obligation to become familiar with these specifications.

Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the Authority no less than ten business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-13. In the event the bidder fails to notify the Authority of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.

13. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be available to all prospective bidders online. All addenda so issued shall become part of the specification and bid documents, and shall be acknowledged by the bidder in the bid proposal form included herein. The owner's interpretations or corrections thereof shall be final.

When issuing addenda, the owner shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package pursuant to N.J.S.A. 40A:11-23c.1.

14. Bids may be rejected for any of the following reasons:

- A. All bids pursuant to N.J.S.A. 40A:11-13.2;
- B. If more than one bid is received from an individual, firm or partnership, corporation or association under the same name;
- C. Multiple bids from an agent representing competing bidders;
- D. The bid is inappropriately unbalanced;

- E. The bidder is determined to possess, pursuant to N.J.S.A. 40A:11-4b, Prior Negative Experience; or,
- F. If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays excepted, or as otherwise agreed upon by the parties to the contract. In this case at its option, the owner may accept the bid of the next lowest responsible bidder. (N.J.S.A. 40A:11-24b)

## VIII. STATUTORY AND OTHER REQUIREMENTS

The following are mandatory requirements of this bid and contract.

- 1. Mandatory Affirmative Action Agreement.** No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. All bidders are to sign and submit the Affirmative Action Agreement included herein. The full, required regulatory is included herein. Failure to submit the Affirmative Action Agreement document shall result in the rejection of the bid.
- 2. Stockholder Disclosure.** N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership. Bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Stockholder Disclosure Certification document shall be completed and attached to the bid proposal. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the bid.
- 3. Proof of Business Registration.** N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration before bid with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730. A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292. As a result of recent legislation, failure to submit a Business Registration Certificate shall **not** result in rejection of the bid, provided that the bidder was registered before the bid submission deadline.
- 4. Non-Collusion Affidavit.** The Affidavit shall be properly executed and submitted with the bid proposal. Failure to submit a non-collusion affidavit shall result in rejection of the bid.
- 5. Prevailing Wages.** All bidders are required to be registered with the Department of Labor and Workforce Development (DLW) as a Public Works Contractor and shall submit a current Public Works Contractor Registration Certificate. More information and instructions on how to register can be found at [http://lwd.dol.state.nj.us/labor/wagehour/regperm/reg\\_and\\_permits.html](http://lwd.dol.state.nj.us/labor/wagehour/regperm/reg_and_permits.html).
- 6. Bid Proposal Form**
- 7. Proof of Required Insurances**

**END OF SPECIFICATIONS**

# Woodbridge Housing Authority INVITATION FOR BID

## Elevator Maintenance and Repair Services

PUBLIC NOTICE is hereby given that sealed Bids will be received by the Housing Authority of the Township of Woodbridge (Authority), in the County of Middlesex, State of New Jersey, at the Administrative office of the Authority, located at 800B Bunns Lane, on **Thursday, October 22, 2020 at 10:00 AM** prevailing time for **Elevator Maintenance and Repair Service Contractor** for 12 elevators at 6 locations throughout Woodbridge. It is the intent of this solicitation to establish a two-year service contract with a qualified, licensed Elevator Contractor whereby all elevator repair work will be performed on an as needed basis as well as monthly maintenance. The Authority reserves the right to waive any informalities in bids and to reject any and all bids if it is in the best interest of the Authority to do so.

Bid specifications are available for download at [www.woodbridgehousingauthority.org](http://www.woodbridgehousingauthority.org) (follow the link to *Bidding Opportunities*) and are to be submitted as set forth in the Bid Package no later than **10/22/20 at 10:00 AM**. All late arrivals will be disqualified. Pre-Bid Meetings for interested parties are by appointment only. Please email [cs@woodbridgehousingauthority.org](mailto:cs@woodbridgehousingauthority.org) to request an appointment.

Bidders must be authorized to do business in New Jersey. All bidders must submit a valid NJ Business Registration Certificate in order to be considered.

Bidders are required to comply with the requirements of Public Law 1975, c.127 which pertains to "Non-Discrimination" and "Affirmative Actions", and Public Law 1977, c.33, which requires a Statement of Corporate Ownership.

Advertised: Home News –9/24/20

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**(MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE)**  
**Goods, Professional Service and General Service Contracts**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age,, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Housing Authority of the Township of Woodbridge, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

# **Woodbridge Housing Authority**

## **BUSINESS REGISTRATION CERTIFICATE**

Contractor must provide State Division of Revenue issued Business Registration Certificate before contract award, or the contract shall be awarded to the next lowest, responsible bidder.

Contractors must have a valid Certificate at the time of bid submission in order to be considered.

# Woodbridge Housing Authority BID PROPOSAL FORM

## Elevator Maintenance and Repair Service

The undersigned, having fully familiarized themselves with all aspects of the proposal/contract and Invitation, hereby proposes the Elevator Maintenance and Repair Services needed at the following locations:

<b>Olsen Towers</b>	<b>New Brunswick Ave</b>	<b>Fords</b>
<b>Cooper Towers</b>	<b>Oak Tree Rd</b>	<b>Iselin</b>
<b>Adams Towers</b>	<b>Rahway Ave</b>	<b>Woodbridge</b>
<b>Finn Towers</b>	<b>Martin Ter.</b>	<b>Woodbridge</b>
<b>Greiner Towers</b>	<b>Inman Ave</b>	<b>Colonia</b>
<b>Red Oak Manor</b>	<b>Old Road</b>	<b>Port Reading</b>

The undersigned proposes to perform the maintenance services as per the specifications dated October 22, 2020 for a two year period at the following costs:

Monthly Maintenance \$ \_\_\_\_\_ x 24 = \$ \_\_\_\_\_ (Total 2 year cost for maintenance)

Elevator Technician \$ \_\_\_\_\_ x 100 hrs= \$ \_\_\_\_\_ (Total anticipated 2 year cost for hours)

**Total anticipated 2 year bid:** \$ \_\_\_\_\_ ( \_\_\_\_\_ )  
*(in words-please print)*

In the event a 5 year load test needs to be performed, the undersigned proposes a cost of \_\_\_\_\_ dollars per elevator during the entire contract terms including extensions, if any.

Elevator technician rates are for additional services not covered by the maintenance portion of the specifications only. 100 hours are **estimated**, used for bidding purposes only and in no way should be interpreted as guaranteed or implied.

Materials are to be furnished by the Contractor when needed and/or requested by the Authority and shall be at Contractor's actual cost plus \_\_\_\_\_% (not to exceed 10%).

Labor will be based on hourly rates unless otherwise specified. Hourly rates should include all applicable charges; the Authority does not pay travel time to and from the repair site. Also, the Authority shall not be responsible for the reimbursement of any costs not specifically set forth in the firm's proposal.

The bidder acknowledges the receipt of the following addenda, if any, issued by the Authority (enter "NA" if none):

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**Federal ID#** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature of Authorized Agent / Title** \_\_\_\_\_

**Print or Type Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_



# **Woodbridge Housing Authority**

## **AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

### **GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Woodbridge Housing Authority

## STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership       Limited Liability Corporation       Corporation       Sole Proprietorship

Limited Partnership       Limited Liability Partnership       Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2020.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Corporate Seal)

# Woodbridge Housing Authority

## NON-COLLUSION AFFIDAVIT

State of New Jersey  
County of Middlesex

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly  
sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Woodbridge Housing Authority relies upon the truth of the statements contained in said Proposal

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_.

Subscribed and sworn to before me this day \_\_\_\_\_

Date

Signature

\_\_\_\_\_  
(Type or print name of affiant under signature)

Notary public of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Seal)

## Qualification Questionnaire

Proposal for: Elevator Maintenance and Repair Services

Name of Offeror: \_\_\_\_\_

Address: \_\_\_\_\_

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 5 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) New Jersey Elevator Contractor license number and effective date:

\_\_\_\_\_  
(f) List employees holding any applicable Licenses and effective dates:

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

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

\_\_\_\_\_

(i) Give trade references name and number:

\_\_\_\_\_  
\_\_\_\_\_

(j) Give bank references:

\_\_\_\_\_  
\_\_\_\_\_

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 Authority 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 \_\_\_\_\_

# Woodbridge Housing Authority BID DOCUMENT CHECKLIST

## BID DOCUMENT CHECKLIST\*

Required by the Authority	Submission Requirement	Initial each required entry and if required submit the item
<input type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	Affirmative Action Compliance Certification	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Business Registration Certificate	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Certificate(s) of Insurance (Sample)	
<input type="checkbox"/>	Public Works Contractor Registration Certificate	

\*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

## APPENDIX A

The Woodbridge Housing Authority consists of 6 buildings located throughout Woodbridge Township.

<b>PROJECT</b>	<b>DESCRIPTION</b>
Olsen Towers 555 New Brunswick Ave. Fords, NJ 08863	75 Senior Units in a 3 story high-rise 2 Elevators
Cooper Towers 1422 Oak Tree Rd. Iselin, NJ 08830	75 Senior Units in a 3 story high-rise 2 Elevators
Adams Towers 555 Rahway Ave. Woodbridge, NJ 07095	65 Senior Units in a 3 story high-rise 2 Elevators
Finn Towers 19 Martin Ter. Woodbridge, NJ 07095	70 Senior Units in a 3 story high-rise 2 Elevators
Greiner Towers 460 Inman Ave. Colonia, NJ 07067	70 Senior Units in a 3 story high-rise 2 Elevators
Red Oak Manor 55 Brook St. Port Reading, NJ 07064	60 Senior Units in a 5 story high-rise 2 Elevators

## APPENDIX B

**CONTRACT- SAMPLE ONLY – PLEASE DO NOT SUBMIT WITH YOUR BID!**

**November 1, 2020 – October 31, 2022**

**For: Elevator Maintenance and Repair Service**

**Olsen Towers - Cooper Towers - Adams Towers - Finn Towers - Greiner Towers - Red Oak Manor**

This contract dated October 22, 2020, entered into as of the 1<sup>st</sup> of November, the year Two Thousand and Twenty by and between the Housing Authority of the Township of Woodbridge, having its principal place of business at 800B Bunns Lane, Woodbridge, New Jersey, hereinafter called "**Authority**", and \_\_\_\_\_, having its principal place of business at \_\_\_\_\_, called "**Contractor**".

### **Article I: Scope of Work**

The scope of work to be performed under this contract is included in the Specifications dated October 22, 2020. The Contractor shall furnish all labor, materials, tools, security, supervision, insurance and equipment necessary for complete and proper elevator maintenance and as needed repair at the locations cited above.

### **Article II: Notifications**

It is the Contractor's responsibility to secure and pay for all permits and licenses, (if any), in conjunction with this contract. Copies of said permits and licenses shall be forwarded to the Authority.

### **Article III: Schedule and Coordination**

The Contractor shall perform all preventative maintenance work beginning November 1, 2020 once monthly as outlined in the Specifications dated October 22, 2020. The Contractor shall perform monthly maintenance on all elevators before the 8<sup>th</sup> of each month, and shall submit approved checklists and an invoice before the 11<sup>th</sup> of each month. Payment for monthly maintenance shall not be issued until checklists have been received, reviewed and rendered acceptable by the Authority.

### **Article IV: Insurance**

Before commencing work, the Contractor shall furnish to the Authority certificates of insurance showing that the following insurances are in force, stating policy numbers, dates of expiration, limit of liability, deductible and aggregate amounts payable hereunder.

- Workmen's Compensation and Employer's Liability Insurance in accordance with the laws of the state of New Jersey.
- Comprehensive General Liability Insurance covering bodily injury and property damage, covering claims made at any time prior to, during, or subsequent to completion of the Contractor's services with a limit of not less than \$1,000,000 per occurrence on bodily injury and death, and \$500,000 annual aggregate on property damage. The Authority shall be named as additional insured in this policy.

Certificate of insurance must contain a thirty (30) days written cancellation clause. A copy of said certification shall be submitted to the Authority.

### **Article V: Time of Completion**

In addition to Article III, the Contractor shall commence the performance of work specified in this contract in accordance with the Scope of Services on the date specified in the written Notice to



Proceed issued by the Authority. All work is to be carried out regularly and without interruption and completed in its entirety within two years of the contract date, or November 1, 2020 through October 31, 2022.

### **Article VI: Compensation**

The Authority shall pay the Contractor for the performance of this contract as identified in the Bid Specifications and the Contractor's Bid dated October 22, 2020, in current funds, subject to additions and deductions as provided, the total sum of Not To Exceed ( \_\_\_\_\_ ) (\$ \_\_\_\_\_.\_\_) monthly for a two year period, and at an hourly rate of ( \_\_\_\_\_ ) (\$ \_\_\_\_\_.\_\_) for additional as needed repairs. In the event a 5 year load test needs to be performed, the undersigned proposes a cost of \_\_\_\_\_ (\$ \_\_\_\_\_.\_\_) per elevator during the entire contract terms including extensions, if any.

Materials are to be furnished by the Contractor when needed and/or requested by the Authority and shall be at the Contractor's actual cost plus (\_\_\_\_%). Request for payments of the Contractor's monthly maintenance work shall be made upon completion and satisfactory testing of the maintained units at each development, and upon submission of a satisfactory checklist as per Article III.

All non-routine work invoices by the Contractor shall include the amount of hours being billed, and shall also include a materials used portion with the Contractors cost of materials plus (\_\_\_\_%).

Request for payments for non-emergency non-routine work shall be made upon satisfactorily completed pre-approved work on applicable generators. The Contractor shall first obtain approval via a purchase order from authorized personnel before performing such work, or payment may be denied. The Contractor shall also submit a work ticket signed by authorized Authority personnel detailing the work performed, the time(s) of service, the parts used and any other pertinent information regarding the work performed on the elevator(s).

All emergency work shall follow the above procedure, and the Contractor need not obtain a purchase order if not possible. The Contractor must, however, submit a completed work ticket signed by authorized Authority personnel for all emergency work.

### **Article VII: Covenant Against Contingent Fees**

The Contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Authority the right to terminate this contract, at its discretion, to deduct from the Contractor's fee the amount of such commission, brokerage or contingent fee.

### **Article VIII: Termination of Contract for Cause**

If, the Contractor shall fail unjustifiably to fulfill in a timely and proper manner his obligations under this contract or violates any statute or regulation, or if the Contractor violates any of the covenants, agreements or stipulations of this contract, the Authority shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before effective date of termination.

The Authority shall have the benefit of such work completed up to effective date of such termination, and the Contractor shall be entitled to receive just and equitable compensation for such work.

### **Article IX: Termination for Convenience**

The Authority may terminate this contract in whole, or part, whenever the Authority determines that such termination is in its best interest. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the date upon which such termination becomes effective.

If the performance of work is terminated for convenience, either in whole or part, the Authority shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon properly presented claim setting out in detail:

1. the total cost of the work performed to date of termination less the total amount of contract payments to the Contractor;
2. the cost (including reasonable profit) of settling and payment claims under subcontractors and material orders for work performed and materials and supplies delivered to the site.

### **Article X: Changes**

The Authority may, from time to time, request changes in the scope of services of the Contractor to be performed. Such change, including any increase or decrease in the amount of the contract shall be agreed upon by the Authority and the Contractor, shall be in writing, and signed by all appropriate parties.

### **Article XI: Nondiscrimination**

There shall be no discrimination by reason of race, creed, color, sex, or national origin by the Contractor against any employee or applicant for employment qualified by training and experience for work under this contract.

### **Article XII: Assignment of Contract**

The Contractor shall not be assigned any interest in this contract and shall not transfer any interest in the same without the prior written approval of the Authority. However, claims for money due or to become due to the Contractor by the Authority under this contract may be assigned to a bank, trust company, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Authority.

### **Article XIII: Interest of Certain Federal Officials**

No member of or Delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit to arise from same.

### **Article XIV: Compliance with Laws**

The Contractor shall comply with all applicable laws, ordinances, regulations and codes of the Federal, state and local governments and lawful orders of public authorities and shall not trespass on any public or private property in performing any of the work embraced by this contract.

### **Article XV: Liquidated Damages**

If work is not complete within the specified time in Article V, liquidated damages of \$50.00 (Fifty Dollars and no cents) per calendar day will be assessed against the contractor to be payable to the Authority until all work is completed.

The liquidated damage provision contained in this contract shall be available to the Authority for breach or default hereof; and parties hereto agree that the Authority shall, in its discretion, additionally have the right to assert and claim any real or actual damage which may be sustained by it.

In addition to liquidated damages, the Authority reserves the right to consider any unjustifiable delay beyond the contract completion date, as a bearing on the Contractor's responsibility to perform future contracts for the Authority.

The Contractor shall not be penalized or charged with liquidated damages because of any delay in the completion of the contract due to cause beyond the control and without fault or negligence of the Contractor, including, but not restricted to, acts of God or public enemy, acts of the government, fires, floods, epidemics, quarantine restrictions, freight embargoes, blackouts, trade disputes and unusually severe weather conditions. In all cases, the Contractor must provide the proper documentation substantiating cause for delay.

The Contractor shall be responsible for additional costs above and beyond those required and contemplated by the contract for construction inspection and/or administrative services necessary due to a delay in completion within the contractual time frame, or for inspection and/or administrative costs above and beyond those required and contemplated by contract should the Contractor work beyond hours contemplated by the contract.

#### **Article XVI: Subcontracting**

The Contractor shall not enter into any subcontract with any subcontractor without prior approval of the Authority and who has been suspended or debarred from participating in contracting programs by any agency of the United States government or of the state of New Jersey.

The Contractor shall be as fully responsible to the Authority for the acts and omissions of his subcontractors, and of persons directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

#### **Article XVII: Interest of the Contractor**

The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the above described project therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this contract no person having any such interest shall be employed.

#### **Article XVIII: Indemnification**

The Contractor will indemnify and hold the Authority and its Commissioners and employees harmless from and against liability, claims, damages, losses and expenses, experts, arising out of or resulting from performance of the work contemplated hereunder, provided that such liability, claims, damages, losses or expenses are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property including loss of use resulting therefrom, but only to the extent caused in whole or part by the negligent or willful acts or omissions of the Contractor, the Contractor's Subcontractors, anyone directly or indirectly employed by them or anyone of them for whose acts they may be liable, regardless of whether or not such liability, claim, damages, loss or expense is caused in part the part indemnified hereunder.

#### **Article XIX: Governing Law**

This contract will be construed in accordance with and governed by the laws of the State of New Jersey.

#### **Article XX: Successors and Assigns**

The Authority and the Contractor bind themselves, their successors and permitted assigns and legal representatives to the other party hereto and to successors, permitted assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in this contract.

#### **Article XXI: Notices**

Any notice, request or other communication required or allowed to be given under this contract, shall be in writing and shall be deemed to have been given to other party if (i) given by United States

