

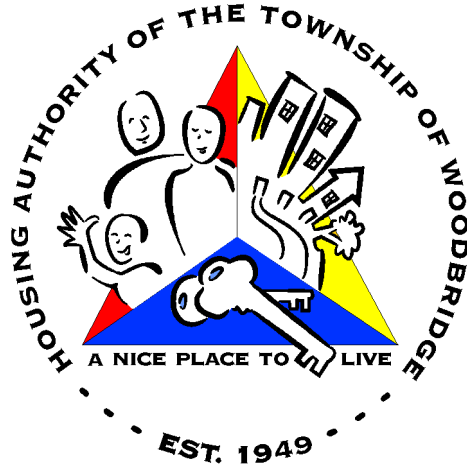
Housing Authority of the Township of Woodbridge

800B Bunns Lane, Woodbridge, NJ 07095

Phone: (732) 634-2750

Fax: (732) 634-8421

Elizabeth Noll, Executive Director



Request for Proposals

For:

Fire Suppression System Inspection, Maintenance and Repair Services

September 2026

Proposals due by 10:00 a.m. on Wednesday, September 2, 2026

Welcome to the Woodbridge Housing Authority

In 1937 Congress passed the U.S. 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 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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Woodbridge Housing Authority Contract Documents

WOODBIDGE HOUSING AUTHORITY

FIRE SUPPRESSION SYSTEM INSPECTIONS AND REPAIR SERVICES

I. INTRODUCTION - It is the intent of this Request for Proposals (RFP) to establish a service contract with a professional fire suppression system inspection, maintenance and repair contractor to provide inspections when required and 'as-needed' repairs for its fire pump, stand pipe and fire sprinklers for the Woodbridge Housing Authority (Authority) public housing sites listed herein. The scope of work is included in the Statement of Services section of the sample contract included herein.

The contract shall be for a two-year term, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period at the same terms.

The Authority is soliciting an annual fee to perform annual inspections and maintenance on all applicable equipment (see proposal form).

Contractors must have a minimum of 5 years' experience and be registered with the State of NJ as a Public Works Contractor and have all applicable State licenses. New Jersey prevailing wage rates apply.

Proposals must be received by email to CS@WoodbridgeHousingAuthority.org or by mail to 800B Bunn Lane Woodbridge, NJ 07095 no later than 10:00 a.m. on Wednesday, September 2, 2026.

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

II. QUALIFICATIONS – Contractors must:

- have a minimum of 5 years' experience
- be registered with the State of NJ as a Public Works Contractor
- have all applicable State licenses and comply with all other pertinent laws, rules and/or regulations.
- be certified as All Fire Protection Equipment Contractor, Fire Sprinkler System Contractor per NJ State Law.

III. TERM OF CONTRACT - If awarded, the contract resulting from this Request shall be executed for a **period of one (2) years**, tentatively from October 1, 2026 to September 30, 2028, subject to the availability of funds. Pursuant to 40A:11-15, the Authority reserves the right to extend the contract for (2) two additional 12-month periods, or (1) one additional 24-month period providing 1) all terms and conditions remain the same and both parties are in agreement, and 2) services are being performed in an effective and efficient manner. In no way shall the term exceed 4 years or \$53,000.00 in value.

IV. VALUE OF CONTRACT/GUARANTEED MINIMUM AND MAXIMUM - The ensuing contract as a result of this RFP shall be an Indefinite Quantities Contract (IQC), and as such, low bidder shall be awarded a contract with no guarantee minimum amount and a maximum of \$53,000.00 for the entire contract term including extensions. If the value of the contract nears the maximum at any time, the Authority shall terminate the current contract and bid anew.

V. SCOPE OF SERVICES - The scope of services required by the Authority in connection with this RFP covers the entire spectrum of services customarily provided to governmental entities by fire suppression system Contractors. The services provided should include, but need not necessarily be limited to, providing all labor, material, and equipment to complete the work as per the Technical Specifications provided herein.

VI. COMPENSATION - A. The Proposal Form included herein shall be completed in its entirety, and submitted by the bidder.

VII. PUBLIC WORKS CONTRACTOR REGISTRATION - All bidders are required to be registered with the Department of Labor and Workforce Development (DLW) as a Public Works Contractor at the time of bid opening. More information and instructions on how to register can be found at <https://www.nj.gov/labor/wageandhour/registration-permits/register/publicworksregistration.shtml>. Bidders shall submit proof of such registration before contract award.

VIII. AWARD OF CONTRACT – The award of the contract shall be made to the contractor whose price and other factors are most beneficial to the Authority. The Authority reserves the right to not award to the lowest bidder or to not award to any bidder if it is in the best interest of the Authority to do so.

IX. TECHNICAL SPECIFICATIONS -The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for the fire pump, standpipe systems and fire sprinkler system inspection, maintenance and repair services.

- a. Annual Inspection and Testing: The Contractor shall perform an annual sprinkler system, fire pump and standpipe system inspection and test as required by the Uniform Construction Code of the State of N.J and NFPA-25. The testing shall be coordinated with the Township of Woodbridge Office of Code Enforcement for compliance and observation by the Construction Official. The Contractor shall provide the manpower, tools hoses, gauges and other equipment required to perform the pump test and measure flow water at the highest point of the standpipes. During the annual test the contractor shall test the minimum, rated and peak flows of the pump and submit a written report. The inspection and testing shall include the following:
 1. Churn and full flow test, and check pump operation, motor operation, controller operation. Test timing and events of controller units.
 2. Inspect all control valves, hose connections, valves and fittings.
 3. Record static pressure, RPM and water volume when testing.
 4. Water flow shall be measured at the highest outlet of the standpipe system. (on roof)
- b. Annual Maintenance: The Contractor shall provide normal service of the sprinkler system, fire pumps and jockey pumps as required by the manufacturer, including lubricating bearing assemblies and adjusting the packing in accordance with the manufacturer's instruction and repair manual.
- c. Repairs: The Contractor shall provide repair services for the all systems as needed during the term of the contract in accordance with the conditions set forth in Article 2 and Article 3 following.

X. DESCRIPTION AND LOCATION OF EQUIPMENT

Description of the Housing Project Sites and Fire Suppression Equipment

Site	Number of Stories/Units	Fire Pump
Red Oak Manor 300 Old Road Port Reading, NJ 07067	3 / 60	No
Green Oak 535-537 New Brunswick Ave. Fords, NJ 08863	4 / 75	Aurora Centrifugal Fire Pump IN LINE 3-383-7C 1 Stage 3560 RPM 300 GPM 41 PSI Max Power 10.9 BHP
Cooper Towers 1422 Oak Tree Road Iselin, NJ 08830	5 / 75	No
Adams Towers 555 Rahway Ave Woodbridge, NJ 07095	5 / 65	Fairbanks Morse 750 GPM Capacity Single Stage Electric 50 HP Jockey: Baldor 1.5 HP GE
Finn Towers 19 Martin Ter. Woodbridge, NJ 07095	6 / 70	Aurora 750 GPM Capacity Single Stage Electric 50 HP Jockey: Marathon 3HP Sylvania
Greiner Towers 460 Inman Ave Colonia, NJ 07067	3 / 70	Aurora 1000 GPM Capacity Single Stage Electric 30 HP Jockey: Aurora Firetrol Halon 1301

**Thank you for your interest in the
Woodbridge Housing Authority!**

REQUEST FOR PROPOSALS

LEGAL NOTICE

Housing Authority of the Township of Woodbridge

FIRE SUPPRESSION SYSTEM INSPECTION, MAINTENANCE AND REPAIR SERVICES CONTRACTOR

PUBLIC NOTICE is hereby given that proposals 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, Woodbridge, NJ 07095, by 10:00 a.m. on **Wednesday, September 2, 2026** prevailing time for the purpose of establishing a two-year service contract with a qualified, licensed Fire Suppression System Inspection, Maintenance and Repair services Contractor to perform annual inspections and maintenance and as needed repairs to all applicable fire suppression equipment. This solicitation is for a two-year service contract, renewable for two additional one-year periods providing all rates and terms remain the same and both parties are in agreement. The Authority reserves the right to waive any informalities in proposals and to reject any and all proposals if it is in the best interest of the Authority to do so. The Request for Proposals (RFP) is available at www.WoodbridgeHousingAuthority.org.

Bidders must be authorized to do business in New Jersey. Any Bidder which is a corporation not chartered under the laws of the State of New Jersey must submit an affidavit certifying that said corporation is authorized to do business in the State of New Jersey. Minimum experience of 5 years of successful completion of similar work is required.

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 in the Home News Tribune and the Authority website pursuant to P.L. 2025, c. 72.

Form of Contract
For Suppression Systems Inspection, Maintenance and Repair Services

This **AGREEMENT** made this 1st day of October in the year 2026 by and between

(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Woodbridge Housing Authority
800B Bunns Lane, Woodbridge, NJ 07095

hereinafter called the "Authority".

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

Article 1. Statement of Services. The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for the fire pump, standpipe systems and fire sprinkler system inspection, maintenance and repair services.

- a. Annual Inspection and Testing: The Contractor shall perform an annual sprinkler system, fire pump and standpipe system inspection and test as required by the Uniform Construction Code of the State of N.J and NFPA-25. The testing shall be coordinated with the Township of Woodbridge Office of Code Enforcement for compliance and observation by the Construction Official. The Contractor shall provide the manpower, tools hoses, gauges and other equipment required to perform the pump test and measure flow water at the highest point of the standpipes. During the annual test the contractor shall test the minimum, rated and peak flows of the pump and submit a written report. The inspection and testing shall include the following:
 5. Churn and full flow test, and check pump operation, motor operation, controller operation. Test timing and events of controller units.
 6. Inspect all control valves, hose connections, valves and fittings.
 7. Record static pressure, RPM and water volume when testing.
 8. Water flow shall be measured at the highest outlet of the standpipe system. (on roof)
- b. Annual Maintenance: The Contractor shall provide normal service of the sprinkler system, fire pumps and jockey pumps as required by the manufacturer, including lubricating bearing assemblies and adjusting the packing in accordance with the manufacturer's instruction and repair manual.
- c. Repairs: The Contractor shall provide repair services for the all systems as needed during the term of the contract in accordance with the conditions set forth in Article 2 and Article 3 following.

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

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

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

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

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

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

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

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

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

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

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

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

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

Laborers shall not be permitted to perform any electrical work, piping, installation of valves, controls or any other components.

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

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

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

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

Article 4. Payments and Labor Rates for Repair Services.

The Authority shall pay the Contractor for the annual inspection, testing and maintenance services at both sites an annual fixed price (stipulated sum) of _____ dollars and _____ cents (\$ ____ .__).

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

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

Standard Labor Rates

Plumber/Pipefitter: _____ dollars and _____ cents (\$__ . __) per hour.
Electrician: _____ dollars and _____ cents (\$__ . __) per hour.
Laborer: _____ dollars and _____ cents (\$__ . __) per hour.

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

Premium Labor Rates:

Plumber/Pipefitter: _____ dollars and _____ cents (\$__ . __) per hour.
Electrician: _____ dollars and _____ cents (\$__ . __) per hour.
Laborer: _____ dollars and _____ cents (\$__ . __) per hour.

The Housing Authority shall make payments upon the completion of work by the Contractor, including the filing of required reports, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the Authority, and paid

receipts for any material and approved specialized equipment costs. Payment shall be due within 30 days of receipt of the invoice by the Housing Authority.

Article 5. Term of Contract. This contract shall extend for a period of two years, October 1, 2026 – September 2, 2028. The contract shall be renewable for two additional one-year periods or one additional two-year period providing all rates and terms remain the same and both parties are in agreement.

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

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$2,000,000.00 per occurrence to protect the Contractor and the Authority against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.000 per occurrence.

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

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to the Housing Authority proof of the contractor's business registration with the New Jersey Division of Taxation. This document is required component of the contract. Bidders are required to submit proof of business registration before contract award.

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

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

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

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

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

1. This instrument;
2. Technical Specifications;
3. Contractor's Proposal as accepted by the Authority, including all Certifications, Affidavits and Statements; and
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.

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

In the presence of:

_____ by _____
(Name)
(Title)
(Company Name)
(Phone Number)

In the presence of:

_____ by _____
Elizabeth Noll
Executive Director
Woodbridge Housing Authority

Proposal Form

Proposal for: Fire Suppression System Inspection, Maintenance and Repair Services

TO: Woodbridge Housing Authority, 800B Bunns Lane, Woodbridge, NJ 07095

FROM:

Company Name of Offeror Federal ID#

Street Address

City, State - Zip Code

Contact Name / Telephone Number

Contact Fax Number / Email Address

1.The undersigned, having read the entire proposal package and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, equipment and related items to complete all work for the fire suppression system inspection, maintenance and repair services in accordance therewith at the following fixed price and labor rates for repair services:

Annual Inspection, Testing and Maintenance Services at all Sites, Fixed Price:

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

Please break down per location:

Red Oak Manor: _____ dollars and _____ cents \$_____.____)

Green Oak: _____ dollars and _____ cents \$_____.____)

Cooper Towers: _____ dollars and _____ cents \$_____.____)

Greiner Towers: _____ dollars and _____ cents \$_____.____)

Adams Towers: _____ dollars and _____ cents \$_____.____)

Finn Towers: _____ dollars and _____ cents \$_____.____)

Please provide hourly rates for the as needed repair services:

Plumber/Pipefitter, Standard Rate: _____ dollars and _____ cents \$_____.____)

Electrician, Standard Rate: _____ dollars and _____ cents \$_____.____)

Laborer, Standard Rate: _____ dollars and _____ cents \$_____.____)

Plumber/Pipefitter, Premium Rate: _____ dollars and _____ cents \$_____.____)

Electrician, Premium Rate: _____ dollars and _____ cents \$_____.____)

Laborer, Premium Rate: _____ dollars and _____ cents \$_____.____)

2. The contractor acknowledges the receipt of the following addenda, if any, issued by the Authority:

Addendum Number _____ dated _____

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

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

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

4. This Proposal is accompanied by:

1. Non-Collusive Affidavit;
2. Qualification Questionnaire;
3. Copy of New Jersey Business Registration Certificate;
4. All applicable licenses
5. Public Works Contractor Registration Certificate.

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

Signature of Contractor - Title

Date

Qualification Questionnaire

Proposal for: Fire Suppression Inspection, Maintenance and Repair Services

Company Name of Offeror: _____

Address: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business under their present firm or trade name 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.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

(e) List all applicable New Jersey Fire Protection Equipment Contractor certificate number(s) and effective date(s): **(REQUIRED)**

(f) If applicable, list New Jersey Electrician or Master Plumber License(s) 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 3 trade references:

(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 _____