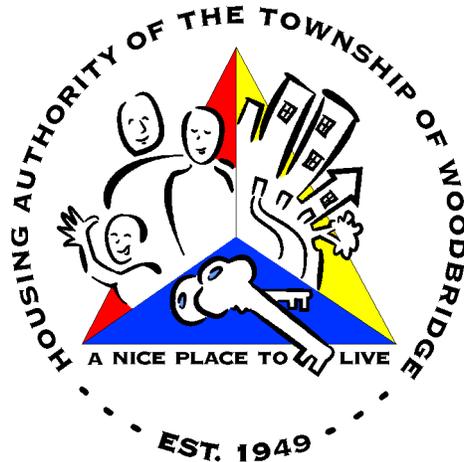


Housing Authority of the Township of Woodbridge
800B Bunns Lane, Woodbridge, NJ 07095-1726
Phone: (732) 634-2750 Fax: (732) 634-8421

Donna Brightman, Executive Director



Request for Proposals
For:

Card-Operated Laundry
Equipment Service

From March 1, 2023 – February 28, 2025
for the

WOODBIDGE HOUSING AUTHORITY

January 2023

Sealed Proposals due no later than 2:00 PM on Wednesday, January 25, 2023

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 150 units of family public housing, 415 units of senior citizen public housing 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 WHA are marketable in the community and are appealing to residents;
- ◆ Enable the WHA 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 WHA;
- ◆ 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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**REQUEST FOR PROPOSAL
HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE
CARD OPERATED LAUNDRY EQUIPMENT SERVICE**

I. INTRODUCTION

The Housing Authority of the Township of Woodbridge (WHA), New Jersey is seeking proposals to establish a contract through competitive proposals for the operation and management of the laundry facilities at all of the WHA locations listed in III below.

The WHA wishes to provide the highest quality laundry service at the lowest possible prices to its residents. The service must provide high-quality, well-maintained equipment while providing the maximum financial return to the WHA.

Further, the laundry programs offered must further enhance living at the WHA. The selected vendor must be committed to meeting the immediate needs of the WHA and its residents along with providing for long term enhancements through technological improvement including, but not limited to a card debit system.

II. PRE-BID MEETING

Pre-bid meetings shall be by appointment only. Please email CS@WoodbridgeHousingAuthority.org to request an appointment. The purpose of the pre-bid meeting is for all interested parties to familiarize themselves with the laundry rooms so that a more accurate proposal may be submitted. Attendance is not mandatory but is **strongly recommended**.

III. LOCATIONS AND CURRENT QUANTITIES OF MACHINES

Building Name And Address	Front Load Washers	Front Load Dryers	Location(s)
Red Oak Manor 300 Old Road Port Reading, NJ 07064	5	5	All on second floor
Cooper Towers 1422 Oak Tree Rd. Iselin, NJ 08830	3	3	All on main floor (add 2 more each)
Greiner Towers 460 Inman Ave Colonia, NJ 07067	6	6	Two each per floor
Adams Towers 555 Rahway Ave Woodbridge, NJ 07095	5	5	One each per floor
Finn Towers 19 Martin Terrace Woodbridge, NJ 07095	6	6	One each per floor
Total:	28	28	56

Also, one debit card system machine (or other) per location must be in place for the convenience of our residents. Proposers shall include debit card system machines (or other) as part of their proposal.

IV. SPECIFIC REQUIREMENTS

1. Contractor shall furnish on call maintenance service with a minimum response time of twenty-four (24) hours after telephone notifications excluding weekends and holidays.
2. Contractor shall replace within forty-eight (48) hours of attempted repair any washer or dryer for which required replacement parts are not available with an operable washer or dryer equal to that being replaced.
3. Contractor shall, at the WHA's request, replace any washer or dryer that has had five (5) or more malfunction calls within a 30-day period.
4. Contractor shall be fully responsible for the total laundry service (except for the provision of space, water and electricity) including service, repair/maintenance regardless of cause, parts, resident refunds, clothing claims, collections of revenues and insurance.
5. Contractor shall provide and maintain machines adequate to providing continuous service. Machines must receive WHA approval and will be judged on appearance, durability, performance, simplicity and safety of operation. Machine locations will be designated by the WHA prior to installation and, insofar as practical, machines kept in one location shall be of the same color and size. The WHA reserves the right to require that machines be removed, replaced, or that additional machines be installed at existing or new locations as experience and conditions indicate, and that new variations of machines be installed as they become available by agreement with the Contractor.
6. Contractor shall provide refunds as a result of machine malfunctions and the Contractor shall maintain a record of refunds made. Refund policy shall be agreed to when the contract is awarded.
7. Contractor shall be responsible for the delivery, receiving, storage and security of all equipment, parts and supplies provided under the terms of this contract.
8. Contractor shall provide the PHA with \$1,000,000.00 in laundry insurance coverage. Additional insurance shall be stated in the proposal submission.

V. EQUIPMENT SPECIFICATIONS

1. Washers and dryers shall be commercial type, heavy duty, electrically operated 60 cycles, 120-130 volts/208 volts, single or 3 phase, UL or equivalent listed, with water and/or energy saving features. All equipment must be **Energy Star qualified machines**.
2. Washers and dryers shall be simple to operate; operation instructions shall be conspicuously posted on each machine or elsewhere in the immediate vicinity of the machine.
3. Tables in sufficient quantities (space permitting) or other similar work space suitable for sorting and folding of clothing shall be provided and shall be compatible in design, finish and quality with washers and dryers.
4. All laundry equipment shall be new, of the current year's manufacture. All replacement machines needed during the period of performance under this contract shall be of the same

age or newer than the existing machines.

5. The laundry equipment shall be of adequate size, capacity and proven efficiency for the intended use. Laundry equipment shall be matching (same color and type) at a location and shall be of modular design and the same height to give uniformity of appearance.
6. The Contractor shall provide handicap accessible equipment, as required by the WHA, in accordance the Americans with Disabilities Act of 1990.
7. All equipment must be reviewed and approved in advance, in writing, by the WHA.
8. Ownership of all Contractor furnished laundry equipment shall remain with the Contractor.
9. Dryers shall be metered for a minimum of 50-minute drying time. Washers shall be metered for a time cycle of 30 minutes. If the Contractor determines it necessary to change a washing/drying metered time and/or the prices during the contract period, the Contractor shall make those changes only after written approval of the WHA. The Contractor may be requested to adjust the guaranteed yearly payment to the WHA upon any contract price adjustment.
10. All machines shall be individually identified and equipped with concealed cycle counters so as to provide the Contractor, as well as the WHA with a means of revenue verification on each machine. At the start of the agreement period, the Contractor shall furnish the WHA with counter readings on each machine and provide same at each collection period. The WHA reserves the right to verify meter readings at any time during the agreement period.
11. The Contractor, at the WHA's sole option, shall increase or decrease the number of machines operated during the period of the agreement and additional machines shall be operated under the same terms and conditions of the original agreement. Equipment no longer required by the WHA shall be promptly removed at the Contractor's expense.
12. Washers shall have a minimum capacity of 14 pounds (dry weight) and shall not utilize more than twenty-five (25) gallons of water per wash load. Washers shall have standard connections and be capable of operating on a twenty (20) amp circuit without overloading the electrical circuit during normal operations. The washers shall have a minimum of six (6) cycles.
13. Dryers shall be designed for operation on a thirty (30) amp circuit under normal conditions. Dryer shall be capable of removing a minimum of twelve (12) pounds of water per hour when loaded with twenty-five (25) pounds of wet clothing, having a moisture retention of seventy percent (70%). Dryers shall have a minimum tub capacity of fifteen (15) pounds of dry weight. Stacking dryers, if any, may be required where the WHA specifies.
14. Complete descriptive literature must be submitted with the proposal. This information is to include data on utility consumption. The WHA reserves the right to valuate utility consumption as a factor in award.

VI. INSTALLATION

1. Contractor shall provide maximum ventilation for each dryer. This shall include, but not limited to venting materials, vent or exhaust fans and labor. Venting may be to the outside or into an existing laundry exhaust system as determined by mutual agreement between the WHA and the Contractor. All venting and exhaust systems shall be installed in accordance with all applicable building codes. Changes to existing ventilation systems will be the financial responsibility of the Contractor. Contractor shall provide fire, health and safety measures for the users and the WHA.
2. All expenses for the installation or removal of washer and dryer machines shall be borne by the Contractor.
3. Upon award of the contract, the successful contractor must be prepared to immediately assess and recommend, within 15 days, changes to the existing utilities necessary to accommodate new equipment. The successful contractor will absorb plumbing and electrical installment costs necessitated by additional equipment or new laundry areas.
4. Vendor shall properly anchor front-load machines by a method to be approved by the WHA. The WHA requests that at least one front load washer be placed in each area.
5. All machines must be clearly and boldly labeled indicating machine number for easy call-in reference. Cost and cycle times must also be clearly labeled on each machine, as well as repair and refund procedures.

VII. REFUND SYSTEM

Contractor shall provide their refund policy to replace any money lost to malfunctioning machines. The Contractor shall expedite and be liable for maintenance of such refunds to the satisfaction of the WHA.

VIII. DAMAGE

Contractor assumes full risk and responsibility for any loss, destruction or damages resulting from this contract occurring to WHA property and to any of the Contractor's property.

IX. SPACE AND STORAGE OF CONTRACTOR'S PROPERTY

Contractor shall not be required to pay any rental for the space occupied by the washer and dryer equipment furnished when in use on the premises of the WHA. Contractor is not authorized to make any improvement or alteration to the space or to the facilities in which the machines are installed without the prior written approval of the WHA. The WHA permits the Contractor to use such spaces as necessary to carry out the terms of this contract; such spaces are those areas presently used for card-operated laundry services. Any new areas not presently utilized for laundry vending services must be mutually agreed upon, in writing, between the WHA and the Contractor.

X. MAINTENANCE SERVICE

1. Contractor shall provide maintenance and repair service five (5) days a week.
2. Contractor shall, at all times, at its expense, maintain the laundry machines, including any

meters and special attachments, in proper mechanical working order and make all necessary repairs and replacement of parts. The Contractor shall also keep the laundry equipment, material handling equipment and properly identified service vehicles, in a clean, attractive and sanitary condition to the satisfaction of the WHA.

3. Contractor shall respond to emergency calls within twelve (12) hours of notification. Emergency is defined as any situation that poses a danger to users or WHA property. Equipment which cannot be returned to full service within forty-eight (48) hours of notification of needed repair shall be replaced with comparable equipment of the like quality until the original equipment is returned to service or permanently replaced at no cost to the WHA. If the Contractor fails to repair any equipment within the specified 12 or 48 hour response times, the WHA reserves the right to call another contractor to make all necessary repairs. The Contractor shall reimburse the WHA for all expenses paid to outside contractors for services rendered.
4. The premises, equipment, supplies and facilities shall be maintained throughout the life of the contract in a condition satisfactory to the WHA. The Contractor shall ensure adherence to the highest standards of cleanliness and sanitary practices to ensure continual sanitation in all functions and matters related execution of the term of this contract. The Contractor shall be responsible for cleaning of machines, vents and fans on a schedule mutually agreed to by the WHA. On an annual basis, all vents shall be cleaned, and inspection reports submitted for the fire marshal. On a semi-annual basis, as a minimum, the contractor shall clean behind and under all equipment. Acceptability of cleaning shall be determined by inspection by the WHA housekeeping manager. Arrangement for inspections shall be made through the WHA's Maintenance Department.

XI. REPORTING AND INSPECTION REQUIREMENTS

1. Contractor shall provide the following documentation to the WHA for approval:
 - A. Revenue Statement-Contractor shall provide the WHA with a monthly statement detailing all revenue itemizing sales activity by location and by washer and dryer. All monthly financial statements (and payments) shall be sent no later than the 15th of each month for the preceding month to the attention of the Finance Department.
 - B. All washer and dryer equipment shall be identified by equipment make, model, year of manufacture, serial number and location for the permanent files of the WHA. It is the responsibility of the contractor to keep this information current.
 - C. Contractor shall provide the specific equipment location with information as to where malfunction reports, operational comments and refund requests may be directed. All information required to be posted, including permits, licenses and price regulations shall be displayed by the Contractor in an appropriate manner approved by the WHA without defacing the facilities of the WHA.
 - D. Contractor's management representative, other than the route person(s), shall conduct equipment and facilities maintenance and sanitation inspections at least every two (2) weeks. An inspection report, detailing any problems or matters of concern, shall be provided to the WHA.
 - E. The WHA shall periodically and without advance notification inspect the laundry facilities and equipment with or without a Contractor's employee.

XII. TERM OF CONTRACT

The term of this contract period shall be for a two (2) year period commencing March 1, 2023 through February 28, 2025. The contract shall be renewable for one additional two-year period at the same terms and conditions.

All contract obligations shall prevail for at least 90 days after the effective date of the contract. For the protection of both parties, this contract may be canceled by either party giving 60 days prior notice in writing to the other party.

XIII. EVALUATION PROCESS-COMPETITIVE PROPOSAL EVALUATION SYSTEM

All proposals will be evaluated by an Evaluation Committee in accordance with the following factors and requirements:

- 1. Equipment 20 Points**
Equipment manufacturer, description literature, capacity, temperature settings, cycles, etc., to be installed, utility requirements, ease of use, potential technological upgrades, energy efficiency, tables, etc.
- 2. Qualifications/Experience of Offerors in providing the services 30 Points**
Qualifications and experience of personnel assigned to this project, description of training program of service personnel. Please include at least three company references in this section. Also include in this section methodology for service call handling, response times, promoting the reporting of equipment failures for repairs, satisfaction of users survey income reporting and inspection plans.
- 3. Payment Method 20 Points**
Explain in detail the payment method that shall be used for all machines (or debit system). Ease of use for seniors shall be considered, installation of payment equipment (including debit card machines, if applicable), reimbursement plan to residents,
- 4. Compensation 30 Points**
Cost per load to residents (\$1.00 recommended), percentage of commission to the WHA, timing of payments and cycle lengths.

XIV. SUBMISSION REQUIREMENTS

All bidders must submit the following:

1. Proposal Preparation - Interested firms may email their entire proposal to CS@WoodbridgeHousingAuthority.org, fax to 732-634-8421, or deliver to 800B Bunns Lane, Woodbridge, NJ 07095 no later than 2:00 pm on January 25, 2023.
2. Detailed narrative addressing evaluation factors 1-4 under part XIII above.
3. A signed Stockholder Disclosure Certification.
4. A signed Non-Collusion Affidavit.
5. A Business Registration Certificate (before contract award).

End of RFP Package

Please be sure you have:

- √ read all instructions
- √ complete the following forms as required
- √ supply all required documentation
- √ accurately address and label/identify your submission
- √ assure timely delivery of completed bid package

Thank you for your interest in the Woodbridge Housing Authority.

**LEGAL NOTICE-REQUEST FOR PROPOSAL
HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE
CARD OPERATED LAUNDRY EQUIPMENT SERVICE**

The Housing Authority of the Township of Woodbridge, New Jersey is seeking proposals from qualified contractors to supply, install, maintain and service approximately 56 card operated laundry equipment (28 washers and 28 dryers) and debit card system machines (if applicable) in 6 Woodbridge Housing Authority senior apartment complexes located throughout Woodbridge Township for a period of two years, renewable for two additional years. Proposals will be ranked using a competitive proposal evaluation factor system. Businesses submitting proposals in response to this RFP must be licensed to do business in the State of NJ. The contract documents may be downloaded from www.WoodbridgeHousingAuthority.org (follow link to bidding opportunities; 2023). Proposals must be submitted no later than 2:00 PM on Wednesday, January 25, 2023 and addressed as requested in the contract documents. Woodbridge Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the employment or procurement of services. Bidders are required to comply with the requirements of P.L. 1975 Chapter 127 (N.J.A.C. 17:27). The Woodbridge Housing Authority reserves the right to reject any and all proposals.

Advertised: Home News Tribune – 12/16/22

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 there unto, 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 with the bid submission.

**FAILURE TO SUBMIT YOUR BUSINESS REGISTRATION CERTIFICATE
BEFORE CONTRACT AWARD *WILL* RESULT IN THE DISQUALIFICATION OF
YOUR BID!**

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 _____, 20____.

(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)

Woodbridge Housing Authority

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____

(Print or Type)

Title: _____

Date: _____

PROPOSAL DOCUMENT CHECKLIST

PROPOSAL DOCUMENT CHECKLIST*

Required by the WHA	Submission Requirement	Initial each required entry and if required submit the item
<input type="checkbox"/>	An Original and 3 copies of entire Proposal	
<input type="checkbox"/>	Evaluation Factors 1-4 Support	
<input type="checkbox"/>	References and Resumes	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Valid State of NJ Business Registration Certificate	

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

Appendix A-CONTRACT-Sample only...please do not submit with your bid

**For: Card Operated Laundry Service at
Red Oak, Cooper, Adams, Finn and Greiner Towers**

This **CONTRACT** made this 1st day of March in the year 2023 by and between

(Company Name)
(Address)

hereinafter the "Contractor," and the

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

hereinafter 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 as requested in the Request for Proposals (RFP) dated January 25, 2023 for Card Operated Laundry Services at the Authority's 5 senior buildings.

Article 2. Term of Contract. This contract shall extend for a period of two years, March 1, 2023 through February 28, 2025. The contract shall be renewable for one additional two-year period at the same terms and at the agreement of both parties.

Article 3. Rates and Payments. The Contractor agrees to provide services in compliance with the Request for Proposals dated January 25, 2023 and the Contractor's proposal dated January 25, 2023, at a percentage of commission on gross sales offered of ____%. Gross sales is defined as total sales transactions, minus applicable and excise taxes, refunds and returns.

The prices per wash and dry cycles shall be as follows:

\$____ charge per wash cycle

\$____ charge per full dry cycle (52 minutes)

Change machines and / or debit/credit card systems shall be provided at no extra cost to the Authority.

Article 4. 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 \$500,000.00 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 Housing Authority.

Article 5. 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 7. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. Request for Proposals dated 1/25/23;
3. Proposal submitted by the contractor dated 1/25/23;
4. Addenda (if any).

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.

