

Highlands Housing Authority

215 Shore Drive, Highlands, New Jersey 07732

TELEPHONE: (732) 872-2022

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REQUEST FOR PROPOSALS

for

BOILER AND HOT WATER HEATER MAINTENANCE AND REPAIR SERVICES

at

Jennie Parker Manor

And

Ptak Towers

HIGHLANDS, NEW JERSEY

Proposals due by 2:00 PM on Tuesday, March 4, 2025

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**Highlands Housing Authority
Request for Proposals
Boiler and Hot Water Heater Maintenance and Repair Services**

Introduction

The Housing Authority of the Borough of Highlands (Authority) has a need for a professional boiler and hot water contractor to provide maintenance and “as-needed” repairs for two public housing sites located in Highlands, NJ. The scope of work is included in the Technical Specifications section included herein.

The contract shall be for a two-year term, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period at the same terms.

Notice-Request for Proposals

The Housing Authority of the Borough of Highlands (Authority) requests proposals from qualified contractors to perform boiler and hot water heater maintenance and repair services at Jennie Parker Manor and Ptak Towers, Highlands, New Jersey. This solicitation is for a two-year service contract, renewable at the same terms and at the agreement of both parties for two additional one-year periods.

Proposals will be received until March 4, 2025 at 2:00 p.m., prevailing time, at the offices of the Authority, 215 Shore Drive, Highlands, New Jersey 07732.

The written Request for Proposals may be downloaded from www.HighlandsHA.org. The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

Advertised: Asbury Park Press 2/18/25 & 2/25/25

Technical Specifications

The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for maintenance and repair of boilers, hot water heaters and related equipment at Jennie Parker Manor and Ptak Towers, Highlands, New Jersey.

The Contractor shall schedule and perform an annual start-up and maintenance service of the heating and hot water systems at both locations between September 1 and September 20 of each calendar year. The service shall include the following:

1. Test full operation of heating and hot water equipment, including testing the controls and boiler firing sequence.
2. Test all safeties as required under ASME VI Recommended Rules for the Care and Operation of Heating Boilers.
3. Test all equipment and control systems per N.J.A.C. 12:90

4. Service contractor shall conduct startup and testing as follows:
 - a. Perform routine burner maintenance.
 - b. Check all piping, fittings, valves for leaks.
 - c. Perform Combustion and draft tests. Check air intakes and outlets for blockages.
 - d. Perform safety valve pop test.
 - e. Slow drain test of low-water cutoff.
 - f. Inspect gas piping.
 - g. Check combustion control system.
 - h. Inspect boiler room combustible and ventilation air intakes and louvers.
 - i. Inspect breeching and chimney.
 - j. Leak test all fuel valves.
 - k. Perform general maintenance operations as outlined in the Bradford White Gas-Fired Commercial Water Heater manual, including, but not limited to,
 - i. Checks of the ignition systems (millivolt and electronic), temperature controls and any other water heater controls are necessary to ensure proper operation. Also, all safety shut-off valves must be checked to verify proper operation and tightness
 - ii. The flow of combustion and ventilation air MUST NOT be restricted. Clear the combustion air openings of any dirt, dust, or other restrictions.
 - iii. Conduct a visual check of the pilot and burner flames to determine that they are burning properly.
 - iv. Remove the main burner rack assembly to clean orifices and related parts of any dirt or other foreign material. Inspect the burner ports for obstructions or debris and clean with a wire brush, vacuum, or use a mild detergent solution to clean as needed.
NOTE: It is imperative for proper operation of the water heater that the main burner rack be replaced in the original location.
 - v. At least once a year, check the combination temperature and pressure relief valve to insure that the valve has not become encrusted with lime. Lift the lever at the top of the valve several times until the valve seats properly without leaking and operates freely.
 - vi. Drain the water heater. Remove the cleanout jacket cover and tank cover. Clean tank as directed by the manufacturer. When cleaning the tank, care must be taken to avoid trying to break deposits loose as this could damage the glass lining and shorten the life of the water heater. After cleaning, replace the cleanout tank cover and jacket cover, and refill with water.
 - vii. Replace sacrificial anode rod.
 - viii. Inspect venting system to ensure against leakage of exhaust products.
 - l. Test and verify operations of boiler, domestic & heating, control panels.
 - m. Test operations of boiler alarm panel and communications.
 - n. Checking (and lubricating as required) all system motors and pumps.
 - o. Checking and cleaning any strainers.
 - p. Lubricate the modulation motor arms, gas and exhaust butterfly valves.
 - q. Check low water cut off probe and clean.

- r. Perform general maintenance operations as outlined in the RBI Futura III boiler manual, including, but not limited to,
 - i. Burner removal & cleaning
 - ii. Heat exchanger inspection & cleaning
 - iii. Air intake & vent system inspection & cleaning
 - iv. Controls operation, checking & adjustment
 - v. Pilot light operation
 - s. Perform startup procedure as outlined by RBI for the Futura III boiler.
5. Boiler parts and instrumentation shall be replaced with OEM parts unless approved otherwise by the HA.
 6. All work shall be performed in strict adherence to the Codes and Standards adopted in the rules and regulations N.J.A.C. 12:90.

**Form of Contract
For Boiler and Hot Water Heater Maintenance and Repair Services**

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, New Jersey 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 maintenance and repair of boiler hot water heater and related equipment at Jennie Parker Manor and Ptak Towers, Highlands, New Jersey.

The Contractor shall schedule and perform an annual start-up and maintenance service of the heating and hot water systems at both locations between September 1 and September 20 of each calendar year. The service shall include the following:

1. Test full operation of heating and hot water equipment, including testing the controls and boiler firing sequence.
2. Test all safeties as required under ASME VI Recommended Rules for the Care and Operation of Heating Boilers.
3. Test all equipment and control systems per N.J.A.C. 12:90

4. Service contractor shall conduct startup and testing as follows:
 - a. Perform routine burner maintenance.
 - b. Check all piping, fittings, vales for leaks.
 - c. Perform Combustion and draft tests. Check air intakes and outlets for blockages.
 - d. Perform safety valve pop test.
 - e. Slow drain test of low-water cutoff.
 - f. Inspect gas piping.
 - g. Check combustion control system.
 - h. Inspect boiler room combustibile and ventilation air intakes and louvers.
 - i. Inspect breeching and chimney.
 - j. Leak test all fuel valves.
 - k. Perform general maintenance operations as outlined in the Bradford White Gas-Fired Commercial Water Heater manual, including, but not limited to:
 - i. Checks of the ignition systems (millivolt and electronic), temperature controls and any other water heater controls are necessary to ensure proper operation. Also, all safety shut-off valves must be checked to verify proper operation and tightness
 - ii. The flow of combustion and ventilation air MUST NOT be restricted. Clear the combustion air openings of any dirt, dust, or other restrictions.
 - iii. Conduct a visual check of the pilot and burner flames to determine that they are burning properly.
 - iv. Remove the main burner rack assembly to clean orifices and related parts of any dirt or other foreign material. Inspect the burner ports for obstructions or debris and clean with a wire brush, vacuum, or use a mild detergent solution to clean as needed. NOTE: It is imperative for proper operation of the water heater that the main burner rack be replaced in the original location.
 - v. At least once a year, check the combination temperature and pressure relief valve to insure that the valve has not become encrusted with lime. Lift the lever at the top of the valve several times until the valve seats properly without leaking and operates freely.
 - vi. Drain the water heater. Remove the cleanout jacket cover and tank cover. Clean tank as directed by the manufacturer. When cleaning the tank, care must be taken to avoid trying to break deposits loose as this could damage the glass lining and shorten the life of the water heater. After cleaning, replace the cleanout tank cover and jacket cover, and refill with water.
 - vii. Replace sacrificial anode rod.
 - viii. Inspect venting system to ensure against leakage of exhaust products.
 - l. Test and verify operations of boiler, domestic & heating, control panels.
 - m. Test operations of boiler alarm panel and communications.
 - n. Checking (and lubricating as required) all system motors and pumps.
 - o. Checking and cleaning any strainers.
 - p. Lubricate the modulation motor arms, gas and exhaust butterfly valves.
 - q. Check low water cut off probe and clean.

- r. Perform general maintenance operations as outlined in the RBI Futura III boiler manual, including, but not limited to,
 - i. Burner removal & cleaning
 - ii. Heat exchanger inspection & cleaning
 - iii. Air intake & vent system inspection & cleaning
 - iv. Controls operation, checking & adjustment
 - v. Pilot light operation
 - s. Perform startup procedure as outlined by RBI for the Futura III boiler.
5. Boiler parts and instrumentation shall be replaced with OEM parts unless approved otherwise by the HA.
 6. All work shall be performed in strict adherence to the Codes and Standards adopted in the rules and regulations N.J.A.C. 12:90.

Article 2. Performance of Repair Work. The Authority shall have the sole right and discretion to order work under his contract. The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Repairs shall be performed by the Contractor on an as-needed basis. The Authority makes no representation as to the amount of work that may be required during the contract period.

The Authority shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall be entitled to a minimum payment of two (2) hours labor charges for each completed work order. Labor charges shall be calculated based upon actual time spent at the housing project work site. No charges shall be made for travel or shop time. Fractions of hours shall be rounded up to the next hour.

Typically, work shall be performed during the Authority's standard business hours. However, the Contractor shall be available to respond to emergency work order requests during non-business hours.

The Contractor may perform or complete non-emergency work orders outside of standard business hours for the Contractor's convenience only if the Authority grants prior permission. For work performed under such circumstance, the Contractor will be compensated at the standard labor rates stated in Article 4 below.

The Contractor shall respond to an emergency work order within twenty-four (24) hours of the receipt of written notification and shall respond to a non-emergency work order within seventy-two (72) hours of written notification.

The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of commercial piping and electrical installations and repairs. If specialized equipment is required to perform a work order, the Contractor shall so notify the Authority. The Contractor shall obtain the Authority's approval for the use and applicable charges for such equipment prior to the Contractor's commencement of the work order or the Contractor's procurement of equipment.

The Authority, at its discretion, may request an estimate from the Contractor of the labor and materials required to perform a work order. Estimates shall be provided at no cost to the Authority.

Upon completion of each work order, the Contractor shall present the completed written work order, indicating the actual time spent and materials used, to a designated representative of the Authority.

Article 3. Work Requirements and Contractor's Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the inspection maintenance and repair services.

All work shall be performed 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.

All workers employed by the Contractor to perform electrical work must work under the direct supervision of a licensed electrician.

Laborers shall not be permitted to perform any electrical work, piping, installation of valves, controls or any other components.

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 the Authority.

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 the Authority and leave the work area in a neat, clean and orderly condition.

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.

Article 4. Payments and Labor Rates for Repair Services.

The Authority shall pay the Contractor for the start-up and maintenance services at all sites a fixed price (stipulated sum) of _____ dollars and _____ cents (\$_____.____).

The Authority shall pay the Contractor for repair work at the rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment. The Authority shall also reimburse the Contractor for the actual cost of materials and approved specialized equipment plus a mark-up of ten percent (10%) of these costs.

The Authority shall pay the Contractor for work performed during the Authority's business hours, Monday to Friday, 7:00 a.m. to 4:30 p.m., exclusive of holidays, at the following rates.

Standard Labor Rates

Plumber/Pipefitter: _____ dollars and _____ cents (\$____.____) per hour.

Electrician: _____ dollars and _____ cents (\$____.____) per hour.

Helper: _____ dollars and _____ cents (\$____.____) per hour.

The Authority shall pay the Contractor for work performed at all other times at the following rates, unless work is performed at such times for the Contractor's convenience.

Premium Labor Rates:

Plumber/Pipefitter: _____ dollars and _____ cents (\$ __. __) per hour.
Electrician: _____ dollars and _____ cents (\$ __. __) per hour.
Helper: _____ dollars and _____ cents (\$ __. __) per hour.

The Authority shall make payments upon the completion of work by the Contractor, including the filing of required reports, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the Authority, and paid receipts for any material and approved specialized equipment costs. Payment shall be due within 30 days of receipt of the invoice by the Authority.

Article 5. Term of Contract. This contract shall extend for a period of two years, April 1, 2025 through March 30, 2027, and shall be renewable for two additional one-year periods at the sole option of the Authority at the same price and labor rates stated in Article 4 above.

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 \$2,000,000.00 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 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.

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

1. This instrument; and
2. Contract Documents date March 4, 2025; and
3. Proposal submitted by the contractor dated March 4, 2025.

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

Description of the Housing Project Sites and Boiler and Hot Water Heaters

Development Name: Jennie Parker Manor

Address: Rogers Street, State Route 36 and Waterwitch Avenue, Highlands, NJ

Buildings: 2 Two Story Row-House and 1 Three-Story Walk-Up Residential Buildings

Boilers:

- Two (2) RBI Futura III 1250MBH, installed 2019, Model MB1250
- Controls: Built-in

Hot Water Heaters:

- (2) LAARS Mighty Therm, 266,000 BTU, installed 2004
- One (1) RBI Futura III 500MBH, installed 2019, Model MW500
- Controls: Built-in

Development Name: Ptak Towers

Address: 215 Shore Dive, Highlands, NJ

Building: 1 Residential Five-Story Elevator Building

Boilers and Hot Water Heating Equipment:

Boilers:

- Two (2) RBI Futura III 1250MBH, installed 2019, Model MB1250
- Controls: Built-in

Hot Water Heaters:

- Two (2) Bradford White 725MBH Model D80T7253NA, built 2013

Proposal

Proposal for: Boiler and Hot Water Equipment Maintenance and Repair Services

TO: Housing Authority of the Borough of Highlands

215 Shore Drive, Highlands, NJ 07732

FROM:

Company Name of Offeror Federal ID Number

Street Address

City, State - Zip Code

Contact Name and Telephone Number / Fax Number / Email Address

Contact Fax Number and 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, the Certifications and Representations of Offerers, 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 boiler and hot water equipment maintenance and repair services at Jennie Parker Manor and Ptak Towers in accordance therewith at the following fixed price and labor rates for repair services:

Annual Maintenance Services at All Sites, Fixed Price:

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

Plumber/Pipefitter, Standard Rate:

_____ dollars and _____ cents (\$____.____) per hour.

Electrician, Standard Rate:

_____ dollars and _____ cents (\$____.____) per hour.

Helper, Standard Rate:

_____ dollars and _____ cents (\$____.____) per hour.

Plumber/Pipefitter, Premium Rate:

_____ dollars and _____ cents (\$____.____) per hour.

Electrician, Premium Rate:

_____ dollars and _____ cents (\$____.____) per hour.

Helper, Premium Rate:

_____ dollars and _____ cents (\$____.____) per hour.

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) New Jersey Business Registration Certificate
- (4) Public Works Contractor Registration certificate

4. 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.)

the party making the foregoing proposal for boiler and hot water heater maintenance and repair services at Jennie Parker Manor and Ptak Towers and 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 March 4, 2025 for boiler and hot water heater maintenance and repair services; 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: Boiler and Hot Water Equipment Maintenance and Repair Services

Name of Offerer: _____

Address: _____

(a) It shall be necessary for the offerer 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 applicable, list New Jersey Master Plumber or Electrical Contractor License(s) and effective dates:

(f) List any employees holding New Jersey Plumber or Electrician registrations and effective dates:

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

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

(i) Give trade references:

(j) Give bank references:

(k) 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 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 _____