

**Borough of Highland Park Housing Authority
242 South 6th Avenue Highland Park, NJ 08904**

Phone: (732) 572-4420

Fax: (732) 985-6485

Donna Brightman, Executive Director

Bid request

For:

Flooring Contractor

for the

Samuel J. Kronman Apartments

And the

Park Terrace Apartments

Located in

Highland park, NJ 08904

 MARCH 2014 

BID OPENING: TUESDAY, MARCH 4, 2014 at 2:00 PM

Welcome to the Highland Park 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 Highland Park Housing, New Jersey, was created on May 15, 1956.

The Authority is composed of 24 units of family public housing, 100 units of senior citizen public housing and 145 units of Section 8 housing.

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

Mission Statement

Our aim is to ensure safe, decent and affordable housing; create opportunities for residents’ self-sufficiency and economic independence; and assure fiscal integrity by all program participants.

In order to achieve this mission, we will:

- Recognize the residents as our ultimate customer.
- Improve PHA management and service delivery efforts through oversight, assistance, and selective intervention by highly skilled, diagnostic, and results-oriented field personnel.
- Seek problem-solving partnerships with PHA, resident, community, and government leadership.
- Act as an agent for change when performance is unacceptable and we judge that local leadership is not capable or committed to improvement.
- Efficiently apply limited HUD resources by using risk assessment techniques to focus our oversight efforts

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Housing Authority of the Borough of Highland Park

FLOORING CONTRACTOR

I. INTRODUCTION

The Housing Authority of the Borough of Highland Park (Highland) is seeking a qualified Flooring Contractor to perform as needed repair and/or replacement of the existing flooring in individual apartments and/or common areas as needed in the locations listed in Appendix A in a timely and reliable manner. This contract is for as-needed work only. Highland reserves the right to solicit quotes for other work if it is in the best interest of Highland to do so.

Sealed Bids will be received by mail or hand delivered to Highland, 242 South 6th Avenue, Highland Park, NJ **no later than 2:00 PM on TUESDAY, MARCH 4, 2014. 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. TAX EXEMPT STATUS

Highland is exempt from manufacturer's federal excise tax and states sales tax. Tax exemption certificates will be issued to the contractor upon request.

III. TERM OF CONTRACT

If awarded, the contract resulting from this Request shall be executed for a **period of TWO years, tentatively from March 13, 2014 to March 12, 2016**, subject to the availability of funds. Highland reserves the right to extend the contract for (2) two additional 12-month periods, providing all rates, terms remain the same and both parties are in agreement.

IV. PRE-BID MEETING

Pre-bid meetings shall be by appointment only. Please email csmolder@optonline.net for an appointment. The purpose of a pre-bid meeting is for all interested parties to familiarize themselves with the existing conditions so that a more accurate bid may be submitted. Attendance is not mandatory but is **strongly recommended**.

V. GENERAL CONDITIONS The general conditions set forth below **are in addition to** form HUD 5370-C Section II, General Conditions for Non-Construction Contracts available for download at <http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C2.pdf>.

1. The contractor must demonstrate through references that they, or their principles assigned to the project, have successfully completed services similar to the Scope of Services section of this Bid Request, and the contractor must also demonstrate sufficient capacity (material, supplies and manpower) to complete services as outlined in this Bid Request.

2. Highland reserves the right to accept or reject any and all bids, if it is in the best interest of Highland to do so.

3. The successful bidder shall be solely responsible for obtaining all federal, state, county and municipal approvals, licenses and permits, and shall comply with all applicable governmental laws, rules, regulations, including HUD, and orders respecting the premises and the use thereof.

4. Prior to the commencement of the contract term with the successful bidder, it shall be the obligation of the successful bidder to obtain and maintain liability insurance against all claims on account of personal injury and property damage or death to persons, for which the successful bidder may become liable and shall name Highland an additional insured under said policy.

The successful bidder shall maintain such comprehensive general liability insurance in an amount of not less than \$1,000,000.00, which coverage shall include bodily injury and property damage liability.

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

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

5. A **sample** of the required contract agreement is attached as Appendix B. Upon approval of award of the contract by the Board of Directors, the contractor and Highland shall sign the contract and agree on a commencement date which will be within 30 days of signing.

6. All work shall be provided in a professional workmanlike manner. **While working on behalf of Highland, all related safety codes including OSHA shall be complied with.**

7. The rates provided in the Bid shall include full compensation for labor, equipment use, travel time and other costs to the Contractor.

8. Time is of the essence in the performance of work; therefore, in the event the Contractor does not respond in a timely manner according to the response time documented on the proposal form, Highland may, at its option, have the work completed by another Contractor. Repeated failures by the Contractor to respond may result in cancellation of the service contract.

9. Contract shall be awarded to the lowest responsive, responsible bidder. After the contract has been awarded, but before any written orders are placed against the contract, the Contract Administrator will conduct an orientation conference with the Contractor and appropriate representatives of Highland for the purposes of aiding both Highland and Contractor personnel to achieve a clear and mutual understanding of general contract requirements. However, this conference shall not relieve the Contractor of responsibility for complying with any of the terms and conditions of the contract.

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

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

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

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

13. Bidders must accept responsibility for verification of material availability, production schedules, and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the District immediately if items specified are discontinued, replaced, or not available for an extended period of time.

VI. TECHNICAL SPECIFICATIONS

In addition to the products section in Appendix C, the contractor shall minimally follow these procedures:

Pre-Installation Requirements:

Installer shall inspect sub floor surfaces to determine that they are satisfactory. A satisfactory sub floor surface is defined as one that is smooth and free from cracks, holes, ridges, coatings impairing performance or appearance.

Where indicated remove existing base, etc. and dispose of waste materials off site.

Examine substrates for moisture content and other conditions under which carpeting and/or is to be installed. Repair minor holes, cracks, depressions or rough areas using material recommended by carpet or adhesive manufacturer. Notify Highland in writing of conditions detrimental to proper completion of the work. Do not proceed until unsatisfactory conditions have been corrected.

Clear away debris and scrape up cementations deposits from surfaces to receive carpeting; vacuum clean immediately before installation. Check concrete surfaces to ensure no "dusting" through installed carpet; apply sealer where required to prevent dusting.

Under no circumstances shall the Contractor sand, grind, or disturb in any way, the existing filler and leveling compound.

Carpet and/or Linoleum Installation

Comply with manufacturer's instructions and recommendations for seam locations and direction of linoleum or carpet (flooring); maintain uniformity of flooring direction and lay of pile, if applicable. Maintain direction of flooring pattern and texture at edge seams. End butt seams shall not be permitted. At doors, center seams under doors; do not place seams in traffic direction at doorways.

Extend flooring under open-bottomed obstructions and under removable flanges and furnishings and radiators, and into alcoves and closets of each space.

Provide cutouts where required, and bind cut edges properly where not concealed by protective edge guards or overlapping flanges.

Install flooring edge guard where edge of flooring is exposed; anchor guards to substrate.

Expansion Joints: Do not bridge building expansion joints with continuous flooring, provide for movement.

Installation of Accessories

Apply wall base to walls, columns, pilasters, casework, cabinetry and other permanent fixtures in rooms or areas where base is required. Install base in lengths as long as practicable, with corners fabricated from base materials with mitered or coped inside corners.

Tightly bond base to substrate throughout length of each piece, with continuous contact at horizontal and vertical surfaces.

On masonry surfaces, or other similar irregular substrates, fill voids along top edge of resilient wall base with manufacturer's recommended adhesive filler material.

Place resilient edge strips tightly butted to flooring and secure with adhesive. Install edging strips at edges of flooring which would otherwise be exposed.

Products

See Appendix C

Cleaning and Protection.

Remove and dispose of debris and usable scraps.

Vacuum carpet using commercial machine with face-beater element. Remove spots and replace carpet where spots cannot be removed. Remove any protruding face yarn using sharp scissors.

Linoleum must be cleaned and left free of debris.

Other General Conditions: The work includes, but is not limited to, removal of existing flooring, removal of cove base, floor preparation, installation of new flooring, cove base and associated accessories.

1. Contractor shall furnish labor, miscellaneous parts, equipment, tools, transportation, methods of communication, and if required, miscellaneous services for the completion of any and all flooring replacement.

3. Contractors shall contact an authorized Highland representative upon arrival at job site. Actual travel time to and from the job work location is not reimbursable under the purchase order. Travel cost

shall be included in the per foot/square foot costs provided. Contractor shall obtain a purchase order number from an authorized Highland representative before performing services. After services are rendered, Contractor shall submit a work order/service slip containing the following information:

- a. Full description, including dimensions, of work performed.
- b. Name of Technician that performed the work.
- c. Date and time that work was initiated and completed;
- d. Itemized list of materials used to complete the work, with applicable discount.
- f. Purchase order number.
- g. Signature of an authorized Highland representative to verify that the work was performed.

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

5. 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 Highland representative. The Contractor shall submit an estimate to Highland's authorized representative in a timely manner, which will be evaluated to determine if the scope has been clearly and accurately understood.

6. The Contractor shall work until each job is completed and when necessary, respond to **multiple requests** for services at the same time.

8. Contractor shall leave the work area clean and free of materials, debris, and vendor equipment to the satisfaction of the authorized Highland representative. Contractor shall remove from the building and dispose of all defective materials removed in performance of the service and in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes, etc. The authorized Highland representative shall approve the removal of all mechanical and electrical parts.

9. Contractor shall clean all areas of scrap materials, dirt, dust, and debris generated in performance of the service at the time the service is provided.

10. Contractor shall clean, repair or replace any item damaged by the Contractor or its subcontractor(s) during the performance of the service to the satisfaction of Highland, and at no additional cost to Highland.

VII. INSTRUCTIONS TO BIDDERS

In addition to form HUD-5369-B, Instructions to Offerors Non-Construction, available for download at <http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>, all bidders shall follow the following instructions:

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

Housing Authority of the Borough of Highland Park
242 South Sixth Ave.
Highland park, NJ 08904
ATTN: Christina Smolder

2. All bids should arrive in a sealed envelope clearly marked "SEALED BID-FLOORING CONTRACTOR-DO NOT OPEN UNTIL March 4, 2014 AT 2:00 PM" on the front, together with the name and address of the firm submitting the bid. Bids will be received until **2:00 PM** on **TUESDAY, March 4, 2014**, at which time they will be publicly opened at Highland, 242 South Sixth Ave., Highland Park, NJ 08904.
3. To ensure fair consideration for all bidders, Highland prohibits communication to or with any employee of Highland during the submission process, except as provided in the fourth paragraph below. Additionally, Highland prohibits communications initiated by a bidder to **any** Highland Official or employee evaluating or considering the proposals before the time an award decision has been made. Any communication between bidder and Highland will be initiated by the appropriate Highland Official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the bid. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration for award of the bid and/or any future bid.
4. Any questions relative to interpretation of the scope of services or the bid process, shall be addressed in writing to Christina Smolder via email to csmolder@optonline.net at least 7 business days prior to the bid opening.
5. Bidders are fully responsible for the timely delivery of bids. Late bids will not be accepted and will be returned to the bidder unopened. For the purpose of receiving bids, New Jersey Time, or EST shall be considered the official time. Telegraph, telephone, facsimile machine, and electronic mail bids will not be accepted under any circumstances.
6. Sealed bids forwarded to Highland before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of sixty (60) calendar days.
7. All prices and amounts must be written in ink or machine-printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by Highland. Any changes, whiteouts, strikeouts, etc. in the bid must be initialed in ink by the person signing the bid.
8. Each bid proposal form must give the full business address, business phone, fax, e-mail if available, the contact person of the bidder, and be signed by an authorized representative as follows:
 - Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
 - Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
 - Bids by sole-proprietorship shall be signed by the proprietor.
 - When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
9. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:

- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.
- N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
- N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
- Bidder should consult the statutes or legal counsel for further information.

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

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

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

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

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

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

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

- A. All bids pursuant to N.J.S.A. 40A:11-13.2;
- B. If more than one bid is received from an individual, firm or partnership, corporation or association under the same name;

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

VIII. STATUTORY AND OTHER REQUIREMENTS

The following are mandatory requirements of this bid and contract.

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

7. **Qualification questionnaire.** The questionnaire must be properly executed and submitted with the bid. Failure to submit this questionnaire shall result in rejection of the bid.

8. **Form HUD 5369-C** Certifications and Representations of Offerors

9. **List of Sub-contractors:** The Sub-contractor Listing *and* Certification forms must be submitted with the bid.

Wage Rates: HUD Prevailing Wage Rates (see form HUD 5370-C Section II. 8)
REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski, Director, Division of Wage Determinations

Wage Determination No. 2005-2349

Revision No. 14

Date of Revision: 6/19/13

State: New Jersey Area: New Jersey Counties of Hunterdon, Middlesex, Somerset, Warren

23140 - Carpet Layer \$27.98 plus \$3.81 fringe

23470 - Laborer \$14.74 plus \$3.81 fringe

END OF SPECIFICATIONS

Highland Park Housing Authority

INVITATION FOR BID

LEGAL NOTICE

Housing Authority of the Borough of Highland Park

FLOORING CONTRACTOR

The Housing Authority of the Borough of Highland Park (Highland) will receive sealed bids on Tuesday, March 4, 2014 at 2:00PM, at which time they will be publicly opened and read aloud, for a Flooring Contractor to replace and/or repair the floors in the apartments and common areas of Highland. Bid Forms, Specifications and Instructions to Bidders may be downloaded from www.HighlandParkHousing.org or requested by email to CSmolder@optonline.net. Each bid must be enclosed in a sealed envelope bearing the name and address of the bidder, endorsed and addresses to the Highland Park Housing Authority, 242 South Sixth Avenue, Highland Park, NJ 08904.

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. 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 –2/14/14 and 2/17/14

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 Borough of Highland Park (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.

Highland Park Housing Authority

BUSINESS REGISTRATION CERTIFICATE

Contractor should provide State Division of Revenue issued Business Registration Certificate with the bid submission.

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

Highland Park Housing Authority

BID PROPOSAL FORM-Flooring Contractor

The undersigned, having fully familiarized themselves with all aspects of the proposal/contract and the Invitation, hereby proposes the general Flooring Services needed at the locations cited in Appendix A on an as-needed basis. The following prices shall remain firm for a period of two (2) years:

The undersigned, having read the Specifications, including the Request for Proposals, the form of contract, the technical specifications, this proposal form, the statement of offeror's qualifications, and addenda, if any, thereto, 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 flooring repair and replacement in accordance therewith at the following rates:

(The prices below include all expenses related to the installation of each product. All prices below shall be in terms of per square foot and shall include the cost of the rip-up and disposal of the old flooring as well as prepping the sub-floor (aside from skim coating) for the new flooring)

Schedule of Rates

Replace Vinyl Composition Tile Flooring:

_____ dollars and _____ cents (\$____) per square foot.

Install /Replace Vinyl Cove Base:

_____ dollars and _____ cents (\$____) per linear foot.

Install /Replace Carpeting:

_____ dollars and _____ cents (\$____) per square foot.

Install/Replace Padding:

_____ dollars and _____ cents (\$____) per linear foot.

Remove and Replace Skim Coating:

_____ dollars and _____ cents (\$____) per square foot.

Remove and Replace sub-Floor:

_____ dollars and _____ cents (\$____) per square foot.

Install /Replace Linoleum:

_____ dollars and _____ cents (\$____) per square foot.

Install Reducers:

_____ dollars and _____ cents (\$____) per linear foot.

Install/Replace Vinyl Planks:

_____ dollars and _____ cents (\$____) per linear foot.

Install/Replace Rubber Circular Design Tiles:

_____ dollars and _____ cents (\$____) per linear foot.

All work is to be done between the hours of 8am and 4:30PM

Price above includes installation, materials, labor, floor preparation and travel time. Contractor shall be given a 2 day notice before work is to commence.

COMPANY NAME _____

Federal ID# _____

Address _____

Signature of Authorized Agent / Title _____

Print or Type Name _____ **Date** _____

Phone Number _____ **Fax Number** _____

Email Address _____

Highland Park Housing Authority

AFFIRMATIVE ACTION COMPLIANCE NOTICE

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

GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)

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

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

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

OR

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

OR

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

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

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

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

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

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____ DATE: _____

Highland Park 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 _____, 2 ____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

Highland Park 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 Highland Park 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)

Highland Park 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: _____

Highland Park Housing Authority

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 _____

Qualification Questionnaire

Proposal for: Flooring Contractor

Name of Offeror: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 3 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name?

_____ Years.

(b) How many years has your organization been performing the work required under this contract?

_____ Years.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

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

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

(g) Give trade references:

(h) Give bank references:

(i) Present a financial statement indicating the condition of your company of not more than 3 months prior to the bid submission.

ASSETS

Cash on hand	\$ _____
Cash in Bank & Name of Said Bank	\$ _____
Accounts Receivable from Completed Contracts.....	\$ _____
Real Estate Used for Business Purposes
\$ _____	
Material in Stock.....	\$ _____
Equipment Book Value.....	\$ _____
Furniture and Fixtures.....	\$ _____
TOTAL ASSETS	\$ _____

LIABILITIES

Notes Payable to Bank.....	\$ _____
Notes Payable for Equipment Obligations.....	\$ _____
Notes Payable for other obligations.....	\$ _____
Accounts Payable.....	\$ _____
Other Liabilities.....	\$ _____
TOTAL LIABILITIES.....	\$ _____

(j) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Highland Corporation 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 _____

SUBCONTRACTOR LISTING

Please list the names of all subcontractors and/or sub-consultants to be used on this project (add additional sheets if necessary). The subcontractor certification form must be completed for each firm listed.

All subcontractors designated by the bidding company shall be capable of doing the work and must have adequate financial resources and experience to perform the work specified. Information regarding the work experience of the designated subcontractor shall also be provided in the bid. Specifically, the bidding company shall include a listing of all relevant jobs performed by the subcontractor within the past two (2) years.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

___ Check here if the bidding company will not be using any subcontractors.

Name of bidding company

Signature of authorized representative

Printed name of authorized representative

Title

Sworn and subscribed to me this _____ day of _____, 2012

Notary Public

(SEAL)

SUBCONTRACTOR CERTIFICATION FORM pg 1

All subcontractors/consultants designated by the bidding company shall be capable of doing the work and must have adequate financial resources and experience to perform the work specified. Information regarding the work experience of the designated subcontractor shall also be provided in the bid. Specifically, the bidding company shall include a listing of all relevant jobs performed by the subcontractor within the past two (2) years.

Please print the following information legibly. NOTE: Provide this information on additional sheets, as required, in accordance with the following format.

How many years has the subcontractor been engaged in this particular field? _____ years.

Subcontractor/consultant
Firm Name _____

Address _____

Contact Person _____

Telephone # _____

Fax # _____

Trade _____

State License # _____

Name of company

Signature of authorized representative

Printed name of authorized representative

Title

Sworn and subscribed to me this _____ day of _____, 2012

Notary Public

(SEAL)

SUBCONTRACTOR CERTIFICATION FORM pg 2

Provide a list of relevant contracts (company/firm) completed by proposed subcontractors/consultants within the last two (2) years.

DO NOT INCLUDE WORK FOR THE WOODBRIDGE HOUSING AUTHORITY
(This form may be duplicated to include additional relevant contracts)

1.	_____	_____	_____
	Company Name	Telephone #	Complete Date
	_____	_____	
	Address	Contact Person	
	_____	_____	
	City/State/Zip	Contract Amount	
2.	_____	_____	_____
	Company Name	Telephone #	Complete Date
	_____	_____	
	Address	Contact Person	
	_____	_____	
	City/State/Zip	Contract Amount	
3.	_____	_____	_____
	Company Name	Telephone #	Complete Date
	_____	_____	
	Address	Contact Person	
	_____	_____	
	City/State/Zip	Contract Amount	
4.	_____	_____	_____
	Company Name	Telephone #	Complete Date
	_____	_____	
	Address	Contact Person	
	_____	_____	
	City/State/Zip	Contract Amount	
5.	_____	_____	_____
	Company Name	Telephone #	Complete Date
	_____	_____	
	Address	Contact Person	
	_____	_____	
	City/State/Zip	Contract Amount	

Highland Park Housing Authority BID DOCUMENT CHECKLIST

BID DOCUMENT CHECKLIST*

Required by Highland	Submission Requirement	Initial each required entry and if required submit the item
<input type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	Affirmative Action Compliance Certification	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Business Registration Certificate	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	References	
<input type="checkbox"/>	Certificate(s) of Insurance to be submitted by successful bidder within ten (10) days after notification of award	
<input type="checkbox"/>	Acknowledgement of Receipt of Addenda	
<input type="checkbox"/>	Public Works Contractor Registration Certificate	
<input type="checkbox"/>	Qualification Questionnaire	
<input type="checkbox"/>	Subcontractor Listing and Certification Forms	
<input type="checkbox"/>	Form HUD-5369-C, Certifications and Representations of Offerors, Non-Construction	

***Please submit this page as the first page of your bid with the Bid Proposal Form as your second page.**

APPENDIX A

Property Profile Details

**Samuel J. Kronman Apartments
242 South Sixth Avenue
Highland Park, NJ 08904**

Building Used as: 100 Units for low income senior and disabled persons

Apartment Breakdown:

15-studios

80-1 bedroom

5-2 bedroom apartments

**Park Terrace Apartments
205-219 South Sixth Avenue
602-616 Benner Street
206-220 South Seventh Avenue
Highland Park, NJ 089074**

Used as: 24 units in 3 buildings for low income families:

Total for all 3 buildings:

12-1 bedroom apartments

6-2 bedroom apartments

4-3 bedroom apartments

2-4 bedroom apartments

APPENDIX B

**Form of Contract
For Flooring Contractor**

This **AGREEMENT** made this ____ day of _____ in the year _____ by and between
(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Housing Authority of the Borough of Highland Park
242 South Sixth Ave., Highland Park, NJ 08904

hereinafter called "Highland".

WITNESSETH that the Contractor and Highland 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 as-needed repair and replacement of flooring at the applicable locations of Highland.

Article 2. Term of Contract. This contract shall extend for a period of one year, _____ through _____. The contract shall be renewable for two additional twelve month periods at the sole option of Highland at the same rates stated in Article 5 below.

Article 3. Performance of Work. Highland shall have the sole right and discretion to order work under his contract. Highland 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. Highland makes no representation as to the amount of work that may be required during the contract period.

Highland shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall complete all work orders within fourteen (14) calendar days of receipt of each work order.

Work shall be performed during Highland’s standard business hours.

Upon completion of each work order, the Contractor shall present the completed written work order and invoice to a designated representative of Highland.

Article 4. Work Requirements and Contractor’s Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the work. The Contractor shall be equipped with all tools and equipment ordinarily and incidentally used in the performance of residential and commercial flooring installation, repair and replacement.

All work shall be performed in accordance with Appendix C at the end of this IFB titled Section 09650, Resilient Flooring and Section 09680, Carpeting and 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.

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 Highland.

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 Highland and leave the work area in a neat, clean and orderly condition. The Contractor shall remove and legally dispose of old flooring and other waste materials off-site.

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 Highland, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

Article 5. Rates and Payments. Highland shall pay the Contractor for work at the rates shown in the attached Schedule of Rates. The rates shall be inclusive of all costs for materials, labor, tools and equipment.

Highland 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 Highland.

Article 6. Insurance. Before performing any work, the Contractor shall furnish Highland 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 HIGHLAND 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 \$500,000.00 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 contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to Highland. 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 Highland.

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to Highland proof of the contractor's business registration with the New Jersey Division of Taxation. This document is required component of the proposal package.

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 Highland, 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. Section 09650 - Resilient Flooring;
3. Section 09680 - Carpeting;
4. Linoleum, Vinyl Plank and Rubber Tile Sections;
5. Schedule of Rates; and
6. 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 8 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)

In the presence of:

_____ by _____
Donna F. Brightman
Executive Director
Housing Authority of the Borough of Highland Park

Section 09680 Carpeting

Part 1- General

Related Documents

General provisions of the Contract apply to this section.

Summary

This section includes the following:
Carpet

Submittals

General: Submit the following:
Product data for each type of product specified.

Samples for verification purposes in full size pieces of the carpet which will show the full range of the grading and color.

Quality Assurance

Single source responsibility for flooring: Obtain material from a single source to provide products of consistent quality and appearance.

Project Conditions

Install material that has been conditioned to the room temperature 48 hours prior to installation. The material should be delivered to the site with no higher moisture content than recommended by the manufacturer. Material is to be kept dry until installed.

Maintain a minimum temperature of 70 degrees Fahrenheit in rooms to receive floor for 24 hours prior to installation with relative humidity of 12-65%. These conditions must be maintained throughout the installation and for 72 hours after the installation is completed.

Part 2 - Products

Carpet Minimum Values:

Level Loop
Total weight = 20 oz.
Density Factor=3600
Yarn Type= 100% BCF olefin
FHA Type I and II Class I
Manufacturer's Warranty: 10-year limited commercial
Backing: BCF woven polypropylene

Must meet minimum HID/FSA Requirements

Accessories/Edge Strips: 3/4" oak reducing strips
vinyl reducing strips
metal edging

Vinyl Base:

Size: 4" Straight
Gauge: .080"

Acceptable Manufacturers:

Roppe
Johnsonite

Floor Patch:

Acceptable Manufacturers:

DAP; Webcrete 95

Part 3 - Execution

Examination

General: Examine areas where installation of floor repair is to take place and verify that the existing concrete/plywood substrate is clean and ready to accept carpet.
All concrete floors shall be skim coated prior to installation of carpet if required. Remove all bumps, fill holes and cracks. Patch and fill joints, cracks or holes in Plywood sub floors.

Test an area on each floor to receive floor tile to confirm capability of floor patch, adhesives and existing substrates.

Preparation

General: Comply with manufacturer's installation specifications to prepare substrates.

Broom or vacuum clean substrates before covering with carpet flooring.

Remove existing metal or vinyl base prior to installation of flooring.

Prep by skim coating existing concrete floors with Webcrete 95

Installation:

General: Comply with manufacturer's installation directions and other requirements applicable to this project. Confirm capability of floors products with each other, as recommended by the manufacturers.

Patch concrete floor as required by manufacturer, prior to laying carpet.

Layout floor prior to installation to minimize the number of seams. Do not seam the center of a room.

Scribe, cut and fit flooring tight to walls, doors frames.

Provide and install reducing strip, as required, where new floor meets other floor finishes. Resolve carpeting into existing finishes in workmanlike manner.

Install 4" vinyl base at all areas where carpet is installed. **Use a straight vinyl base not a cove base.** The SAHA will indicate what areas shall receive base.

Clean flooring prior to final inspection by owner.

Floor finishing

Upon completion of the work the new floors cleaned and vacuumed

Protection

Protect other adjoining finishes from the removals and installations of new product. Repair damage to adjoining surfaces to the satisfaction of the Housing HIGHLAND. Protect work areas with plastic sheeting or other means and remove upon completion of work.

Additional Materials

None

Warranty

Provide manufacturers warranty's for all materials used

End of Section

Section 09650 Resilient Flooring

Part 1 - General

Related Documents

Drawings and general provisions of the Contract apply to this section.

Summary

This section includes the following:

Vinyl Composition Tile
Flooring accessories

Submittals

General: Submit the following in accordance with Conditions of Contract

Manufacturer's Product data for each type of product specified.

Samples for verification purposes in full size pieces of the VCT floor which will show the full range of the grading and color, vinyl base and accessories.

Quality Assurance

Single source responsibility for flooring: Obtain material from a single source to provide products of consistent quality and appearance.

Project Conditions

Maintain a minimum temperature of sixty-five (65) degrees Fahrenheit in rooms to receive new flooring. Install material that has been conditioned to the room temperature forty-eight (48) hours prior to installation.

The material should be delivered to the site with no higher moisture content than recommended by the manufacturer. Material is to be kept dry until installed. Do not apply materials in adverse conditions.

Part 2 - Products

VCT Flooring

Grade: Federal specification SS-T-312B

Type IV
Composition 1

ASTM-F-1066, Class 2
NFPA 253 (ASTM E-648), Class I

Size: 12" x 12"

Gauge: 1/8"

Color: from manufacturer's full range of standard colors and patterns

Acceptable Manufacturers:
Azrock by Tarkett Commercial
Armstrong

Edge Strips: 3/4" oak reducing strips
vinyl reducing strips
metal edging

Vinyl Base: Cove for VCT and straight base for carpet

Size: 4" x .080"

Acceptable Manufacturers:

Roppe
Johnsonite

Floor Patch:

Acceptable Manufacturers:

DAP; Webcrete 95

Floor Tile Adhesive:

Acceptable Manufacturers

Henry; 660 Multi-Purpose
Tarkett 100

Part 3 - Execution

Examination

General: Examine areas where installation of floor is to take place and verify that substrates are in satisfactory condition. The existing substrates are concrete or wood depending on the development. Verify that sub-floor is free of surface irregularities that would interfere with the installation of the VCT flooring and finish product. Notify Housing HIGHLAND of any problems prior to installation. Do not proceed with any installations until all unsatisfactory conditions have been corrected. Contractor shall

receive written authorization detailing the floor areas and quantities to be repaired. The minimum floor repair is assumed to be forty (40) square feet. There may be larger quantities awarded.

All concrete floors shall be skim coated prior to installation of VCT.

Test an area on each floor to receive floor tile to confirm capability of floor patch, adhesives and existing substrates.

Preparation

General: Comply with manufacturer's installation specifications to prepare substrates.

Broom or vacuum clean substrates before covering with VCT flooring.

Remove existing metal or vinyl base prior to installation of flooring as required.

Prep by skim coating existing concrete floors with Webcrete 95 or equal

Prep Plywood sub floor per the tile manufacturer's instructions.

Remove sub floor ridges and bumps; fill low spots, cracks, joints, holes and other defects with sub floor filler. Sand smooth.

Coat all plywood joints

Installation:

General: Comply with manufacturer's installation directions and other requirements applicable to this project. Confirm compatibility of floor products with each other and as recommended by the manufacturers.

Patch underlayment as required by manufacturer, prior to laying tiles. **Note:** Contractor shall patch 100% of the floor areas to receive VCT and as necessary to match up to existing flooring.

Thoroughly clean floor of dust and any other debris that could inhibit adhesion and that would cause bumps in the tile face.

Layout floor prior to installation to ensure equal borders on all sides

Spread glue evenly in the quantity required by the manufacturer. Take care to use manufacturer's recommended notched trowels for the adhesive used, and apply adhesive consistent with the manufacturer's requirements for full tile adhesion.

Scribe, cut and fit flooring to all vertical surfaces and allowing for minimum expansion to produce net joints. Neatly and tightly cut tiles around outside corners of walls, door frames and other building components

Provide and install reducing strip, as required, where new floor meets other floor finishes and at all unprotected edges where floor terminates.

Clean flooring prior to final inspection by owner.

Protect flooring and prohibit traffic for 48hrs after installations.

Floor finishing

Upon completion of the tile work the new floors shall be sealed. Apply minimum of (3) coats of sealer for new VCT flooring. Apply sealer as recommended by the manufacturer. Prevent dust, dirt or other particulate from contaminating the sealer applicators.

Protection

Protect other adjoining finishes from the removals and installations of new product. Repair damage to adjoining surfaces to the satisfaction of the Housing HIGHLAND. Protect work areas with plastic sheeting or other means and remove upon completion of work.

Additional Materials

Provide the owner with open box of floor tile of each color used.

Warranty

Provide manufacturers warranty's for all materials used. Five (5) year minimum on materials

End of Section

Linoleum Flooring Section

Product shall be Armstrong Tough Guard or equivalent with the overall thickness equal to 60 mil, wear layer 10 mil. Warranty 5 years, including a guarantee the flooring will not rip, tear or gouge from normal household use; permanently indent; wear through; discolor from moisture or underlayment panels; contain any manufacturing defects.

Installation:

Comply with manufacturer's instructions and recommendations for seam locations and direction of linoleum or carpet (flooring); maintain uniformity of flooring direction and lay of pile, if applicable.

Maintain direction of flooring pattern and texture at edge seams. End butt seams shall not be permitted. At doors, center seams under doors; do not place seams in traffic direction at doorways.

Extend flooring under open-bottomed obstructions and under removable flanges and furnishings and radiators, and into alcoves and closets of each space.

Provide cutouts where required, and bind cut edges properly where not concealed by protective edge guards or overlapping flanges.

Install flooring edge guard where edge of flooring is exposed; anchor guards to substrate.

Expansion Joints: Do not bridge building expansion joints with continuous flooring, provide for movement.

Vinyl Plank Section

Acceptable Manufacturer: Shaw

Style: Sumter Plank

Size: 7" x 36"

Wear Layer = 6mil

Full Spread Installation Method

Rubber Circular Design Tile Section

Please Contact CSmolder@OptOnline.net for these specifications.

End of Specifications