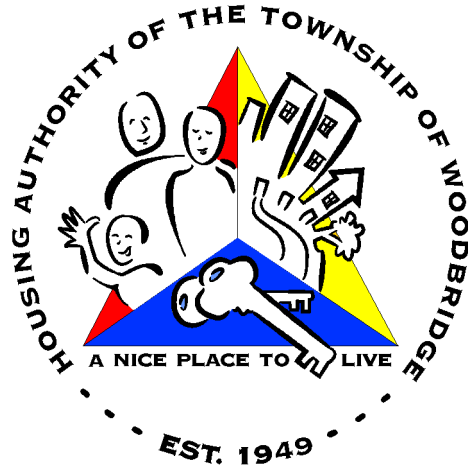


**Housing Authority of the Township of Woodbridge**  
**800B Bunns Lane, Woodbridge, NJ 07095-1726**

Phone: (732) 634-2750

Fax: (732) 634-8421

Donna Brightman, Executive Director



**Request for Proposals**

**For:**

**Electrical Repair Services Contractor**

November 2021

**Proposals due by 12:00 PM on Tuesday, November 23, 2021**

# *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 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.

# TABLE OF CONTENTS

## **SPECIFICATIONS**

I. Introduction .....	4
II. Term of Contract .....	4
III. Value of Contract/Guaranteed Minimum and Maximum.....	4
IV. Scope of Services.....	4-6
V. Compensation.....	6
VI. Public Works Contractor Registration.....,	6
Notice-Request for Proposals.....	7

## **FORMS REQUIRING SIGNATURES**

Bid Proposal Form .....	8-9
Non-Collusion Affidavit.....	10
Qualification Questionnaire.....	11-12
References (Fill-in only).....	13

## **ADDITIONAL INFORMATION**

Appendix A-List of Locations/Buildings.....	14
Appendix B-Sample Contract .....	15-19

# Woodbridge Housing Authority Specifications for ELECTRICAL REPAIR SERVICES CONTRACTOR

**I. INTRODUCTION** - It is the intent of this Request for Proposals (RFP) to establish a service contract with a qualified, licensed electrical contractor whereby as needed electrical repair work will be accomplished for the Woodbridge Housing Authority (WHA) by the Contractor in a reliable and timely manner. The contractor shall have the capability to inspect, troubleshoot and repair electrical equipment and systems at all WHA locations as listed in Appendix A. Work shall be performed on an as needed basis and includes, but not limited to replacement of ballasts, lamps, receptacles, outlets, wiring or rewiring, general electrical maintenance of WHA associated electrical facilities, miscellaneous installations associated with repair of any WHA facilities, installations associated with the WHA requiring a licensed electrical contractor.

Sealed proposals will be received by mail or hand delivered to the Housing Authority of the Township of Woodbridge, 800B Bunns Lane Woodbridge, NJ 07095 **no later than 12:00 PM on Tuesday, November 23, 2021. 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**, tentatively from December 15, 2021 – December 14, 2023, subject to the availability of funds. Pursuant to 40A:11-15, the WHA 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 \$44,000.00 in value.

**III. 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 \$44,000.00 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.

**IV. SCOPE OF SERVICES** - The scope of services required by the WHA in connection with this RFP covers the entire spectrum of services customarily provided to governmental entities by Electrical Contractors. The services provided should include, but need not necessarily be limited to, providing all labor, material, and equipment to complete the following work:

## Existing Buildings

1. General Maintenance and repair of existing domestic and commercial wiring systems.
2. The work may involve location of faulty wiring, repair and troubleshoot systems.
3. Provide and install conduit, wiring, junction boxes, fixtures and electrical equipment to repair or replace existing installations.

4. The work may involve replacement of electrical equipment, conduits and other equipment that has been vandalized or otherwise in need of repair.

### **New Work or Rehabilitation of Existing Buildings**

1. Provide and install conduit, wiring, electrical fixtures and electrical equipment to complete the new work or rehabilitation project.

2. The work may involve complete revision of the building electrical system in a building that is being rehabilitated.

3. The work may also involve installation of a complete electrical system for a "new" building that may include installation of all required equipment to complete the project for final inspection and issue of a certificate of occupancy.

All work shall be provided in a professional workmanlike manner. **While working on behalf of the WHA, all related safety codes including OSHA shall be complied with.** The firm awarded this contract must have electricians available on a 24-hour day call. The response time for emergency services, **reported by the WHA, will be within two (2) hours.** All others within four (4) hours, unless otherwise agreed to between the WHA and the Contractor.

**WORK ORDERS/SERVICE SLIPS** - All work, except for monthly and quarterly services, if applicable, shall be subject to authorization first. Contractor shall obtain a purchase order number from an authorized WHA representative before performing services. After services are rendered, Contractor shall submit a work order/service slip containing the following information:

- a. Full description of work performed.
- b. Name of Technician that performed the work. NOTE: Most work shall require the work of one service technician. In the event that a helper or second technician is necessary, Contractor shall first received written authorization.
- c. Date and time that work was initiated and completed;
- d. Total hours and labor rate including start and finish times.
- e. Itemized list of materials used to complete the work, with applicable discount.
- f. Purchase order number.

Payment shall be processed once the above process has been followed.

### **EMERGENCY AND NON-ROUTINE SERVICES –**

**Emergency Services:** The contractor may be asked to perform emergency services at times other than normal working hours. The contractor shall be available within two (2) hours for such emergency work.

Before performing any work against this contract, the Contractor shall furnish, in writing, the name(s) and emergency telephone number(s) of the Contractor's representative(s) to be contacted during other than normal working hours.

Contractor shall obtain a purchase order number before performing any emergency work, unless unusual circumstances arise.

Contractor shall bill hourly for emergency services.

**Non-Routine Services:** If, during the course of work, the Contractor encounters unforeseen conditions which impact the work and which could not initially be evaluated, the Contractor shall not proceed without written authorization from an authorized WHA representative.

The Contractor shall submit an estimate to a WHA authorized representative in a timely manner.

The Contractor's estimate will be evaluated to determine if the scope has been clearly and accurately understood, the hours have been accurately applied, the work has been properly estimated with supporting data presented and that material and equipment estimates are reasonable and properly documented. After the estimate has been reviewed, the WHA authorized representative(s) will approve a fixed price for the work described in the estimate.

Contractor shall obtain a purchase order number before performing any non-routine services and acknowledges that all non-routine work will be performed only after the above procedure has been accomplished.

The hourly rate for non-routine services shall be the current Davis Bacon wage rate for the applicable trade and shall include full compensation for labor, equipment use, travel time and other costs to the Contractor. Employee payroll records via certified payroll shall be submitted for all non-routine work.

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 WHA may, at its option, have the work completed by another Contractor. Repeated failures (in excess of five occurrences) by the Contractor to respond shall result in cancellation of the service contract.

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

**VI. 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 [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). Bidders shall submit proof of such registration before contract award. NJ prevailing wage rates apply

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

# REQUEST FOR PROPOSALS

## LEGAL NOTICE

Housing Authority of the Township of Woodbridge

## **ELECTRICAL SERVICES CONTRACTOR**

PUBLIC NOTICE is hereby given that proposals will be received by the Housing Authority of the Township of Woodbridge (WHA), in the County of Middlesex, State of New Jersey, at the Administrative office of the WHA, located at 800B Bunns Lane, Woodbridge, NJ 07095, by 12:00 PM on **Tuesday, November 23, 2021** prevailing time for the purpose of establishing a two-year service contract, or up to \$44,000.00, whichever comes first, with a qualified, licensed Electrical Contractor whereby general electrical repair work will be performed on an as needed basis in a timely and reliable manner at all of the WHA's locations. The WHA 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 WHA to do so. The value of the ensuing indefinite quantities contract shall not exceed \$44,000.00 for the entire contract term (not to exceed four years) including extensions.

The Request for Proposals (RFP) is available for downloading at [www.WoodbridgeHousingAuthority.org](http://www.WoodbridgeHousingAuthority.org) . All proposals are due to be submitted as set forth in the RFP no later than 12:00 PM on Tuesday, November 23, 2021. All late arrivals will be disqualified.

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: Home News Tribune 10/25/21

# Proposal Form

Proposal for: Electrical Repairs and Non-Routine Electrical Maintenance Services

TO: Housing Authority of the Township of Woodbridge  
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 Specifications and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for electrical repair and non-routine electrical maintenance services in accordance therewith at the following labor rates:

**Electrician, Standard Rate:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

**Laborer, Standard Rate:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

**Electrician, Premium Rate:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

**Laborer, Premium Rate:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per hour.

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

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

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



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

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

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

4. This Proposal is accompanied by:
- (1) Non-Collusive Affidavit;
  - (2) Qualification Questionnaire.
  - (3) Business Registration Certificate

5. In submitting this proposal, it is understood that the Authority reserves the right to reject any and all offers or to not accept the lowest hourly rates if it is in the best interest to the Authority to do so. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

**AFFIDAVIT**

State of \_\_\_\_\_

SS.

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says:

(Individual's name)

THAT he is \_\_\_\_\_,  
(Owner, Officer or Partner of the firm of etc.)

the party making the foregoing proposal for electrical repair services at public housing sites in Woodbridge, New Jersey; that all statements contained in this proposal are true, accurate and complete.

\_\_\_\_\_  
(Signature of Offeror)

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

Date

# Non-Collusive Affidavit

AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

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

THAT he is \_\_\_\_\_ of  
(Owner, Officer or Partner)

\_\_\_\_\_  
(Firm Name)

the party making the foregoing proposal dated November 23, 2021 for electrical repair and non-routine electrical maintenance services; that such proposal is genuine and not collusive or sham; that the offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any offeror or person, to put in a sham proposal or to refrain from offering a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed prices of affiant or of any offeror, or to fix any overhead, profit or cost element of said proposed prices, or of that of any other offeror, or to secure any advantage against the Housing Authority of the Township of Woodbridge or any person interested in the proposed contract; and that all statements in the said proposal are true.

\_\_\_\_\_  
(Signature of Offeror)

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

\_\_\_\_\_  
Notary Public

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

**Qualification Questionnaire**

Proposal for: Electrical Repair and Non-Routine Electrical Maintenance 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) New Jersey Electrical Contractor license number and effective date:

\_\_\_\_\_

(f) List employees holding New Jersey Electrician 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:

\_\_\_\_\_

\_\_\_\_\_

(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 \_\_\_\_\_

# REFERENCES

List at least 3 references. Please fill completely.

## REFERENCE #1

Company Name \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Phone Number/Fax Number \_\_\_\_\_

## REFERENCE #2

Company Name \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Phone Number/Fax Number \_\_\_\_\_

## Reference #3

Company Name \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Phone Number/Fax Number \_\_\_\_\_

## APPENDIX A

The Woodbridge Housing Authority consists of 6 projects, a total of 415 units, located throughout Woodbridge Township. These projects include:

Red Oak Manor  
300 Old Road.  
Sewaren, NJ 07077

60 Senior Units in a 3-story high-rise

Olsen Towers  
555 New Brunswick Ave.  
Fords, NJ 08863

75 Senior Units in a 6-story high-rise

Cooper Towers  
1422 Oak Tree Rd.  
Iselin, NJ 08830

75 Senior Units in a 6-story high-rise

Adams Towers  
555 Rahway Ave.  
Woodbridge, NJ 07095

65 Senior Units in a 6-story high-rise

Finn Towers  
19 Martin Ter.  
Woodbridge, NJ 07095

70 Senior Units in a 6-story high-rise

Greiner Towers  
460 Inman Ave.  
Colonia, NJ 07067

70 Senior Units in a 3-story high-rise

**Sample Form of Contract**  
**For Electrical Repair Services**

This **AGREEMENT** made this 16th day of December in the year 2021 by and between

(Name of Contractor)  
(Address)

hereinafter called the "Contractor," and the

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

hereinafter called the "Authority".

**WITNESSETH**, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

**ARTICLE 1. STATEMENT OF WORK:** - The Contractor shall furnish all labor, material, equipment and services as requested in the Request for Proposals (RFP) dated November 23, 2021 for an Electrical Repair Services Contractor; and (list addenda here, if any), are incorporated herein by reference and made a part thereof.

**ARTICLE 2. THE CONTRACT TERM:** - This contract shall extend for a period of two years, December 16, 2021 – December 15, 2023. The contract shall be renewable for two additional one-year periods or one additional two-year period at the sole option of the Authority provided that all terms and conditions remain the same, both parties are in agreement and services are being performed in an effective and efficient manner. In no way shall the term exceed 4 years or \$44,000.00 in value.

**ARTICLE 3. THE CONTRACT PRICE** - This instrument is an Indefinite Quantities Contract (IQC) with no guarantee minimum amount and a maximum of \$44,000.00 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.

The Authority shall pay the Contractor for 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**

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:

Electrician: \_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_) per hour.  
Laborer: \_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_) per hour.

The Contractor shall submit an invoice by no later than the 10<sup>th</sup> day of each month for all work orders completed during the previous month. The invoice must be accompanied by completed work orders signed by a representative of the Authority, and paid receipts for material and approved specialized equipment costs.

The Authority shall make payments not more frequently than monthly upon the completion of work by the Contractor and the presentation of an invoice. Payment shall be due within 30 days of receipt of the invoice by the Authority.

**ARTICLE 4: PERFORMANCE OF WORK-** The Authority shall have the sole right and discretion to order work under this contract. The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Work 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 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 5: WORK REQUIREMENTS AND CONTRACTOR'S RESPONSIBILITY** - The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform electrical repairs and non-routine electrical maintenance work.

All electrical 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 must hold a valid and current New Jersey Electrical Contractor's License. In the event that such license is revoked, suspended or expires during the term of this contract, the contract shall be terminated effective the same date as such revocation suspension or expiration.

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.

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

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

The Contractor shall not sub-contract any work under this contract without express prior written approval of the 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 6. INSURANCE** - Before commencing work, the Contractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract;

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the Housing 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 PHA. 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 PHA.

**ARTICLE 7. NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS** - The contractor shall provide to the Authority proof of the contractor's business registration with the New Jersey Division of Taxation on the bid due date before contract award.

The contractor shall also submit 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**

The Contract shall consist of the following component parts:

- a. This Instrument

- b. Request for Proposals for Electrical Repair Services Contractor
- c. Proposal submitted by the contractor dated 11/23/21.

This instrument, together with the other documents enumerated in this Article 6, which said other documents are fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 6 shall govern, except as otherwise specifically stated. The various provisions in Addenda, if any, shall be construed in the order of preference of the component part of the Contract which each modified.

**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 \_\_\_\_\_  
 Donna F. Brightman  
 Executive Director  
 Housing Authority of the Township of Woodbridge

**CERTIFICATIONS (For Corporation)**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of The Corporation named as Contractor herein; that \_\_\_\_\_, who signed this Contract on behalf of the Contractor was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

**Date:** \_\_\_\_\_ **Corporate**  
 \_\_\_\_\_  
 \_\_\_\_\_