



Native American Advancement Corporation

Request for Proposals

As part of the weatherization services that Native American Advancement Corp. provides, proposals are requested for **Energy Conservation Services - School House Apartments Project** located at **61 N. Martin Luther King Blvd., Atlantic City, NJ 08401**

Sealed bids will be required for the project. The bid is for **lighting in Common Area**. The bid is for the School House Apartments and shall be received no later than **11:30 a.m., Tuesday, September 24 2019, at the offices of Native American Advancement Corp., 17 E. Commerce St., 1st Floor, Bridgeton, NJ 08302.**

For questions or clarifications, please contact Tyrese Gould-Jacinto at TyGould@NativeAdvancement.org or call (856) 455-0600 prior to the RFP deadline. **Bids will be opened and read aloud September 24, 2019 at 11:45 a.m.** Bids must be submitted prior to the designated time for acceptance, and be submitted in person by the Bidder or their agent. **No bids will be accepted after the bid submission deadline.**

All bids shall be enclosed in a sealed envelope bearing the name of the bidder and clearly marked **Lighting at School House Apartments Project**. A **MANDATORY** pre-proposal and walk-through meeting will be held on **September 16, 2019 at 11:00 am** at School House Apartments, 61 N. Martin Luther Blvd, Atlantic City, NJ 08401. All interested parties are mandated to attend.

The information for the Bidders, Form of Bid, Plans and Specifications may be reviewed and obtained at the Native American Advancement Corp. office, located at 17 E. Commerce St., 1st Floor, Bridgeton, NJ 08302 at any time during regular business hours, Monday through Friday, 8:30 a.m. to 4 p.m.

For bidders' future reference, copies of Notice to Bidders can be also received via email alerts. Please visit Native American Advancements website at www.SaveEnergyNJ.com and click "RECEIVE NOTIFICATIONS."

In the event the Bidder is a corporation or a partnership, a statement must be submitted setting forth the names and addresses of all stock holders in the corporation or partnership, who owns ten percent (10%) of greater interest therein as the case may be. Each bid must be accompanied by a certification by the Bidder regarding Equal Opportunity Employment Practice and a Non-Collusive Affidavit and Statement of Compliance with the bidding requirements. The bidders shall include a copy of the contractor's and subcontractor's listed, business registration as required pursuant to section 1 of P.L. 2001, c.134 (C 52:32-44).

Native American Advancement Corp. does not obligate itself to accept the lowest bid and reserves the right to waive informality in the bidding or to accept or reject any or all bids if deemed in the best interest of Native American Advancement Corp.

**“Common Lighting Replacement School House Apartments”
REQUIRED DOCUMENTATION CHECKLIST**

		Yes	No
1.	Provided the completed bid in a sealed envelope by Tuesday September 24, 2019 by 11:30AM. The envelope is clearly labeled “Common Lighting Replacement School House Apartments”.		
2.	Provided a Certificate of Insurance as required.		
3.	Provided a narrative describing the organizational profile and related experience of the contracting firm.		
4.	Provided a narrative describing the organization’s Compliant Resolution Procedures.		
5.	Provided an executed Contractor Registration Form		
6.	Provided an executed Non-Collusion Affidavit		
7.	Provided an executed Benefit & Nepotism Affidavit		
8.	Provided an executed Affirmative Action Affidavit		
9.	Provided NWC Registration Information		
10.	Provided resumes’ of key personnel and a current company personnel list.		
11.	Provided Responsible Contractor Certification		
12.	Provided Bid Response Form		
13.	Provided a EPA Renovation Firm's Lead-Safe Certification		
14.	Provided verification of confined space permit and protocols. Contractor must meet OSHA standards for attic and crawlspaces.		

Proposals are to be returned to 17 E. Commerce St., Bridgeton, NJ 08302 no later than the date and time specified in the bid procedures. Ask for a weatherization staff member in the reception area to hand in and register your sealed bid. All bidders are invited to stay for the bid opening. If you have any questions, feel free to contact our office at: 856-455-0600, Monday through Friday, between 10:00 am and 3:00 pm. Please remember that no proposal will be accepted after the due date and time.

Respectfully Submitted,

Authorized Signature (sign)

Name of Bidder

Date

**“Common Lighting Replacement School House Apartments”
SPECIFICATIONS AND BID PROPOSAL FORM
Native American Advancement Corp**

Specification and Bid Proposal for the “Common Lighting Replacement School House Apartments” will not be accepted unless signed by the owner or authorized corporate officer. The undersigned is a corporation under the laws of the State of New Jersey.

Respectfully Submitted,

Authorized Signature (sign)

Title of Personnel Signing

Date

Name of Bidder

Address

City and State Zip Code

Telephone Number

Email Address

**“Common Lighting Replacement School House Apartments”
Native American Advancement Corp**

The following procedures are provided to facilitate your participation in the bid:

Bids must be returned to our office at 17 E. Commerce St., 1st Floor, Bridgeton, NJ 08302, no later than 11:30 am on September 24, 2019, to be opened at 11:45 am.

All blanks on the Bid Documents shall be filled in by typewriter or manually in ink. No erasures or the use of white out will be accepted on any bid document. (Blank copies of forms are available upon request).

Insurance coverage must be a minimum of \$300,000 Bodily Injury (each occurrence); \$300,000 Property Damage (each occurrence); and \$100,000 Workers’ Compensation.

Certificate of Insurance:

1. One original certificate must be submitted with bid package.
2. The original certificate must indicate Native American Advancement Corp. as additional insured and certificate holder.
3. Insurance certificate must be made out to: Native American Advancement Corp., Weatherization Assistance Program, 17 E. Commerce St., 1st Floor, Bridgeton, NJ 08302.
4. Pollution Occurrence insurance is optional.

Proposals must be returned sealed with company’s name on the outside and indicating **“Common Lighting Replacement School House Apartments”**.

Each proposal shall include the legal name of the bidder and a statement that the bidder is a sole proprietor, a partnership, a corporation, or some other legal entity. Each copy shall be signed by the person(s) legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have a current power attached certifying the agent’s authority to bind the bidder.

Bidders shall use the complete set of bidding documents in preparing bids. Native American Advancement Corp. does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete bidding documents. **Bidder is responsible for reviewing package to ensure that all required documents are present.**

A bid may not be modified or withdrawn by the bidder once the bidding process for a designated package has started on the date and time stipulated.

Native American Advancement Corp. has the right to reject any and all bids and to reject a bid not accompanied by data or materials required by the bidding documents, or to reject a bid which is incomplete or irregular.

It is the intent of Native American Advancement Corp. to award the contract to the lower responsible bidder provided that the proposal has been submitted in accordance with the requirements of the bidding documents and does not exceed the funds available. Native American Advancement Corp. shall have the right to waive any informalities or irregularities in any bid or bids which in the judgment of Native American Advancement Corp. is in its own interests.

All appropriate forms must be notarized where noted. One original of each document must accompany the proposal submitted.

All bidders are required to reference the attached Standard Work Specifications Weatherization Field Guide when preparing a response to this request for proposals. The document can also be viewed and downloaded at <https://www.state.nj.us/dca/divisions/dhcr/offices/wap.html>.

All bidders are required to meet OSHA standards for confined spaces in crawlspaces and attics. A copy of the confined space permit is required.

All bidders are responsible to follow and perform lead safe practices created by the EPA.gov when it applies. Please review the renovate right packet: <https://www.epa.gov/sites/production/files/documents/renovaterightbookletbwsept2011.pdf>. Bidder must hold and submit a copy of their current EPA Renovation Firm's Lead-Safe Certification.

Upon award notification, the contractor has 24 hours to sign the contract. Failure to respond within the due time will result in disqualification.

Upon request, the contractor must be ready to supply Native American Advancement Corp. with samples of all materials to be used prior to commencing work.

Bids will be opened in the order that they are received. If you wish to withdraw your bid, you may do so before the bid opening starts.

Native American Advancement Corp. is not liable or responsible for any required documentation that is missing from your package. You are required to review its content and request any missing form.

**“Common Lighting Replacement School House Apartments”
Native American Advancement Corp**

The BID MEASURES are listed below to address energy conservation improvements and general housing repairs.

All Bidders must complete all forms.

Table of Contents

Contractor Registration Application
Non-Collusion Affidavit for Prime Bidder
Affirmative Action Affidavit
Responsible Contractor Certification
Benefit & Nepotism Affidavit
Insurance Requirements
Energy Conservation Measures:

Commercial Lighting

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Contractor Registration Application

1. Firm Being Registered:

Name: _____

Address: _____

Phone Number: _____

Type Of Work Performed: _____

2. Names, Addresses and years of construction experience of all owners, partners and principal stockholders of the construction firm.

<u>Name</u>	<u>Address</u>	<u>Experience</u>	<u>Years</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Other contracting firm names which the principals have operated.

<u>First Name</u>	<u>Address</u>	<u>Associated Principal</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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Division of Housing and Community Resources

4. Business References:

a) Banks

<u>Name</u>	<u>Address</u>	<u>Type of Account</u>

b) Suppliers

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>

c) Subcontractors

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>

5. Recent Customers: (Include all previous Weatherization Assistance Program-funded work experience references)

<u>Name</u>	<u>Address</u>	<u>Date(s) Service Provided</u>

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Division of Housing and Community Resources

6. Please list any current contracts with other Weatherization Assistance Program agencies and Contract Expiration Date:

<u>Name</u>	<u>Expiration Date</u>

7. Insurance: (Attach Insurance Certificates)

<u>Insurance Company</u>	<u>Agency</u>	<u>Type of Coverage</u>

Authorized Signature

Title

Date

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Non-Collusion Affidavit of Prime Bidder

State of New Jersey

County _____
(County of Residence)

_____, being first duly sworn, deposes and says
(Name of person completing form)

that:

1. I am the (owner, partner, officer, representative or agency) of _____, the Bidder
(Name of Firm/Agency/Corporation submitting Bid, circle one choice)
that has submitted the attached Bid.

2. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties interest, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or that of any other Bidder, or, to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ in the proposed Contract; and
(WAP Agency Soliciting Bid)

3. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

4. Such Bid is genuine and is not a collusive or sham Bid;

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

(Signature - Bidder Representative)

(Title)

Subscribed and sworn before me

This _____ day of _____
(day) (month)

(year)

SEAL

(Signature of Witness)

(Name of Witness)

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Affirmative Action Affidavit

State of New Jersey

County of _____
(Your County)

I, _____ of the _____
(Name of person completing form) (Name of Firm/Agency/Corporation)

in the County of _____, and State of New Jersey,
(Your County)

of full age, being duly sworn according to law on my oath depose and say that:

I am (owner, partner, officer, representative or agent) of the firm of
(circle one)

_____, the bidder making the proposal for the weatherization of
(Name of Firm/Agency/Corporation)

_____ and that I executed the said proposal with full
(Name of Project or Bid Package #)

authority to do so; that said bidder hereby affirms that the bidder will abide by all terms of the

“Affirmative Action Law”, P.L., 1975, c. 127, as set forth in the specifications; and that all statements contained in said proposal and in this Affidavit are true and correct, and made with full knowledge that

the _____
(Name of Weatherization Agency)

relies upon the truth of the statements contained in this Affidavit in awarding the Contract for the said project.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Affirmative Action Affidavit (cont'd)

Signature

Title

Name of Witness

Signature of Witness

Sworn and subscribed before

me this _____ day of
(day)

_____,
(month)

_____.
(year)

SEAL

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Responsible Contractor Certification

I _____ certify that I am knowledgeable of requirements to bid on a project funded in whole or in part through the DOE Annual, LIHEAP WX and/or HIP.

After reading and understanding, please initial each line:

Failure to submit attachments will deem application incomplete – Include attachments where applicable.

1. Bidder possesses appropriate business and contracting licensing (New Jersey Home Improvement Contractors' Registration), insurance and bonding. Copies attached. _____

2. Bidder agrees to perform all work through utilization of individuals properly classified as employees, rather than independent contractors (except where subcontracting to a subcontractor). _____

3. Bidder has had no more than six governmental determinations of a violation of federal, state, or local laws relating to public safety, workplace safety or employment in the past three years. (Attach a description of each such violation and a resolution). _____

4. Bidder has not been disbarred from any public contract (federal, state, or local). _____

5. Bidder has successfully completed a job of this size and this type or a similar type of work in the past five years with a satisfactory record of on-time performance. (Attach documentation). _____

6. Bidder will require all employees on weatherization program work to complete at least 10 hours of OSHA safety training. _____

7. Bidder will comply with any applicable local hiring or first source policy. _____

I certify that the foregoing statements made by me are true. I am aware that any false statement contained herein may be punished by fine, imprisonment, termination/suspension of the WAP contract, withholding of payment, or any combination of the above. I further declare that I have examined this certification and, to the best of my knowledge and belief, it is true, correct and complete.

Name: _____

Date: _____

Title: _____

BENEFIT & NEPOTISM AFFIDAVIT

I, _____ of the _____
(individual's name) (name of company)

being first dully sworn, deposes and says that:

1) No official of Native American Advancement Corp. (including officers, directors, and employees) presently has an interest and shall not acquire any interest, directly or indirectly with

(Name of Company)

which would conflict in any manner or degree with the performance of services required to be performed under this contract.

2) No official of Native American Advancement Corp. (including officers, directors, and employees) is a member of _____ or

(Name of Company) employees immediate family. No
(Name of Company)

person shall be employed under this contract by _____
(Name of Company)

while he/she or a member of his/her immediate family is an official of Native American Advancement Corp. For the purpose of this affidavit, a member of an immediate family shall include the following persons:

- | | |
|----------|-----------------|
| Husband | Wife |
| Father | Father-in-Law |
| Mother | Mother-in-Law |
| Brother | Brother-in-Law |
| Sister | Sister-in-Law |
| Son | Son-in-Law |
| Daughter | Daughter-in-Law |
| Uncle | Aunt |

The _____ understands that any failure to meet the
(Name of Company)
obligations under subsection #1 and #2 will cause for termination of the contract.

(Signature)

(Title)

Subscribed and sworn before me
this _____ day of _____,
_____.

INSURANCE REQUIREMENTS

Native American Advancement Corp. shall not subcontract with any person or entity unless said party provides Native American Advancement Corp. with Certificates of Insurance evidencing the following:

1. The subcontractor shall carry Worker's Compensation Insurance for all employees in at least the minimum amount required by State law which is \$100,000.

2. The subcontractor shall carry Manufacturers and Contractors Public Liability Insurance which shall include coverage for acts of independent contractors or subcontractors. Such policy shall include the minimum coverage of \$300,000 for each occurrence of bodily injury and \$300,000 for each occurrence of property damage. The required minimum coverage for subcontractors who perform work on heating systems is \$500,000 for each occurrence of bodily injury and \$500,000 for each occurrence of property damage.

3. Pollution Occurrence insurance is option

I, _____ having familiarized myself with the Lighting Scope of Work, and do hereby submit a price for the proper installation of the same.

Signature

Date

Company Name: _____
Street Address: City, _____
State, Zip Code: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____

Bidder Comments

I am familiar with Lead Safe Work Practices: Yes _____ No _____

My firm employs staff that has attended Lead Safe Work Practices Training and has received certification of successful completion: Yes _____ No _____

I have my OSHA-10 Construction Certificate Yes _____ No _____

The undersigned bidder declares he has read the notice to bidders, instruction to bidders, and specifications attached. The bidder has determined that conditions affecting the bid, and agrees, if this proposal is accepted, to provide labor and install materials as specified in the bid to weatherize the units contained in the package named below:

Bid Package: **“Common Lighting Replacement School House Apartments”**

Authorized Signature (sign)

Name of Bidder

Date

L3	1'x4' SURFACE MOUNTED 1'x4' WITH INTEGRAL OCCUPANCY SENSOR WITH H/LOW TRIM	DAY-BRITE MODEL: FSW-4-40L-835-UNV-DI M-LSXR10ADC	LED	120V	SURFACE	1,2
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Measure Name	Measure Description: This is a basic description of work to be performed for the bid purpose.	Total Measure Cost
Common Area Lighting L3	Approximately 114 each of - 1'x4' SURFACE MOUNTED 1'X4' WITH INTEGRAL OCCUPANCY SENSOR WITH HI/LOW TRIM DAY-BRIGHT MODEL: FSW-4-40L-835-UNV-DI M-LSXR10ADC Four (4) 2x2 LED troffers shall be replaced with new Metalux 22EN-LD2-34-UNV-L830-C-D-1; OR BEST	<hr/> <p>Per Installation</p> <hr/> <p>Total Costs</p>