

**"DRAFT"**

# **REQUEST FOR BIDS**

**WiFi Installation  
Montgomery Terrace**



**Due by: Tuesday, May 4<sup>th</sup>, 2021 at 1:00 PM**

**Red Bank Housing Authority  
52 Evergreen Terrace  
Red Bank, New Jersey 07701  
732 741-1808**

## **REQUEST FOR BIDS**

The Red Bank Housing Authority will accept bids for installation of Wifi at Montgomery Terrace. It is the Housing Authority's desire to retain and employ a duly qualified contractor. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

The services that are requested will be as follows:

- 1) Installation of a complete wireless WiFi system for all residents at Montgomery Terrace.
- 2) Use of an Enterprise class 802.11 or equal wireless network that provides coverage throughout the living spaces and common areas at the six-building located at Montgomery Terrace;
- 3) Work must include all hardware, software, design, configuration, cabling, physical installation and activation of all hardware and components necessary for the network. This also includes all switching, routing and network security solutions.
- 4) Uninterrupted power supplies and individual, lockable wall racks must be provided.
- 5) The network should be configured to operate and be remotely monitored and managed on a single platform with available site to site VPN capability, traffic shaping and prioritization.
- 6) All requirements above can be met by use of a Meraki MR series enterprise wireless access points, MS Series switches,

MX Series firewalls with enterprise licensing and APC power supplies. Use of other manufacturers will be the vendor responsibility to verify that the equipment is equal or greater than the equipment specified.

7) All networking hardware must include a minimum 5-year factory support and licensing.

8) All work must be accomplished in a professional manner and in accordance with industry standards. All work must be accomplished according to the applicable prevailing wage rates.

Qualifications:

1) Must be licensed by all applicable entities governing these services in the State of New Jersey.

2) Must have a minimum of three (3) years experience in the carting business.

3) Must be an approvable by the U.S. Department of Housing and Urban Development to provide these services.

Proposal Submission:

All persons interested in submitting a bid for installation of WiFi should submit a price as listed on the Bid Submission Sheet. The bid must include the following:

- 1) Bid Submission Form
- 2) Copy of the vendor's insurance certificate.
- 3) Listing of references and current customers.
- 4) Copy of New Jersey Business registration form
- 5) Copies of all relevant licenses.
- 6) Non-collusive Affidavit

- 7) Affirmative Action Compliance Notice
- 8) Attach information on the proposed equipment (Catalogs)

Sealed bids should be delivered to the Red Bank Housing Authority, 52 Evergreen Terrace, Red Bank, New Jersey on or before Tuesday, May 4th by 1:00 PM. The property is available for inspection between the hours of 10:00 AM to 2:00 PM, Monday to Friday with advance notice to the Housing Authority.

The Housing Authority reserves the right to reject any and all bids received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

WILLIAM F. SNYDER  
Executive Director

### Bid Submission

All persons interested in submitting a bid for installation of WiFi should submit a price based upon lump sum. The bid must include the following:

- 1) Proposal Submission Sheet
- 2) Copy of the vendor's insurance certificate.
- 3) Listing of references and current customers.
- 4) Copy of New Jersey Business registration form
- 5) Copies of all relevant licenses.
- 6) Non-collusive Affidavit
- 7) Affirmative Action Compliance Notice

BID SUBMISSION SHEET

**BID FOR INSTALLATION OF WIFI**

Red Bank Housing Authority  
52 Evergreen Terrace  
Red Bank, New Jersey 07071  
(732) 741-1808

Submitted by:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

1) Total Price for Installation of Wifi:        \$

2) Price for other services:

(Attach an itemization)

Term: Until Completions

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

The Housing Authority reserves the right to reject any and all bids received in response to its R.F.B. The bid must contain all of the attachments as stated in the "Bid Submission" section of the R.F.B.

| <b>STANDARD BID DOCUMENT REFERENCE</b> |   |
|--|---|
|  | <b>Reference: VII-A</b>   |
| Name of Form:                          | <b>AFFIRMATIVE ACTION COMPLIANCE NOTICE</b>                             |
| Statutory Reference:                   | N.J.S.A. 10:5-31 (P.L 1975, c.127) and N.J.A.C 17:27-1 et seq.          |
| Instructions Reference:                | Statutory and Other Requirements VII-A-1                                |
| Description:                           | To assure vendor compliance with State affirmative action requirements. |

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

**This form provides the bidder guidance on the requirements. It is advisory in nature only and is a non-mandatory, waivable form.**

For information on the requirements of the Affirmative Action Law, contact:

Division of Contract Compliance & Equal Employment Opportunity  
in Public Contracting  
Department of the Treasury  
State of New Jersey  
P.O. Box 209  
Trenton, NJ 08625-0209  
609-292-5473  
E-mail:

[www.state.nj.us/treasury/contract\\_compliance/ccmail.shtml](http://www.state.nj.us/treasury/contract_compliance/ccmail.shtml)

Agency website: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS  
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE:

PRINT NAME: \_\_\_\_\_  
\_\_\_\_\_

TITLE:

DATE: \_\_\_\_\_



**STANDARD BID DOCUMENT REFERENCE**

**Reference: VII-H**

Name of Form:

**NON-COLLUSION AFFIDAVIT**

Statutory Reference:

No specific statutory reference  
State Statutory Reference N.J.S.A. 52:34-15

Instructions Reference:

Statutory and Other Requirements VII-H

Description:

The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_  
ss:

I, \_\_\_\_\_ residing in

\_\_\_\_\_  
(name of affiant)

in the County of \_\_\_\_\_ (name of municipality) and State of \_\_\_\_\_  
of full age, being duly sworn according to law  
on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this  
Proposal for the bid

entitled \_\_\_\_\_, and that I executed the  
said proposal with

\_\_\_\_\_ (title of bid proposal)  
full authority to do so that said bidder has not, directly or  
indirectly entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free,  
competitive bidding in connection with the above named project; and  
that all statements contained in said proposal and in this  
affidavit are true and correct, and made with full knowledge that  
the \_\_\_\_\_ relies upon the truth  
of the statements contained in said Proposal

\_\_\_\_\_ (name of contracting unit)  
and in the statements contained in this affidavit in awarding the  
contract for the said project.

I further warrant that no person or selling agency has been  
employed or retained to solicit or secure such contract upon an  
agreement or understanding for a commission, percentage, brokerage,  
or contingent fee, except bona fide employees or bona fide  
established commercial or selling agencies maintained by

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_ Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

