

Highlands Housing Authority

215 Shore Drive, Highlands, New Jersey 07732

TELEPHONE: (732) 872-2022

FAX: (732) 291-8743

REQUEST FOR PROPOSALS

for

Ptak Towers Front Canopy Fabric Replacement

in

Highlands, New Jersey

Proposals Due:

Tuesday, October 27, 2026 at 2:00pm

Notice-Request for Proposals

The Housing Authority of the Borough of Highlands is accepting proposals for the “Ptak Towers Front Canopy Fabric Replacement” located at 215 Shore Drive, Highlands, NJ 07732 as per the Technical Specifications and Drawings included in the Contract Documents. Proposals will be received until 2:00 p.m. on October 27, 2026 prevailing time at the offices of the Authority, 215 Shore Drive, Highlands, NJ 07732.

All requirements for the work and for submitting an offer are described in the written Request for Proposals. The Request for Proposals may be downloaded from www.HighlandsHA.org

The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation.

The Authority reserves the right to reject any or all offers or to waive any informalities in this solicitation.

ATTACHMENT A-SAMPLE FORM OF CONTRACT-DO NOT SUBMIT

Ptak Towers Front Canopy Fabric Replacement

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 Highlands
215 Shore Drive
Highlands, NJ 07732

hereinafter called the "Authority".

WITNESSETH that the Contractor and the Authority 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 Ptak Towers Front Canopy Fabric Replacement, located at 215 Shore Drive in Highlands, NJ, 07732 as per the Technical Specifications and Drawings included in the Contract Documents dated October 27, 2026, which are incorporated herein by reference and made a part hereof.

Article 2. Term of Contract. The Contractor shall complete all work as specified within 30 days of Notice to Proceed.

Article 3. Scope of Work. The scope of work includes the labor, materials and equipment to perform all work per the Technical Specifications and Drawings included in the Contract Documents titled "Ptak Towers Front Canopy Fabric Replacement" dated October 27, 2026 which are incorporated herein by reference and made a part hereof.

Article 4. Performance of Work, 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 not sub-contract any work under this contract without express prior written approval of the Authority or as listed in the subcontractor certificate.

Contractor will schedule and perform the work between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, unless prior written permission is granted by the Authority to perform work at other times. The Contractor shall coordinate all his activities with the Authority. The Authority may charge to the contractor any additional costs for inspections or testing.

The Contractor shall at all times keep the work area orderly and free from accumulations of waste materials. After completing the work, the Contractor shall remove all equipment materials and tools that are not the property of the Authority and leave the work area in a neat, clean and orderly condition. The Contractor shall dispose of all debris off-site in accordance with all applicable Federal, State and local statutes, ordinances and regulations.

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the Authority, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

The Contractor shall apply and pay for any applicable permits related to the work. Fees for Building permits issued through the City Code Enforcement office are waived. No final payments shall be processed without furnishing written documentation the work has been inspected and the Borough Code Enforcement Department has closed out the permit.

Article 5. Rates and Payments. The Authority shall pay the contractor a lump sum fee of _____ dollars and ____ cents (\$_____.____) after all (or periodic) work has been satisfactorily completed. The Authority shall make payments not more frequently than monthly upon the completion of work by the Contractor and the presentation of an invoice. The invoice must be accompanied by certified payrolls for the period that is invoiced. Payment shall be due within 30 days of receipt of the invoice by the Authority. No payments shall be processed without attached certified payrolls covering payment period.

Article 6. Insurance. Before performing any work, the Contractor shall furnish the Authority 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 Authority against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.000 per occurrence.

All Insurance shall be carried with companies, which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the construction period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Authority. All certificates of insurance, as evidence of coverage, shall provide that no coverage maybe canceled or non-renewed by the

insurance company until at least 30 days prior written notice has been given to the Authority.

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to the Authority proof of the contractor's business registration with the New Jersey Division of Taxation before contract award. Bidders shall be registered, however, at the time of the bid opening.

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 the Authority, 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. Assignment of Contract. The Authority may at its sole discretion assign the contract, in whole or in part, to an affiliate or instrumentality of the Authority or an entity controlled by the Authority, its affiliate, or its instrumentality. Assignment of the contract by the Authority, does not relieve the Contractor of responsibility for complying with any of the terms and conditions of the contract. The Authority's right to assign the contract is unilateral and does not create any assignment rights for the Contractor.

Article 9. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. Invitation for Proposals dated 10/27/26;
3. Bid submitted by the contractor dated 10/27/26;
4. 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 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)
(Phone Number)

In the presence of:

by _____
Douglas G. Dzema, PHM
Executive Director
Housing Authority of the Borough of
Highlands

Request for Proposals

Ptak Towers Front Canopy Fabric Replacement

The Highlands Housing Authority is accepting proposals for the “Ptak Towers Front Canopy Fabric Replacement”, located at 215 Shore Drive in Highlands, NJ 07732.

Site Visits will be by appointment only. Interested parties should email Reneed@highlandsha.org to make an appointment to visit the site.

The Contractor shall provide all labor, materials and equipment as necessary.

SCOPE OF WORK/SPECIFICATIONS

- A.** Remove existing fabric
- B.** Replace the front entrance canopy fabric materials over existing frame. **No frame modifications required.**
- C.** Fabric color. To be chosen from manufacturers full line of standard colors
- D.** Lettering: per the drawing; color to be selected
- E.** Fabric: Waterproof Membrane-Flame spread or fire resistant as required by Building Code
- F.** Bidders are responsible to confirm all dimensions.
- G.** Contractor awarded the work shall be required to submit a shop drawing prior to canopy fabrication.

The scope of services is included in the Technical Specifications and Drawings included at the end of these Contract Documents.

Proposal Form

Proposal for: Ptak Tower Front Canopy Fabric Replacement

TO: Housing Authority of the Borough of Highlands
215 Shore Drive, Highlands, New Jersey 07732

FROM:

Company Name of Bidder

Federal ID Number

Street Address

City, State - Zip Code

Contact Name / Phone Number

Contact Fax Number / Email Address

1. The undersigned, having read the specifications, including the Request for Proposals, the form of contract, contract conditions, description of the project sites and equipment, this proposal form, the form of non-collusive affidavit, the form of statement of bidder'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 the "Ptak Towers Front Canopy Fabric Replacement" in accordance therewith at the following prices:

Price:

_____ dollars and ____cents
(\$____.____).

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

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

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

3. This Proposal is accompanied by:

- (1)___ Non-Collusive Affidavit;
- (2)___ Qualification Questionnaire;
- (3)___ Copy of New Jersey Public Works Contractor Registration Certification. (This may be submitted at a later date, but the registration must be effective on the due date for proposals.)
- (4)___ Copy of New Jersey Business Registration Certificate issued by the New Jersey Department of the Treasury, Division of Revenue. (This may be submitted at a later date, but the registration must be effective on the due date for proposals.)
- (5)___ Certificate of Insurance
- (6)___ If applicable, Certification as a Minority Business Enterprise (MBE)

5. In submitting this proposal, it is understood that the Housing Authority of the Borough of Highlands reserves the right to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the receipt thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

AFFIDAVIT

State of _____

SS.

County of _____

_____ being first duly sworn deposes and says:

(Individual's name)

THAT he is _____,

(Owner, Officer or Partner of the firm of etc.)

For the party making the foregoing proposal for the "Ptak Towers Front Canopy Fabric Replacement" at Ptak Towers in Highlands, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Bidder)

Subscribed and sworn to before me, this ____ day of _____ in the year ____.

Notary Public

My Commission expires _____

Date

Non-Collusive Affidavit

AFFIDAVIT

State of _____

County of _____

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

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

the party making the foregoing proposal dated 10/27/26 for the Ptak Tower Front Canopy Fabric Replacement; that such proposal is genuine and not collusive or sham; that the offerer has not colluded, conspired, connived or agreed, directly or indirectly, with any offerer or person, to put in a sham proposal or to refrain from offering a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the price of affiant or of any offerer, or to fix any overhead, profit or cost element of said price, or of that of any other offerer, or to secure any advantage against the Housing Authority of the Borough of Highlands or any person interested in the proposed contract; and that all statements in the said proposal are true.

(Signature of Offerer)

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

Notary Public

My Commission expires _____

Qualification Questionnaire

Proposal for: Ptak Tower Front Canopy Replacement

Name of Offerer: _____

Address: _____

(a) It shall be necessary for the offerer to present evidence that he has been in business for at least three 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 applicable, list New Jersey License(s) and effective dates:

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

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

(h) Give trade references:

(i) Give bank references:

AFFIDAVIT

State of _____

County of _____

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

THAT he is _____ of
Owner, Officer or Partner)

(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Housing Authority of the Borough of Highlands in verification of the recitals comprising this Statement of Qualifications; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Offerer)

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

Notary Public

My Commission expires _____