

**TOWNSHIP OF BLOOMFIELD
PUBLIC NOTICE
SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR
ELEVATOR SUB-CODE INSPECTION SERVICES**

The Township of Bloomfield is soliciting a request for Proposal (“RFP”) to provide

ELEVATOR SUB-CODE INSPECTION SERVICES

for a contract period beginning on January 1, 2024 and ending December 31, 2025.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Friday, December 1, 2023, 11:00 A.M. prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk’s Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <https://www.bloomfieldtwpnj.com/244/Bids-RFPs-RFOs>. Bids will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

Elevator Sub-code Inspection Services

The Township of Bloomfield invites proposals from qualified Responders (as defined below) for Elevator Sub-code plan review and on-site inspection services ("Elevator Sub-code Services") pursuant to the New Jersey Uniform Construction Code Regulations under the direction of the Bloomfield Construction Official for a two (2) term.

The Responder awarded the contract shall be required to execute a written contract with the Township in form attached.

Qualified Responders:

1. Only Responses from "Qualified Responders" will be accepted. The following criteria must be satisfied in order for a Responder to be deemed "qualified":
2. Each of Responder's staff members used to provide services to the Township shall be properly issued all necessary licenses to perform the required sub-code work.
3. Each of Responder's staff members used to provide services to the Township must be approved by the Bloomfield Construction Official, who shall have the discretion to determine that each such staff member is able to effectively enforce the Sub-code for which the bid is submitted.
4. The Responder must demonstrate capability to timely comply with all the duties and responsibilities and all rules and regulations related to the Elevator sub-code.
5. The Responder must demonstrate capability to provide qualified covering personnel for all absence of personnel due to vacation leave, sick leave, etc.

Form of Response:

The response to this RFP must be in writing and shall include but not limited to the following information:

1. Name of Responder.
2. Number of years in business under its present name & address. If less than 5 years, list previous names and addresses.

3. If within the last 5 years the Responder or any business in which a stockholder, partner, member or officer of Responder has an ownership interest failed to complete a contract awarded to them. Provide the details in a separate letter. If not, so state in the Response.
4. If any liens and lawsuits been filed against the Responder or any business in which a stockholder, partner, member or officer of Responder has an ownership interest in the past 5 years, provide the details in a separate letter. If none, so state in the Response.
5. Provide references for 5 similar work/services performed by the Responder in the past 3 years. (List user name and the address).
6. State whether Respondent's office is open and staffed at least thirty-five (35) hours per week by salaried or hourly employees.
7. State the name of each person who will serve as the Responder's responsible Sub-Code Official and each staff member used to provide services to the Township if awarded the contract and the technical educational and licensure qualification of each person named. Include the written consent of each person to a background check to be completed by the Township.
8. A complete list of all municipalities served by the Responder specifically identifying the Sub-codes enforced in each municipality named and the number of permits supervised with the number of inspections performed during an average month of the previous year.
9. A narrative description of the arrangements the Responder proposes for the issuance of minor and single trade permits.
10. The time in which the Responder will commit to perform plan reviews.
11. The time in which the Responder will commit to conduct required inspections or plan reviews where the response time is less than the maximum time established in the regulations. If Responder cannot commit to a response time less than the maximum, please so state in Responder's proposal.
12. The time in which the Responder will commit to respond to requests for required inspections from the construction industry.
13. The time within which Responder will commit to respond to request for an emergency inspection.

14. All personnel assigned to provide services to the Township must have good oral and written communication skills and sufficient computer proficiency to allow such personnel to enter inspection and other required information in applicable data systems.
15. An acknowledgement that the Construction Official deems it necessary that Responder's personnel need additional computer training to enable Responder's personnel to meet the requirements of item 14 above, the cost for such training shall be paid by the third party on-site agency.
16. A completed Company History Questionnaire in the form attached.
17. A completed Price Response Form in the form attached.
18. A completed Non-Collusion Affidavit in the form attached.
19. A completed Business Entity Disclosure Certification as required by the "pay to play" law, N.J.S.A. 19:44A-2026.
20. A Certificate of Insurance showing coverage of at least \$1,000,000 per occurrence in form and substance and issued by an insurance carrier satisfactory to the Township's Risk Management Consultant.
21. A copy of Responder's effective NJ Business Registration Form issued by the New Jersey Department of the Treasury.

FAILURE TO INCLUDE ALL THE ABOVE ITEMS MAY BE CAUSE TO REJECT THE RESPONSE.

**PRICE RESPONSE FORM
FOR
THIRD PARTY ELEVATOR SUBCODE INSPECTIONS
AND
PLAN REVIEW SERVICES**

In accordance with the Request for Proposals the undersigned hereby responds to the Request for Proposals and promises to furnish and/or deliver the services for the items covered by this contract at a percentage of the State of New Jersey Uniform Construction Code fee scheduled.

Elevator Sub-Code Inspection/Plan Review Services at the rate of ____ % of the UCC Fee Schedule.

Company/Partnership Name: _____

Signature: _____

Print Name and Title: _____

Street Address: _____

City, State Zip Code: _____

Phone #: _____ Fax #: _____

E-Mail: _____

Submission:

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Fee schedule.
4. Statement of Availability to perform work outlined in the Scope of Services.
5. Copy of Business Registration Certificate.
6. Copies of other required disclosure information.

Selection:

The Mayor and Council reserve the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Fee.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES