

INVITATION TO BID

The Housing Authority of the City of Passaic (hereinafter called the Authority) will receive sealed bids for **Elevator Service and Maintenance for a Period of Two (2) Years at Harry K. Hecht Apartments and John J. Murphy Apartments.**

The **Bid Opening** will be held at **11:30 AM** (prevailing time) on **Thursday, January 26, 2023** in the Conference Room of the Authority, 52 Aspen Place, Passaic, New Jersey. ***NO LATE BIDS WILL BE ACCEPTED.*** Inspection of the sites will be held at **10:30 AM on Tuesday, January 17, 2023. THIS WILL BE THE ONLY TIME TO VISIT SITES.**

Bidding documents, including specification, may be obtained via the Housing Authority website www.passaichousing.org/procurement or at the Administration Office, 52 Aspen Place, Passaic, New Jersey 07055 or by calling (973) 365-6330. A non-refundable charge of \$20.00 (in certified/cashier check form) will be required to obtain specifications in hard copy form.

The Authority reserves the right to reject any and all bids and to waive any informalities in bidding. Bids will be awarded only to the corporation or other entity under whose name qualifications, pre-qualifications (where provided for by the Authority and applicable) bonding documentation and other documentation are submitted. Corporate affiliates, subsidiary 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 allow 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, Bid Bond; Consent of Surety; Certificate as to Corporate Principal; HUD Directive; and Affirmative Action). Photocopies and or telefax copies of such documents will not be accepted in lieu of originals.

All bidders will be required to submit a **certified or cashier check** to the order of the Authority for five percent (5%) of the amount of the bid or a bid bond for a like sum executed by a surety company qualified to do business in the State of New Jersey.

An appropriate surety's consent by a surety company qualified to do business in the State of New Jersey and on the approved list binding itself to become Surety for the full and faithful performance of the contract in the amount equal to one hundred percent (100%) of the contract for the protection of all persons furnishing materials or labor or fulfilling the contract is also required in all cases. Consent of Surety must be submitted with either type of security (5% of bid amount) including a certified or cashier's check and/or bid bond.

Bid bond, Consent of Surety, Performance and Payment Bonds must be obtained from Bid Bond /Surety Companies listed on the Federal Register "Department of Treasury" Circular 570. The register will be provided with the bid documents.

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

The successful bidder will be required to furnish and pay for satisfactory Performance and Payment Bond or Bonds in amount equal to one hundred (100%) of the contract price.

The provisions of Affirmative Action Program (AAP) and Minority Business Enterprise (MBE) are incorporated herein. Full requirements of the programs 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.

Date: **December 29, 2022**

By: **Pamela Mitchell**
Executive Director