

***PLEASE CHECK OFF ONE OF THE FOLLOWING
RESPONSES AND FAX BACK THIS PAGE ONLY TO 201-
547-6648 PRIOR TO THE SCHEDULED BID OPENING
DATE AND TIME. TDD # 201-706-4695***

***IF YOU ARE NOT SUBMITTING A BID, PLEASE DISCARD THE
PACKAGE.
DO NOT RETURN IT***

BID ACKNOWLEDGMENT

TITLE OF BID/PROPOSAL: REPRODUCTION & BLUEPRINTING SERVICES "AS NEEDED", FOR A PERIOD OF ONE (1) YEAR WITH AN OPTION FOR AN ADDITIONAL ONE (1) YEAR, IN THE AMOUNT NOT TO EXCEED \$15,000.00

FIRM NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

YES, WILL BE SUBMITTING A PROPOSAL BY: **Wednesday, February 18, 2026 @ 11:00 A.M.**

NO, NOT INTERESTED

REASON: _____

HOW DID YOU HEAR ABOUT THIS BID?

Jersey Journal: _____ Star Ledger _____ Trade Newspaper: _____

Internet: _____ Mailing List _____ Other: _____

IMPORTANT INFORMATION REGARDING BID SUBMITTAL

PLEASE MAKE SURE THAT YOUR BID PACKAGE ENVELOPE IS CLEARLY MARKED WITH THE INFORMATION PROVIDED BELOW WHEN YOU SUBMIT YOUR BID TO THE J.C.H.A.

BID: REPRODUCTION & BLUEPRINTING SERVICES “AS NEEDED”, FOR A PERIOD OF ONE (1) YEAR WITH AN OPTION FOR AN ADDITIONAL ONE (1) YEAR, IN THE AMOUNT NOT TO EXCEED \$15,000.00

BID OPENING DATE: WEDNESDAY, FEBRUARY 18, 2026 @ 11:00 A.M.

ALL BID OPENINGS WILL BE HELD VIA VIDEO TELE-CONFERENCE OR DIAL-IN OPTIONS ONLY. TO PARTICIPATE, PLEASE VISIT OUR WEBSITE www.jerseycityha.org FOR ADDITIONAL INSTRUCTIONS.

*******PLEASE ENSURE TO VISIT OUR WEBSITE SEVEN (7) DAYS PRIOR TO THE DUE DATE OF THE BIDS OR RFPS YOU WISH TO PARTICIPATE IN, FOR ANY NOTICE OF CHANGE/ADDENDA BEFORE SUBMITTING YOUR BID OR RFP PACAKAGE. *******

Bids should be mailed or dropped off at our administrative office located at 400 U.S. Highway 1, Marion Gardens, Bldg. #7, Jersey City, New Jersey 07306. For directions or GPS, use 406 Sip Avenue, which will take you to the Marion Gardens entrance. Please follow the green sign on the building for administrative office.

NO LATE BIDS WILL BE ACCEPTED.

JERSEY CITY HOUSING AUTHORITY

IMPORTANT ... PLEASE READ

**ACCORDING TO THE NJ LOCAL PUBLIC CONTRACTS LAW N.J.S.A
40A-11-23.2 PRIOR TO BEING AWARDED A CONTRACT ALL
VENDORS MUST PRODUCE A COPY OF THEIR "STATE OF
NJ BUSINESS REGISTRATION CERTIFICATE" IN ORDER TO
BE CONSIDERED FOR AWARD. THIS IS A MANDATORY DOCUMENT
AND FAILURE TO INCLUDE IT WILL RESULT IN
DISQUALIFICATION OF THE BID.
THERE ARE NO EXCEPTIONS.**

(SEE ATTACHED SHEETS FOR SAMPLES AND INSTRUCTIONS)

**BID BOND IS NO LONGER REQUIRED WHEN
BIDDING ON THIS BID**

**VENDORS SUBMITTING "OR EQUAL" PRODUCTS MUST STATE THE
BRAND NAME ON THE BID SHEET. FAILURE TO ADHERE CAN
RESULT IN DISQUALIFICATION**

**PURSUANT TO THE REQUIREMENTS OF N.J.S.A. 40A:11-18 ONLY
MANUFACTURED PRODUCTS OF THE UNITED STATES OF AMERICA
WHERE AVAILABLE, SHALL BE SUPPLIED IN CONNECTION WITH
THIS CONTRACT/BID**

THE FOLLOWING BIDDING DOCUMENTS ARE ENCLOSED:

PAGE #	DESCRIPTION	TO BE REVIEWED	COMPLETE	SUBMIT
	Invitation for Bid	✓		
Page 1-7	HUD-5370-C General Conditions for Non-Construction Contracts	✓		
BIDDING DOCUMENTS				
Page 1	Bidding Documents		✓	✓
Page 2	Bidding Documents		✓	✓
Page 1-2	Technical Requirements	✓		
BS-1 thru 3	Bid Sheets		✓	✓
BS-4a & 4b	Bid Sheets for Year 1 & Year 2		✓	✓
Page 3	Form of Non-Collusive Affidavit		✓	✓
Page 4	Parent Company and Employer Identification Number		✓	✓
Page 5	Affidavit Proof of Ownership		✓	✓
Page 6-8	Bidder's Qualifications		✓	✓
Page 9	Statement of Experience		✓	✓
Page 10	Affidavit for Minority Business Enterprises		✓	✓
Page 11	Minority Business Enterprise Certification		✓	✓
Page 12	Statement of Compliance		✓	✓
Page 13-16	Instructions to Bidders	✓		
Page 17	Dept. of Housing and Urban Development Directive		✓	✓
Page 18-20	Special Conditions	✓		
DI-1	Delivery Instructions – N/A			
LD-1	Liquidated Damages	✓		
SC-1	Special Conditions	✓		
AA-1	Affirmative Action Affidavit		✓	✓

ALL DOCUMENTS ARE TO BE COMPLETED BEFORE PUBLIC BID OPENING. PLEASE PAY SPECIAL ATTENTION TO THOSE PAGES WHICH MUST BE FILLED IN. PLEASE SUBMIT A COMPLETE PACKAGE.

HOUSING AUTHORITY OF THE CITY OF JERSEY CITY
400 U.S. HIGHWAY #1, MARION GARDENS, BLDG. #7
JERSEY CITY, NEW JERSEY 07306
ATTENTION: MR. KENNETH PINNOCK, JR. – PURCHASING AGENT

MONDAY THROUGH FRIDAY
9:00 A.M. – 4:00 P.M.

NO LATE BIDS, FAXED OR PHOTOCOPIED DOCUMENTS WILL BE ACCEPTED.

Registering A Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

To register: Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at www.nj.gov/treasury/revenue/taxreg.htm. Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at www.nj.gov/treasury/revenue/revprnt.htm.
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit www.nj.gov/treasury/revenue/filecerts.htm, or call 609-292-9292.

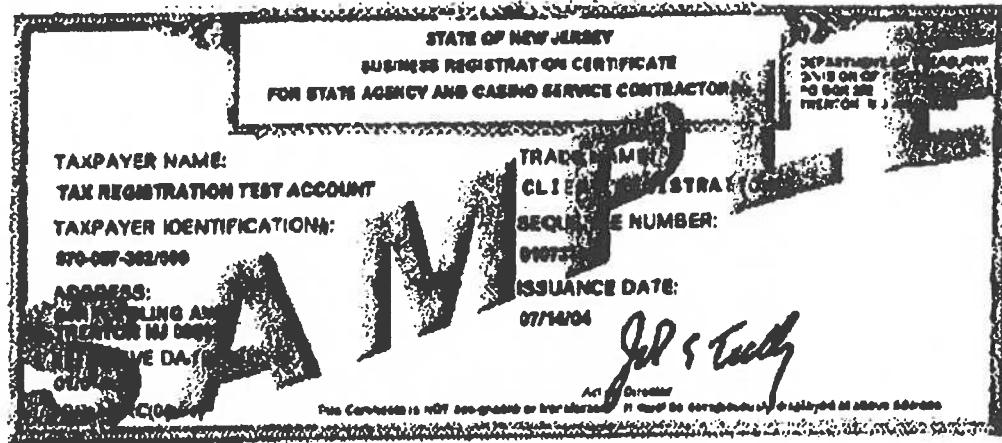
Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at www.nj.gov/treasury/revenue/pdforms/rega.pdf. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Questions about the registration process? Call 609-292-1730 or submit by e-mail at www.nj.gov/treasury/revenue/revcontact.html.

How do I receive the proof of registration certificate?

- **New registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- **Previously Registered Businesses.** Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

What information does the proof of registration contain? The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name	TAX REG TEST ACCOUNT
Trade Name	
Address	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number	1093907
Date of Issuance	October 14, 2004
For Office Use Only	
20041014112823533	

NJ-REG-A

**Certification and Registration for Individuals Contracting
With Public Agencies**

(P.L. 2004, Ch. 57)

OFFICIAL USE ONLY:
DLN #:

Instructions: State law requires all contractors and subcontractors with the State or other public sector entities to provide proof of registration with the Department of Treasury. You may use this form to comply with the law if you are an individual with no business tax or employer obligations with the State of New Jersey and are not yet registered. Fill out the registration section and certification below and send the completed form to:

NJ Division of Revenue
Client Registration Bureau
PO Box 252
Trenton, NJ 08646-0252

Please note that the registrant's name listed in Section A must be the same as shown in the Certification, Section B. Type, machine print or hand print all information, except your signature.

If you have or will have business tax or employer obligations, file form NJ-REG. Call (609) 292-1730 for more information.

SECTION A, REGISTRATION DETAIL FOR STATE CONTRACTOR OR SUBCONTRACTOR	
Social Security Number	
Registrant's Name	
*Physical Address: Street, City, State, Zip <i>Do not use P.O Box</i>	
County	
Mailing Address: Street, City, State, Zip	
Contact Information	
Telephone Number	
E-mail Address	

SECTION B, CERTIFICATION OF CONTRACTOR OR SUBCONTRACTOR

I hereby certify that I am an individual having no business tax or employer obligations with the State of New Jersey. Further, I certify that any income that I derive from business activities with the State of New Jersey will be reported on my personal income tax return.

I understand that pursuant to State law, if I knowingly report inaccurate or misleading information, I may be subject to penalties.

Signed: _____
Signature

Date: _____



New Jersey Division of Revenue

Revenue

NJBGS

On-Line Business Registration Certificate Service

To verify the registration status of your business and obtain a Business Registration Certificate, enter the Name Control and one of the other search fields below: Taxpayer Identification Number, Business Entity Identification Number, or Certificate Number. We will verify whether your business is registered and if so, generate an online, printable Business Registration Certificate.

Name Control: (required*) Enter the first four characters of your business name or trade name. If the business name is less than 4 characters, finish the field with hyphens (-). Do NOT enter spaces, slashes or any other special characters except an ampersand (&) or the hyphen (-).	<input type="text"/>
Taxpayer ID (Federal Employee ID Number): Your Taxpayer Identification (FEIN) must be twelve digits long. Enter the first nine digits followed by three zeroes (000), or if you have a three digit suffix, enter the suffix after the first nine digits. Do NOT enter spaces, dashes or slashes.	<input type="text"/>
Business Entity ID: This is the ten-digit ID assigned to all corporations, LLC's and limited partnerships. Enter all ten digits, including leading zeros. Do NOT enter spaces, dashes or slashes. If your business is a General Partnership or Proprietorship, this search field is not applicable.	<input type="text"/>
Certificate Number: This number, sometimes called the "Sequence Number", is the unique ID assigned to each business registration certificate. It may prove useful for authenticating a previously issued business registration certificate. The Certificate Number must be seven digits long. Do NOT enter spaces, dashes or slashes.	<input type="text"/>

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INVITATION FOR BID

The Housing Authority of the City of Jersey City (hereinafter called the Authority) will receive sealed bids for the following:

Public Bid Opening: Commercial Automobile & Excess Auto Liability Policy, For A Period Of One (1) Year With Option For An Additional Two (2) One (1) Year Increments

Bid Opening Date: Wednesday, February 18, 2026 @ 11:00 A.M.

Public Bid Opening: Reproduction & Blueprinting Services "As Needed", For A Period Of One (1) Year, With Option For Additional One (1) Year, Not to Exceed \$15,000.00

Bid Opening Date: Wednesday, February 18, 2026 @ 11:00 A.M.

Bids should be mailed or dropped off at our office located at 400 U.S. Highway #1, Marion Garden, Bldg. #7, Jersey City, New Jersey 07306. For GPS directions, use 406 Sip Avenue which will take you to the Marion Gardens entrance. Please follow the green sign on the building for the administrative office.

No late bids will be accepted.

ALL BID OPENINGS WILL BE HELD VIA VIDEO TELE-CONFERENCE OR DIAL-IN OPTIONS ONLY. TO PARTICIPATE, PLEASE VISIT OUR WEBSITE WWW.JERSEYCITYHA.ORG FOR ADDITIONAL INSTRUCTIONS.

*****PLEASE ENSURE TO VISIT OUR WEBSITE SEVEN (7) DAYS PRIOR TO THE DUE DATE OF THE BIDS & RFPS THAT YOU WISH TO PARTICIPATE IN, FOR ANY NOTICE OF CHANGE/ADDENDA BEFORE SUBMITTING YOUR BID OR RFP PACKAGE*****

Bids or RFP documents may be obtained from our website www.jerseycityha.org by clicking on the **Doing Business With Us** tab, then clicking the **BID/RFP** title to download a copy of the bid package. Any questions can be emailed to purchasing@jcha.us or faxed to the Purchasing Department at 201-547-6648 between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday, (excluding holidays). TDD # 201-706-4695

The Authority reserves the right to reject any or all bids and to waive any informality in bidding.

Bids will be awarded only to the corporation or other entity under whose name qualifications, and other documentation are submitted. Corporate affiliates, subsidiaries or parent corporation or related entities are not automatically qualified.

Firms choosing to submit their bids via the "United States" mail are required to have said mail delivered prior to appointed bid opening time. Proper consideration must be given to allowing for weekends and holidays.

The Authority will only accept original and originally executed bidding documents (including but not limited to the Bid, Affidavits, Qualification Questionnaire, Statement of Ownership, Statement of Compliance, HUD Directive, and Affirmative Action).

Prior to being awarded a contract the vendor must supply a copy of the organization's "Business Registration Certificate" issued by the Division of Revenue.

Photocopies and/or faxed copies of such documents will not be accepted in lieu of originals.

All bids must be enclosed in a properly sealed envelope bearing on the outside the name of the bidder and the title of the bid contained therein.

The provision of the Affirmative Action Program (AAP) is incorporated herein. Full requirements of the program may be obtained with the bid documents.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the date of the bid without the consent of the Authority. Schedule of withdrawal and administrative charges are included with the bid documents.

Equal Employment Opportunity Employer for Minority/Women/Veterans/Handicapped Persons.

By:

Kenneth Pinnock Jr.
Deputy Executive Director &
Director of Procurement, Contracts & Risk Management

For:

Stephen Cea
Executive Director

General Conditions for Non-Construction Contracts

Section I — (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for non-construction contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) Non-construction contracts (*without* maintenance greater than \$250,000 - use Section I);
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.100) **greater than \$2,000 but not more than \$250,000** - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), **greater than \$250,000** — use Sections I and II.

Section I - Clauses for All Non-Construction Contracts greater than \$250,000

1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

(b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.

(c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:

- (i) appeals under the clause titled Disputes;
- (ii) litigation or settlement of claims arising from the performance of this contract; or,
- (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

7. Disputes

(a) All disputes arising under or relating to this contract, *except for disputes arising under clauses contained in Section 111, Labor Standards Provisions*, including any claims for damages for the alleged breach thereof of which are not disposed of by agreement, shall be resolved under this clause.

(b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.

(c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.

(d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.

(e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

11. Organizational Conflicts of Interest

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:

- (i) Award of the contract may result in an unfair competitive advantage; or
- (ii) The Contractor's objectivity in performing the contract work may be impaired.

(b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.

(d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

12. Inspection and Acceptance

(a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

(b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.

(c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed" means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (v) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of:

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of this clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

During the performance of this contract, the Contractor/Seller agrees as follows:

(a) The [contractor/seller] will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. The

[contractor/seller] will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall in due, 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/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(b) The [contractor/seller] will, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(c) The [contractor/seller] will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the [contractor/seller]'s legal duty to furnish information.

(d) The [contractor/seller] will send to each labor union or representative of 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/seller]'s commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) The [contractor/seller] will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(f) The [contractor/seller] will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) The [contractor/seller] will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub[contractor/seller] or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

17. Equal Opportunity for Workers with Disabilities

1. The [contractor/seller] will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The [contractor/seller] agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the [contractor/seller];
- vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the [contractor/seller] including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

2. The [contractor/seller] agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

3. In the event of the [contractor/seller] noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

4. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the [contractor/seller]'s obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.

The [contractor/seller] must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Brail or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the [contractor/seller], a [contractor/seller] will satisfy its posting obligations by posting such notices in an electronic format, provided that the [contractor/seller] provides computers, or access to computers, that can access the electronic posting to such employees, or the [contractor/seller] has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the [contractor/seller] to notify job applicants of their rights if the [contractor/seller] utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.

5. The [contractor/seller] will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the [contractor/seller] is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment, and shall not discriminate against, individuals with physical or mental disabilities.

6. The [contractor/seller] will include the provisions of this clause in every subcontract or purchase order in excess of \$ 10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director, Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. The [contractor/seller] must, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

18. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

19. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

20. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

21. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

22. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 prioritization requirements, and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04)..
- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
- (e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts
- (f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

23. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered

materials practicable consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract

**PUBLIC BID OPENING: REPRODUCTION & BLUEPRINTING SERVICES
“AS-NEEDED”, FOR A PERIOD OF ONE (1) YEAR**

**THE HOUSING AUTHORITY OF THE CITY OF JERSEY CITY
400 U.S. HIGHWAY #1, MARION GARDENS, BLDG. #7
JERSEY CITY, NEW JERSEY 07306
ATTN: PURCHASING DEPARTMENT
(201) 706-4721 TDD # (201) 706-4695**

GENTLEMEN:

1. The undersigned, having familiarized

(himself/herself/themselves)

with the local conditions affecting the cost of the work, and with the specifications (including Invitation For Bid, Instruction to Bidders, this bid, the form of Non-Collusive Affidavit, the form of Statement of Bidder's Experience, the form of Contract, the General Conditions, the Special Conditions, the General Scope of Work, the Technical Specifications and Drawings) and Addenda, if any thereto, as prepared by and on file at the HOUSING AUTHORITY OF THE CITY OF JERSEY CITY, 400 U.S. HIGHWAY #1, (MARION GARDENS), BLDG. #7, JERSEY CITY, NEW JERSEY 07306 hereby proposes to furnish all labor, material, equipment and services required to construct and complete:

**REPRODUCTION & BLUEPRINTING SERVICES
“AS-NEEDED”, FOR A PERIOD OF ONE (1) YEAR**

all in accordance therewith, for the sum of

INSERT PRICE ON: BS-3

BASIS OF AWARD: LUMP SUM

2. In submitting this bid it is understood that the right is reserved by the HOUSING AUTHORITY OF THE CITY OF JERSEY CITY TO REJECT ANY AND ALL BIDS. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and honor the contract or purchase order mailed.

3. Attached hereto is an affidavit of proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted. Also attached is a Statement of Bidder's Experience.

Date

Name of Company

Address

City, State & Zip Code

Telephone Number

Fax Number

Contact Person

Email Address

Specifications and/or bid sheets to follow this section.

SPECIFICATIONS FOR
REPRODUCTION & BLUEPRINTING SERVICES
"AS-NEEDED" FOR A PERIOD OF ONE (1) YEAR

1. Estimated Quantities

The estimated quantities for printing services, during the one (1) year period, are provided on Bid Sheets BS-1 thru BS-3, attached hereto.

The above estimated quantities are for bidding purposes only. The JCHA makes no guarantee that the quantities supplied will meet the quantities estimated. The contract will be a lump sum, not to exceed amount.

2. Pick-up and Delivery

Services are to include all pick-up and delivery charges. Delivery time must be limited to twenty-four (24) hours maximum from pick-up time. (Pick-ups must be made within twenty-four (24) hours of call for service). For large orders, the twenty-four (24) hour maximum will be adjusted as agreed upon between the JCHA and the vendor.

3. Minimum Orders

In the event a firm has a minimum order policy, please note this in the appropriate space on the bid forms.

4. Volume Discounts

For discounts on volume black lines and/or Xeroxing, please note this in the appropriate space on the bid forms.

5. Plan Binding

When submitting a bid, note that on most orders a specific number of black lines and/or Xeroxing sets are to be supplied. Each set must be stapled using a minimum of three (3) heavy duty staples. On orders greater than five (5) sheets each, use paper binder in addition to the staples. Include this cost (if any) in the cost of the blue lines and/or Xeroxing; no additional compensation will be given for this item.

6. Spec Binding

Bound Xeroxing for JCHA specifications shall be any of the following, as directed by the JCHA:

Binding

- Post & Screw (with cover stock back/front) and clear plastic cover
- GBC punch and bind (spiral with cover stock back/front) with clear plastic cover
- Velo punch and bind with clear plastic cover

SPECIFICATIONS FOR
REPRODUCTION & BLUEPRINTING SERVICES
“AS-NEEDED” FOR A PERIOD OF ONE (1) YEAR
(cont.)

7. Plans – Xerox Reproductions

Xerox reproductions are used to order enlargements and/or reductions/same size documents. The reproductions are black line. The reproductions are ordered on either bond paper or Mylar. Total original, estimated quantities have been indicated for each material type.

8. Basis of Award

A contract shall be awarded to the lowest, responsible bidder for the extension totals (1+2+3+4+5+6+7+8+9).

9. Payment

Payment will be made within approximately thirty (30) calendar days. Invoices are due to the JCHA by the 15th of the month.

10. Contract Term

The contract term shall be for a period of one (1) year from Proceed Date.

11. Upset Limit

The total compensation payable under this contract shall not exceed Fifteen Thousand Dollars (\$15,000) (the “Upset Limit”). This amount includes all fees, charges, expenses, and disbursements incurred in connection with the services provided. The Service Provider shall not be entitled to any payment in excess of the Upset Limit unless authorized in advance by the JCHA through a written amendment to this contract.

12. Term Option Clause

The Jersey City Housing Authority reserves the right to exercise its option, with the mutual consent of both parties to this Contract, to extend this Contract for **“A Single One (1) Year Period”** provided that the firm or individual providing goods and/or services to the Jersey City Housing Authority under this Contract agrees to the extension under ...

- (a) substantially the same rates, terms and conditions enumerated in this Contract;
or
- (b) the option year rates submitted with the bid documents.

REPRODUCTION & BLUEPRINTING SERVICES BID SHEET

1.

Plans	Est. Quantity*	Unit Price Per SF
Black Line on Bond from Original Hard Copy	5,000 SF	
Black Line on White Paper from PDF/PLT	10,000 SF	
Black Line on Mylar (.004")	1,000 SF	
Enlarge/Reduce Black Line on Bond	500 SF	
Enlarge/Reduce Black Line on Mylar (.004")	500 SF	
TOTAL #1		

2.

B&W Reproduction	Est. Quantity*	Unit Price Per Sheet
8-1/2 x 11 B&W on Bond from Hard Copy	50,000 sheets	
8-1/2 x 14 B&W on Bond from Hard Copy	200 sheets	
11 x 17 B&W on Bond from Hard Copy	100 sheets	
8-1/2 x 11 B&W on Color Paper from Hard Copy	10,000 sheets	
8-1/2 x 14 B&W on Color Paper from Hard Copy	100 sheets	
11 x 17 B&W on Color Paper from Hard Copy	50 sheets	
8-1/2 x 11 B&W on Bond from Digital Files	50,000 sheets	
8-1/2 x 14 B&W on Bond from Digital Files	200 sheets	
11 x 17 B&W on Bond from Digital Files	100 sheets	
8-1/2 x 11 B&W on Color Paper from Digital Files	10,000 sheets	
8-1/2 x 14 B&W on Color Paper from Digital Files	100 sheets	
11 x 17 B&W on Color Paper from Digital Files	50 sheets	
TOTAL #2		

3.

Color Reproduction	Est. Quantity*	Unit Price Per Sheet
8-1/2 x 11 Color on Photo Gloss from Hard Copy	100 sheets	
8-1/2 x 14 Color on Photo Gloss from Hard Copy	100 sheets	
11 x 17 Color on Photo Gloss from Hard Copy	30 sheets	
TOTAL #3		

4.

Color Reproduction		Est. Quantity*	Unit Price Per Sheet
8-1/2 x 11	Color on Bond from Digital Files	400 sheets	
8-1/2 x 14	Color on Bond from Digital Files	200 sheets	
11 x 17	Color on Bond from Digital Files	100 sheets	
8-1/2 x 11	Color on Photo Gloss from Digital Files	100 sheets	
8-1/2 x 14	B&W on Photo Gloss from Digital Files	100 sheets	
11 x 17	B&W on Photo Gloss from Digital Files	30 sheets	
TOTAL #4			

5.

Color Presentations		Est. Quantity*	Unit Price Per SF
Large Format Color on Bond		100 SF	
Large Format Color on Inkjet Photo		50 SF	
Large Format Color on Bond from Digital Files		100 SF	
Large Format Color on Inkjet Photo from Digital Files		50 SF	
TOTAL #5			

6.

Booklets		Est. Quantity*	Unit Price Per Book
BINDING: Post & Screw with Cover Stock Back/ Front with Clear Plastic Cover 1" Thick		500 Books	
GBC Punch & Bind with Cover Stock Back/ Front with Clear Plastic Cover 3/4" Thick		200 Books	
Velo Binding with Cover Stock Back/ Front with Clear Plastic Cover 1/2" Thick		100 Books	
Three staples in left margin (no covers)		100 Books	
TOTAL #6			

7.

Electronic Files		Est. Quantity*	Unit Price Per File
Download Files from E-Mail/FTP		100	
Upload to E-mail/FTP		50	
Create CD/DVD		200	
TOTAL #7			

8.

Scan	Est. Quantity*	Unit Price
Large Format Scan B&W – Low Resolution	1,000	Per SF
Large Format Scan Color – Low Resolution	500	Per SF
TOTAL #8		

9.

Scan	Est. Quantity*	Unit Price
Large Format Scan B&W – High Resolution	1,000	Per SF
Large Format Scan Color – High Resolution	500	Per SF
TOTAL #9		

EXTENSION TOTALS: (1+2+3+4+5+6+7+8+9)

IN WORDS

IN FIGURES

*The quantities indicated are for bidding purposes only and in no way guarantees that the JCHA will fulfill these quantities.

REPRODUCTION & BLUEPRINTING SERVICES BID SHEET
YEAR ONE (1) PRICING

MINIMUM ORDER: \$ _____
(If Applicable)

HOURLY RATE: \$ _____ /**PER HR.**
(Including OH & P) of general personnel

FIRM NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT PERSON: _____

E.I.N.: _____

N.J. BUSINESS REG. CERT.: _____
(Attach Certificate)

* CERTIFICATE MUST BE SUBMITTED FOR AWARD CONSIDERATION.

REPRODUCTION & BLUEPRINTING SERVICES BID SHEET
YEAR TWO (2) PRICING

MINIMUM ORDER: \$ _____
(If Applicable)

HOURLY RATE: \$ _____ **/PER HR.**
(Including OH & P) of general personnel

FIRM NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT PERSON: _____

E.I.N.: _____

N.J. BUSINESS REG. CERT.†: _____
(Attach Certificate)

† CERTIFICATE MUST BE SUBMITTED FOR AWARD CONSIDERATION.

FORM OF NON-COLLUSIVE AFFIDAVIT

A F F I D A V I T
(Prime Bidder)State of _____ : _____
SS.:

County of _____ : _____

_____, being first duly sworn, deposes and says:
(NAME)That he/she is _____ of the
(Individual, Partner or Officer)**(Firm Name)**

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said price, or that of any other bidder, or to secure any advantage against the **HOUSING AUTHORITY OF THE CITY OF JERSEY CITY** or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:**Bidder**, if the Bidder is an individual;**Partner**, if the Bidder is a partnership;**Officer**, if the Bidder is a corporation;

Subscribed and sworn to me this _____ day of _____, 20____.

(Signature of NOTARY PUBLIC)

My commission expires _____, _____.

S E A L

PARENT COMPANY AND EMPLOYER IDENTIFICATION NUMBER

Each bidder shall furnish the following information by filling the appropriate blocks:

(a) Is the Bidder owned or controlled by a parent company as described below?

YES NO

(For the purpose of this bid, a parent company is defined as one which either owns or controls the activities and basic business policies of the bidder. To own another company means the parent company must own at least a majority (fifty percent (50%)) of the voting rights in that company. To control another company, such ownership is not required; if another company is able to formulate, determine, or veto basic business policy decisions of the bidder, such other company is considered the parent company of the bidder. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, contractual arrangements, or otherwise).

(b) If the answer to (a) above is "YES" bidder shall insert in the space below the name and main office address of the parent company.

NAME

ADDRESS

(c) Bidder shall insert in the applicable space below, if he/she has no parent company, their own employer's identification number (E.I. No.) (Federal Social Security Number or Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941), or, of the parent company.

Bidder's E.I. No. _____

Parent Company's E.I. No. _____

AFFIDAVIT PROOF OF OWNERSHIP**STATE OF NEW JERSEY****N.J.S.A. 52:25-24.2**

All bidders are required to comply with the provisions of N.J.S.A. 52:25-24.2, which provides as follows:

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of public funds, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own a 10% or more of its stock, of any class or of all individual partners in the partnership who own 10% or greater interest therein, as the case may be. If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partner owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

TO: THE HOUSING AUTHORITY OF THE CITY OF JERSEY CITY

NAME OF BIDDER: _____

ADDRESS: _____

The above firm states that the following is a complete listing of stockholders/individual partners who own ten percent (10%) or more interest in the above named firm.

NAME	ADDRESS	SOCIAL SECURITY #	% OF STOCK OR INTEREST

Subscribed and sworn to before me:

This _____ day of _____, 20____.

My commission expires _____

(Signature of NOTARY PUBLIC)

S E A L

BIDDER'S QUALIFICATIONS

NOTE: All questions must be answered and the data given must be clear and comprehensive.
This statement must be notarized.

1. Name of Bidder: _____
2. Permanent main office address and telephone number: _____

3. When organized? _____
4. Where incorporated? _____
5. How many years have you been engaged in the business under your present firm name?

6. List current contracts on hand.

<u>NAME</u>	<u>GROSS AMOUNT</u>	<u>COMPLETION DATE</u>

7. Credit available for this contract. \$ _____.
8. In compliance with Chapter 33 of New Jersey Public Laws of 1977, the undersigned states that the following is a complete listing of stockholders/partners who own ten percent (10%) or more interest of the company.

NAME	ADDRESS	SOCIAL SECURITY #	% OF STOCK OR INTEREST

BIDDER'S QUALIFICATIONS (cont.)

9. List background experience of the principal members of personnel, including the officers:

10. We normally perform ____ % of the work with our own forces. Describe the general character of work performed by your company.

11. Have you ever refused to sign a contract? YES NO
Explain: _____

12. Have you ever failed to complete work awarded to you? YES NO
Explain: _____

13. Have you ever defaulted on a contract? YES NO
Explain: _____

14. Have you or any principal owner of the bidder been subject of an investigation by any Federal, State or Local Government agency or quasi-governmental agency within the past five (5) years? YES NO

If the answer to the foregoing questions is "YES", then state with complete particularity, the name of the Agency, the date and nature of the investigation and the disposition thereof.

15. Has the bidder, within the past five (5) years ever had a license, permit or certificate to do business revoked, suspended or voided? YES NO

If the answer to the foregoing question is "YES", state the name of the Agency, date and nature of the revocation, suspension, etc., and reason for same. _____

BIDDER'S QUALIFICATIONS (cont.)

16. List three (3) most recent work or similar scope to this work completed by your company.

NAMEPHONE NUMBERCONTACT

17. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the JCHA? YES NO

18. List categories in which your organization is legally qualified to do business in the State of New Jersey.

STATEMENT OF EXPERIENCE

NAME OF BIDDER: _____

ADDRESS: _____

The above bidder states that he/she has performed the following work similar to the work specified in the proposal/bid.

YEAR	DESCRIPTION OF WORK PERFORMED	LOCATION	NAME/PHONE NUMBER OF CONTRACTING OFFICER

Please be specific and include contract numbers. Give complete address (P.O. Box numbers are not acceptable). List five names and telephone numbers where Contracting Officer can be reached.

19. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the JCHA in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at _____ this ____ day of _____, 20____.

(Name of Bidder)

By: _____

Title: _____

State of _____ :

:ss.:

County of _____ :

_____, being duly sworn deposes and says that he/she is
of _____

(Title)

(Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me:

This _____ day of _____, 20____.

My commission expires _____

(Signature of NOTARY PUBLIC)

S E A L

AFFIDAVIT FOR MINORITY BUSINESS ENTERPRISES
(Prime Bidder)

State of _____ : _____ :ss.:

County of _____ :

_____, being first duly sworn, deposes and says:
(Name)

That he/she is _____ of the
(Individual, Partner or Officer)

(Firm Name)

the party making a certain proposal or bid: Date: _____, 20_____.
for the work in connection with the _____

(Name of Job)

at _____, located in Jersey City, New Jersey. That such proposal or bid is submitted with full knowledge and understanding of the Minority Business Enterprise (MBE) requirement contained herein; that in submitting such proposal or bid the bidder acknowledges that he/she must and will fulfill these requirements and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the Bidder is an individual;

Partner, if the Bidder is a partnership;

Officer, if the Bidder is a corporation;

Subscribed and sworn to me this _____ day of _____, 20_____.
My commission expires _____, _____.

(Signature of NOTARY PUBLIC)

S E A L

MINORITY BUSINESS ENTERPRISE CERTIFICATION

State of _____ :

:ss.:

County of _____ :

, being first duly sworn, deposes and says:

(Name)

That he/she is _____ of the
(Individual, Partner or Officer)

(Firm Name)

the party to be considered as a Minority Business Enterprise for work in connection with the

(Name of Job)

located in Jersey City, New Jersey and meeting the requirements of a Minority Business Enterprise as follows:

A "Minority Business Enterprise" means a business enterprise that is 51% or more owned, controlled, actively operated by one or more persons who are classified as a part of a socially and economically disadvantaged group. Such socially disadvantaged persons include, but are not limited to: African-Americans, American Indians, or Alaskan Natives, Hispanics, Hasidic Jews, and Asian or Pacific Islanders.

The amount of work for which the Minority Business Enterprise (indicated above) will be directly responsible for supplying labor and/or material and supplies is \$ _____.

The type of work to be performed is _____.

Signature of:

Individual, if the MBE is an individual
Officer, if the MBE is an individual
Partner, if the MBE is an Partnership

Identify category below:

- African American
- American Indian
- Alaskan Native
- Hispanic American
- Asian/Pacific Islander
- Hasidic Jew
- Other _____

Signature of MBE

Address

Telephone Number

Subscribed and sworn to me this _____ day of _____, 20 _____.
My commission expires _____, _____.

(Signature of NOTARY PUBLIC)**S E A L**

STATEMENT OF COMPLIANCE

This is to certify that all persons employed by the undersigned will be paid full weekly wages earned, less permissible deductions for income taxes, social security, etc., and that no rebates have been or will be made either directly or indirectly to the undersigned from the full weekly wages earned by any persons in its employ, and further that all employees will be paid as defined in Regulations, Part 3 (29 CFR Part 3) issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 40 U.S.C. 276C), and described on said payroll; that said payroll is correct and complete that the wage rates, as set forth on the General Wage Determinations issued under the Davis-Bacon and Related Acts, U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, (unless otherwise specified), contained in said payroll for laborers, and mechanics, are not less than those applicable to such laborers and mechanics pursuant to the contract under which such work was performed; and that the classification set forth for each laborer or mechanic conforms with the work he/she performed.

Signature

Title

INSTRUCTIONS TO BIDDERS1. BIDDING DOCUMENTS:

Bidders will be furnished a complete set of drawings (if needed), the specifications and any addenda then in force, plus bidding documents.

2. INTERPRETATIONS:

All interpretations will be written in the form of addenda and all bidders shall be bound by such addenda, whether or not received.

3. PROPOSALS:

The JCHA will not accept photocopies or telexed copies of bidding documents requiring original signatures (i.e. certificate of ownership, executive bid, certifications, affidavits, or notarizations). Failure to include originally signed and executed forms of these documents will render any bid invalid, and such a bid may be declared invalid and rejected by the Purchasing Officer at the time bid is examined after it is opened.

4. NON-COLLUSIVE AFFIDAVIT:

Each person submitting a bid for any portion of the work contemplated by the bidding documents shall execute an affidavit, in the form provided by the JCHA (see Page 3).

5. BIDDERS EXPERIENCE:

Before a bid is considered for award, the bidder may be requested by the Authority to submit a statement regarding their previous experience in performing comparable work, their business technical organization, and financial resources.

6. UNIT PRICE:

If requested, the contractor/vendor shall submit unit prices.

7. TIME FOR RECEIVING BIDS:

Bids received prior to the time of the opening will be unopened. The officer whose duty is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will be attached to an officer for the premature opening of a bid not properly addressed and identified. Bids received after scheduled opening will be rejected and returned unopened to bidder.

INSTRUCTIONS TO BIDDERS (cont.)8. OPENING OF BIDS:

At the time and place fixed for the opening of bids, every bid received within the time fixed will be publicly opened and read aloud, irrespective of any irregularities therein. Bidders and other persons properly interested may be present in person or represented.

9. WITHDRAWAL OF MODIFICATION OF BIDS:

- a. A bidder may, of right and without penalty, withdraw its bid in written or telegraphic form at any time prior to the opening and unsealing of bids, provided that any mailed or telegraphic withdrawal over the bidder's signature is placed in the mail and postmarked prior to the time set for bid opening. Negligence on the part of the bidder in preparing their bid confers no right of withdrawal or modification of their bid after such bid has been opened.
- b. Negligence on the part of the bidder confers no automatic right of withdrawal or modification of bid after it has been opened. After bid opening, corrections or modifications of bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. All decisions to allow correction of withdrawal of bid mistakes shall be made by the JCHA's Board of Commissioners after the review of written determination signed by the Contracting Officer and/or Purchasing Officer and/or testimony of the bidder before the Board at an open public meeting, as applicable. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the JCHA or fair competition shall be permitted. A low bidder alleging a non-judgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid documents, the intended bidder is unclear or bidder submits convincing evidence that a mistake was made. Bidders who are permitted to withdraw their bids, shall be assessed an administrative charge by the JCHA which charge is for the purpose of covering JCHA's expense withdrawal. Until such time as the firm requesting a bid withdrawal agrees to pay such charge, no request for a bid withdrawal will be granted.

The administrative charge to be assessed shall be as follows:

<u>FOR BIDS AT OR BELOW</u>	<u>ADMINISTRATIVE CHARGE</u>
\$0 - \$100,000	\$500.00
\$100,001 - \$500,000	\$1,000.00
\$500,001 - \$1,000,000	\$1,500.00
\$1,000,001 - or more	\$2,000.00

INSTRUCTIONS TO BIDDERS (cont.)**10. AWARD OF CONTRACT(S) – REJECTION OF BIDS:**

The contract(s) will be awarded to the lowest qualified and responsible bidder(s). The successful bidder(s) will be notified promptly. Award will be issued within sixty (60) days following the Public Bid Opening. The Authority, however, (a) reserves the right to reject any and all bids and to waive any informalities in bids received whenever such rejection or waiver is in the best interest of the Authority; (b) reserves the right to reject the bid of any bidder who has previously failed to perform properly, a contract of a similar nature or has habitually disregarded their obligations to subcontractors, materialmen or employees.

Bids will be awarded only to the corporation or other entity under whose name, qualification, and other documentation are submitted. Corporate affiliates, subsidiary or parent corporations or related entities are not automatically qualified.

11. THREE (3) BIDDER REQUIREMENT:

- a. The general policy of the Authority is not to recommend to the Board of Commissioners an award of a contract if there are less than three (3) independent qualified bids submitted for that contract, except in instances where it has been determined that is unreasonable and/or improbable to believe that three bids will be forthcoming.
- b. For the purpose of the “Three Bid Minimum” Policy of the JCHA, a “bid” is defined as one submitted in accordance with all JCHA policies, practices and procedural requirements as outlined and defined in the bid specifications.
- c. A bidder attending a bid opening at which time there are fewer than three bids to be unsealed, may in its discretion, take back its sealed bid in the event the Purchasing Officer makes a determination that no bids will be unsealed due to the absence of the minimum number of bidders.

12. BID PROTEST:

Any actual or prospective contractor or vendor may protest the solicitation or award of a contract for serious violations of the principles of this statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within forty-eight (48) hours after the opening of the sealed bids or within forty-eight (48) hours of notice of selection of a competitive proposal, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision of the matter. The Contracting Officer may, at their discretion, suspend the procurement by pending resolution of the protest, if warranted by the facts permitted.

INSTRUCTIONS TO BIDDERS (cont.)13. DELIVERIES

NO PARTIAL DELIVERIES OR CHANGES TO THE DELIVERY SPECIFICATIONS WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING DEPARTMENT. FULL COMPLIANCE IS MANDATORY. THIS ORDER WILL BE CANCELLED IF NOT COMPLETED IN THIRTY (30) CALENDAR DAYS; UNLESS OTHERWISE SPECIFIED IN THE PURCHASE ORDER.

14. PAYMENT/INVOICES TO CONTRACTORS/VENDORS:

ALL INVOICES MUST SAY INVOICE, REFERENCE THE PURCHASE ORDER OR CONTRACT NUMBER AND ARE TO BE EMAILED AS AN ATTACHMENT TO invoice@jcha.us. HARD COPIES TO BE MAILED TO ATTN: ACCOUNTS PAYABLE (see address below). Payments will be made at approximately thirty (30) day intervals. All approved contractor/vendor payments will be via direct deposit from the JCHA's financial institution. The contractor/vendor (if awarded a contract) will be required to participate in the direct deposit payment program (ACH Payments) and will be asked to complete a Direct Deposit Authorization Form **(with a voided bank check)** and IRS Form W-9 and return them to the **JCHA**. Please return the required documents to:

**Jersey City Housing Authority
Accounts Payable Department
400 U.S. Highway #1 (Marion Gardens)
Jersey City, New Jersey 07306**

It is essential that both forms be completed and signed by the contractor's/vendor's authorized signer on the bank account.

NOTE: Invoices must be received by the JCHA between the first and third Friday of each month in order to be considered for payment within thirty (30) days.

15. STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE:

Prior to being awarded a contract, the vendor must supply a copy of the organization's "State of New Jersey Business Registration Certificate" issued by the Division of Revenue. Register online at [State of New Jersey Online Tax/Employer Registration \(njportal.com\)](http://njportal.com). Call the Division at (609) 292-1730 for questions.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT DIRECTIVE
AUGUST 1979

NAME OF COMPANY: _____

Please check if applicable:

(a) Minority Business: A business enterprise that is owned by, controlled by one or more socially or economically disadvantaged persons. Such disadvantages may arise from cultural, racial, chronic economic circumstances or background or other similar causes. Such persons include, but are not limited to: African-Americans, Puerto Ricans, Spanish-Speaking Americans, American Indians, Eskimos and Aleuts.

YES NO

(b) Small Business: A small business is defined in terms of the total dollar value of the firm's annual business. For construction business, the dollars value range up to \$12,000,000.00; for service business, up to \$9,000,000.00; and for supply business up to \$22,000,000.00.

YES NO

(c) Females:

YES NO

(c) Minority Females:

YES NO

REMARKS IF NECESSARY:

SPECIAL CONDITIONS1. AFFIRMATIVE ACTION PLAN

Attached is an Affirmative Action Plan* required by the Jersey City Housing Authority to which all bidders must respond. This plan has been approved by the Department of Housing & Urban Development (HUD). A contractor may submit an alternate Plan, however, this must be approved by HUD before being accepted by the JCHA. Any modifications by HUD to an alternate Plan must be carried out by the contractor. *Any bid submitted without an Affirmative Action Plan may be disqualified.*

2. WORK WEEK

The Authority's regular work week is Monday through Friday. The hours of work are from 8:00 A.M. to 4:00 P.M. The bidder shall conform to this schedule unless written permission is given by the Authority to deviate from this schedule.

3. MINORITY BUSINESS ENTERPRISE (MBE) REQUIREMENTS

- (a) Executive Order 123432 of July 14, 1983 entitled "Minority Business Development" is intended to assure the participation of minority owned business in HUD funded programs and to fulfill the objectives for minority involvement in Federally funded programs.
- (b) A "Minority Business Enterprise" means a business enterprise that is 51 percent or more owned, controlled, and actively operated by one or more persons who are classified as part of a socially and economically disadvantaged group. Such socially disadvantaged persons include: African-Americans, Puerto Ricans, Spanish-Speaking Americans, American Indians, Eskimos, Aleuts, Hasidic Jews, Asian Pacific Americans and Asian Indians. A female owned business is NOT considered an MBE, however, under Executive Order #12138, the Consultant is encouraged to take affirmative action to assist Women Owned Enterprises.
- (c) All bidders having contracts with the Authority for supplying labor and/or material supplies will be required to have Minority Business Enterprise providing 5% for Development Programs, 10% for Management Programs and 20% for Modernization Programs of the dollar value of the contract.
- (d) In submitting a bid, the bidder must certify that he/she will comply with the above requirements. This shall include submission of an affidavit which will be properly executed by the bidder. Failure to provide the affidavit may cause for the bidder's bid to be rejected at the discretion of the Authority.

* Pages AAP-1 to AAP-10

SPECIAL CONDITIONS (cont.)

(e) The Authority will require that the bidder provide evidence that the Minority Business Enterprise requirements are met during the duration of the contract.

(f) In the event that the Authority determines the bidder is not in compliance or that a condition appears to be developing, the Authority shall then take necessary steps to correct the situation or order to be in compliance.

(g) The above reference MBE requirement are considered to be integral and substantive portion of this contract in the same fashion as all other substantive portions of this contract, and breach or non-compliance therewith will result in breach and/or default of the contract, with imposition of any and all sanctions provided for herein as may be appropriate at the discretion of the Authority.

4. INSURANCE

Before commencing work, the bidder shall furnish the JCHA with Certificates of Insurance showing that the following insurance is in force and will insure all operations under the contract.

- a. General Liability shall include the following minimum coverage of \$500,000 per occurrence:
 - Comprehensive Form
 - Premises/Operation
 - Underground Explosion & Collapse Hazard
 - Products/Completed Operation
 - Contractual
 - Independent Contractor
 - Broad Form Property
 - Personal Injury
 - Excess Liability
- b. Automobile Liability shall be provided by coverage for ANY AUTO. If ANY AUTO coverage is not being provided, then list those applicable coverages that are being provided.
- c. All policies shall also have the following:
 - JCHA shall be named as additionally insured.
 - JCHA shall be listed as the Certificate Holder.
 - Certificate Holder shall also be a Cancellation Notice Recipient - Agent will send a copy of any cancellation notice to all Cancellation Notice Recipients 10 days before the policies are cancelled for non-payment or 30 days before the policies are cancelled for any reason other than non-payment.
 - Name of specific job shall be indicated, along with site name (if applicable).

SPECIAL CONDITIONS (cont.)**5. CONTRACTING OFFICER**

The Contracting Officer, pursuant to and for the purposes of all provisions of this contract and its conditions and specifications, is hereby designated as the Chief Architect of Development, Modernization & Sustainability Department for the Jersey City Housing Authority.

6. LEAD-BASED PAINT PROHIBITION

The use of any materials, equipment, supplies, products, etc., containing lead-based paint is prohibited. Compliance with 24 CFR Part 35 prohibiting the use of lead-based paint is required.

7. BUY AMERICAN

Pursuant to the requirements of N.J.S.A. 40A:11-18, only manufactured products of the United States of America, where available, shall be used in connection with this contract.

8. RIGHT TO KNOW LABELING

All containers[†] including shipping cartons, shall bear a label indicating the chemical name(s) and chemical abstracts service number(s) of all hazardous substances in the container, and all other substances which are among the five (5) most predominant substances in the container, or their trade secret registry number(s) (N.J.A.C. 8:59-5).

Paperwork **MUST** include MSDS sheets upon delivery of products.

9. HOLD HARMLESS & INDEMNITY LANGUAGE:

“...The Contractor/Vendor shall hold and save the JCHA, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor’s/Vendor’s performance...”

The Contractor/Vendor shall be responsible for all damages to persons or property that occurs: (1) at the job site while it is under the Contractor’s/Vendor’s control; (2) at any other areas that are under the sole and exclusive control of the Contractor/Vendor; and (3) as a result of the Contractor’s/Vendor’s fault or negligence or other act or omission of the Contractor/Vendor, or its employees, agents or subcontractors. The Contractor/Vendor shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor/Vendor shall defend, indemnify and hold and save the JCHA, its officers and agents, free and harmless from all claims, suits, actions, costs and liability of any nature occasioned by the Contractor’s/Vendor’s performance or that of its employees, agents or subcontractors. The Contractor/Vendor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for a completed unit of work which may have been accepted under the contract.

[†] “Container” means a receptacle used to hold a liquid, solid or gaseous substance such as bottles, bags, barrels, boxes, cans, cylinders, drums, and shipping cartons (N.J.A.C. 8:59-1.3).

CONTRACT TO BE COMPLETED WITHIN ONE (1) YEAR OR UNTIL UPSET LIMIT HAS BEEN REACHED. ANY CONTRACT NOT COMMENCING BY PROCEED NOTICE DATE WILL INVOKE A PENALTY OF \$100.00 PER DAY.

LIQUIDATED DAMAGES

This liquidated damage provision contained in this contract shall not be inclusive damage remedy available to the JCHA for breach or default hereof; and the parties hereto agree that the JCHA shall, in its discretion, additionally have the right to assert and claim any real or actual damages which may be sustained by it.

In addition to liquidated damages, you are advised that in the event of your late performance of this contract, the Authority reserves the right to consider any unjustified delay beyond the specified contract completion date, as a bearing on your responsibility to perform future contracts for the Authority.

The contractor/vendor shall not be penalized or charged with liquidated damages because of any delays in the completion of the contract due to unforeseeable cause beyond the control and without the fault or negligence of the contractor and/or vendor, including, but not restricted to: acts of God, or the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargo, blackouts, trade disputes and unusually severe weather conditions.

Documentation of any and/or all delays must be provided by contractor and/or vendor.

SPECIAL CONDITIONS

1. AWARD WILL BE MADE ON A LUMP SUM BASIS AT THE DISCRETION OF THE AUTHORITY.
2. IN CASE OF MATHEMATICAL ERROR IN THE EXTENSION OF PRICES IN THE BID, UNIT PRICES WILL GOVERN. UNIT PRICES SHALL INCLUDE DELIVERY.
3. ALL PRICES ARE TO BE F.O.B. DESTINATION UNLESS OTHERWISE DESIGNATED THEREIN.
4. THE PERSPECTIVE SUCCESSFUL BIDDER WILL BE REQUIRED TO SUBMIT SAMPLES/SPECIFICATION SHEETS AS REQUESTED BY THE AUTHORITY.
5. ANY BIDDER CHOOSING TO SUBMIT SAMPLES AND/OR SPECIFICATIONS WITH THE BID IS FREE TO DO SO.
6. FULL COMPLIANCE MANDATORY. NO CHANGES IN THE REQUIREMENTS PERMITTED WITHOUT THE WRITTEN CONSENT OF THE AUTHORITY.
7. NO FOREIGN OR CONVICT MADE MATERIAL WILL BE ACCEPTED.
8. ALL DELIVERIES TO BE MADE BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M., EXCLUDING THE FOLLOWING JCHA HOLIDAYS:
 - $\frac{1}{2}$ Day New Year's Eve (PM)
 - New Year's Day
 - Dr. Martin Luther King's Birthday
 - Presidents Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Columbus Day
 - Election Day (General)
 - Veteran's Day
 - Thanksgiving Day
 - Day After Thanksgiving
 - $\frac{1}{2}$ Day Christmas Eve (PM)
 - Christmas Day

VENDOR SHALL CONTACT THE AUTHORIZING PERSON AT THE JCHA TO CONFIRM DELIVERY DATE/TIME.

AFFIRMATIVE ACTION AFFIDAVIT

(To be completed by firms with less than 50 employees)

Reproduction & Blueprinting Services "As-Needed"
Project Name

STATE OF NEW JERSEY :
: SS.

State of _____, of full age, being duly sworn according to law,
on my oath depose and say that:

I am (President, Partner, Owner) of the firm of _____, a bidder making a proposal upon the above named project.

_____ does not have 50 employees or more inclusive of all officers and employees of every type.

I am familiar with the affirmative action requirements of P.L. 1975 c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

_____ has complied with all affirmative action requirements of the State of New Jersey including those required by P.L. 1975 c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

I am aware that if _____ does not comply with P.L. 1975 c. 127 and rules and regulations issued pursuant thereto, that no monies will be paid by the Public Housing Authority until an affirmative action plan is approved. I am also aware that the contract may be terminated and the _____ may be debarred from all public contracts, for a period of up to five (5) years.

In the event my work force increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information Report.

Signature of Authorized Representative

Name and Title

Subscribed and sworn to before me:

This _____ day of _____, 20____.

My commission expires

(Signature of NOTARY PUBLIC)

S E A L



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

STANDARD BID DOCUMENT REFERENCE

Name of Form	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN				
Statutory Reference	N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4				
Applicability		Y/N		Mandatory	Optional
	LPCL	Y	Goods and Services	X	
Instructions Reference					
Description	P.L. 2012, c.25 prohibits the awarding of State and local public contracts for goods and services with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Prior to contract award, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List").				

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

Disclosure of Investment Activities in Iran

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activates in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Jersey City Housing Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Jersey City Housing Authority notify the Jersey City Housing Authority in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Jersey City Housing Authority and that the Jersey City Housing Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	