BOROUGH OF EAST RUTHERFORD

REQUEST FOR PROPOSALS

The Borough of East Rutherford seeks proposals for elevator Sub-code inspection and plan review services under Uniform Construction Code Rules and Regulations.

A copy of the Request for Proposals ("RFP") may be obtained from the Borough's website (www.eastrutherfordnj.net) or from the Office of the Borough Clerk, One Everett Place, East Rutherford, New Jersey between the hours of 9:00 a.m. to 3:00 p.m. Monday through Friday commencing on the date of this notice for no fee.

Responses to the RFP are due on or before 10AM on Thursday, February 14, 2019. The Borough of East Rutherford is not responsible for misdirected responses or responses received after the hour named.

The Borough reserves the right to extend the time for response to the RFP at its sole and absolute discretion.

The Borough reserves the right to reject any and all proposals, waive any informalities or irregularities in the proposals received which in the Borough's opinion will be in the best interest of the Borough or for other reasons required by law.

BOROUGH OF EAST RUTHERFORD

REQUEST FOR PROPOSALS

Elevator Sub-code Inspection Services

January 28, 2019

The Borough of East Rutherford invites proposals from qualified Responders (as defined below) for Elevator Sub-code plan review and on-site inspection services ("Elevator Sub-code Services") pursuant to the New Jersey Uniform Construction Code Regulations under the direction of the East Rutherford Construction Official for a three (3) year term.

The Responder awarded the contract shall be required to execute a written contract with the Borough in form attached.

Qualified Responders.

Only Responses from "Qualified Responders" will be accepted. The following criteria must be satisfied in order for a Responder to be deemed "qualified":

1. Each of Responder's staff members used to provide services to the Borough shall be properly issued all necessary licenses to perform the required sub-code work.

2. Each of Responder's staff members used to provide services to the Borough must be approved by the East Rutherford Construction Official, who shall have the discretion to determine that each such staff member is able to effectively enforce the Sub-code for which the bid is submitted.

3. The Responder must demonstrate capability to timely comply with all the duties and responsibilities and all rules and regulations related to the Elevator sub-code.

4. The Responder must demonstrate capability to provide qualified covering personnel for all absence of personnel due to vacation leave, sick leave, etc.

Form of Response.

The response to this RFP must be in writing and shall include but not limited to the following information:

1. Name of Responder.

2. Number of years in business under its present name & address. If less than 5 years, list previous names and addresses.

3. If within the last 5 years the Responder or any business in which a stockholder, partner, member or officer of Responder has an ownership interest failed to complete a contract awarded to them. Provide the details in a separate letter. If not, so state in the Response.

4. If any liens and lawsuits been filed against the Responder or any business in which a stockholder, partner, member or officer of Responder has an ownership interest in the past 5 years, provide the details in a separate letter. If none, so state in the Response.

5. Provide references for 5 similar work/services performed by the Responder in the past 3 years. (List user name and the address).

6. State whether Respondent's office is open and staffed at least thirty-five (35) hours per week by salaried or hourly employees.

7. State the name of each person who will serve as the Responder's responsible Sub-Code Official and each staff member used to provide services to the Borough if awarded the contract and the technical educational and licensure qualification of each person named. Include the written consent of each person to a background check to be completed by the Borough.

8. A complete list of all municipalities served by the Responder specifically identifying the Sub-codes enforced in each municipality named and the number of permits supervised with the number of inspections performed during an average month of the previous year.

9. A narrative description of the arrangements the Responder proposes for the issuance of minor and single trade permits.

10. The time in which the Responder will commit to perform plan reviews.

11. The time in which the Responder will commit to conduct required inspections or plan reviews where the response time is less than the maximum time established in the regulations. If Responder cannot commit to a response time less than the maximum, please so state in Responder's proposal.

12. The time in which the Responder will commit to respond to requests for required inspections from the construction industry.

13. The time within which Responder will commit to respond to request for an emergency inspection.

14. All personnel assigned to provide services to the Borough must have good oral and written communication skills and sufficient computer proficiency to allow such personnel to enter inspection and other required information in applicable data systems.

15. An acknowledgement that the Construction Official deems it necessary that Responder's personnel need additional computer training to enable Responder's personnel to meet the requirements of item 14 above, the cost for such training shall be paid by the third party on-site agency.

16. A completed Company History Questionnaire in the form attached.

17. A completed Price Response Form in the form attached.

18. A completed Non-Collusion Affidavit in the form attached.

19. A completed Business Entity Disclosure Certification as required by the "pay to play" law, N.J.S.A. 19:44A-20.26..

20. A Certificate of Insurance showing coverage of at least $1,000,000 per occurrence in form and substance and issued by an insurance carrier satisfactory to the Borough's Risk Management Consultant.

21. A copy of Responder's effective NJ Business Registration Form issued by the New Jersey Department of the Treasury.

FAILURE TO INCLUDE ALL THE ABOVE ITEMS MAY BE CAUSE TO REJECT THE RESPONSE.

BOROUGH OF EAST RUTHERFORD
REQUEST FOR PROPOSALS

Elevator Sub-code Inspection Services

Company History Questionnaire

Provide the following on company letterhead. Proposals in which questions are not answered or answers are incomplete, are considered to be non-responsive and, as such are cause for rejection of the bidder's proposal pursuant to New Jersey law.

1. Has the agency or any of its personnel, within the last ten years, been the subject of or named as a defendant in any legal action involving death, dismemberment or trauma as a result of elevator inspection services provided by your agency?

Please indicate YES or NO.

If YES, please provide all information including the names of the plaintiff(s), the address of the accident, the municipality, a brief description of the accident and the injuries sustained, in the case or cases. Was the agency, or its insurance carrier, required to make settlement or pay a fine in the resolution of these cases?

2. Is/are there any legal action(s), currently pending or in the last (5) years against the agency, or its personnel involving death dismemberment or trauma as a result of elevator inspection services provided by your agency or its personnel?

Please indicate YES or NO.

If YES, please list the address(s) of the accident(s), the name(s) of the deceased, the municipality, and a brief description of the accident(s) and current status of legal action if any.

3. Has the agency or any of Sub-code Officials of the agency been indicted by local law enforcement agencies or by the Department of Community Affairs with respect to improper code enforcement, overcharging of fees for elevator inspection and permit applications in any municipality, with which the agency was in contract?

Please indicate YES or NO.

If YES, please provide all information including copies of any complaints or findings resulting from the investigations.

4. Has the agency been the subject of investigation by the D.C.A. with respect to False or Misleading Statements?

Please indicate YES or NO.

If YES, was a Notice of Violation and Order to Pay Penalty issued? If so, what was the determination? Was a fine issued? If yes, what was the penalty amount?

BOROUGH OF EAST RUTHERFORD

PRICE RESPONSE FORM
FOR
THIRD PARTY ELEVATOR SUBCODE INSPECTIONS
AND
PLAN REVIEW SERVICES

In accordance with the Request for Proposals the undersigned hereby responds to the Request for Proposals and promises to furnish and/or deliver the services for the items covered by this contract at a percentage of the State of New Jersey Uniform Construction Code fee scheduled.

Elevator Sub-Code Inspection/Plan Review Services at the rate of _____% of the UCC Fee Schedule.

Company/Partnership Name: _____

Signature: _____

Print Name and Title: _____

Street Address: _____

City, State Zip Code: _____

Phone #: _____ Fax #: _____

E-Mail: _____

BOROUGH OF EAST RUTHERFORD

NON-COLLUSION AFFIDAVIT
FOR
THIRD PARTY ELEVATOR SUBCODE INSPECTIONS
AND
PLAN REVIEW SERVICES

STATE OF NEW JERSEY
COUNTY OF _____ (Insert County)

I, _____ (insert name) of _____ _____ (insert address), being of full age and being duly sworn according to law on my oath depose and say that:

I am _____ (insert title) of the firm of _____ (insert name of entity submitting response) the entity making the Proposal for the above named purposes; that I executed the said Proposal with full authority to do so; that said entity 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; that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge; that the State of New Jersey and Borough relies upon the truth of the statements contained in said Proposal and in this affidavit in awarding the contract for the said purposes.

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 (N.J.S.A. 52:34-15).

_____

Subscribed and sworn to before me
this _____ day of _____, 2019.

_____