

For insertion: Monday, August 4, 2014

THE HOUSING AUTHORITY OF BERGEN COUNTY

REQUEST FOR PROPOSALS

Notice is hereby given that the Housing Authority of Bergen County, of One Bergen County Plaza, Floor 2, Hackensack, New Jersey, in conjunction with the Housing Development Corporation of Bergen County is seeking written proposals for the following services, per specifications HABC 2014-08-02 dated August, 2014.

TELEPHONE ANSWERING SERVICES FOR BUILDINGS OWNED AND/OR MANAGED BY THE HOUSING AUTHORITY OF BERGEN COUNTY AND THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY

Proposals may be obtained in person at no cost at the office of the Housing Authority of Bergen County any business day between 9:00 a.m. and 4:30 p.m. at One Bergen County Plaza, Floor 2, Hackensack, New Jersey 07601 or by calling George Stavrou, Purchasing/Contract Procurement Coordinator at (201) 336-7624.

This proposal is being solicited through a Fair and Open Process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

Proposals for this contract must be made on standard forms in the manner designated therein and required by the specifications; **Proposals shall be submitted by 11:30 A.M. Thursday, August 28, 2014** in a sealed envelope, bearing the name and address of the proposer, plainly marked to indicate the subject of the proposal and addressed to and delivered to the Purchasing Department of the Housing Authority of Bergen County, One Bergen County Plaza, Floor 2, Hackensack, New Jersey 07601. Proposals received after the deadline date and time will not be accepted.

The last day for questions regarding this project will be Friday, August 15, 2014 no later than 10:00 A.M. All questions and requests for clarification are to be submitted in writing only, and addressed to the Contracting Officer of the Housing Authority. All responses from the Authority shall be in the form of a written addendum to the proposal documents or specifications which shall be advertised in the newspaper. Telephone inquiries will not be responded to.

Proposers shall be required to comply with the provisions of the following State Laws and Regulations:

- Local Public Contracts Law N.J.S.A. 40A:11-2 et.seq. as supplemented and amended
- P.L. 1975C.127 regarding Affirmative Action
- Executive Order 11246 regarding Equal Employment Opportunity Laws of 1977 regarding disclosure of Partners and Stockholders
- Other applicable State Laws and Regulations.
- Statement of Corporate Ownership (Stockholder Disclosure Certification) as required under N.J.S.A. 52:25-24.2
- New Jersey Business Registration of Public Contractors (BRC) as required under N.J.S.A. 52:32-44

The contract shall be awarded for a period of two (2) years beginning November 1, 2014 and expiring on October 31, 2016 with the option to renew for an additional (1) year. The Housing Authority of Bergen County reserves the right to delete sections of the work from the contract after the award of the proposal has been made due to funding or other reasons. The prices proposed for the various locations shall not be adjusted due to the deflection of any work or due to the variation of any quantity for the various locations scheduled in the proposal.

The Housing Authority of Bergen County reserves the right to reject any or all proposals, waive any identified informalities or technicalities in the proposal, sever or make awards of all or parts of any proposal to one or more responsible proposers if it is in the best interest of the Authority to do so. Without limiting the generality of the foregoing, any proposal which is incomplete, obscure, or irregular may be rejected, any proposal in which unit prices are omitted, or in which unit/total prices are unbalanced, may be rejected. The Authority also reserves the right to reject the proposal of any respondent who has previously failed to perform properly, or to complete on

time any contract work of a similar nature or who is not in a position to perform the contract. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the proposal opening without the consent of the Housing Authority of Bergen County.

The Housing Authority of Bergen County further reserves the right to award each item separately to the lowest responsible bidder meeting specifications or to make an award based on the total proposal to the proposer whose total sum is the low proposal meeting the specifications, whichever in the awarding authorities' opinion is in the best interest of the Housing Authority of Bergen County. Without limiting the generality of the foregoing, the Authority reserves the right to award a contract based on either option that may be described in the proposal or based on any combination thereof.

The Housing Authority of Bergen County reserves the right to award equal or tie proposals at their discretion to any one of the tie proposers. Should the proposer, to whom the contract is awarded, fail to enter into a contract, the Authority may then, at its option, accept the proposal of the next lowest responsible proposer.

Notice of contract award will be given to the general public and to unsuccessful respondents within 10 days of the contract award.

Lynn Bartlett
Acting Executive Director
Housing Authority of Bergen County

by: George Stavrou
Purchasing/Contract Procurement Coordinator