



Housing Authority of the City of Perth Amboy

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EDWARD TESTINO

Request for Proposals (RFP)

Right-to-Know Compliance Services

Proposals due by 2:00 PM on Thursday, February 14, 2019

Perth Amboy Housing Authority
Request for Proposal
Right-to-Know (RTK) Compliance Services

INTRODUCTION

The Housing Authority of the City of Perth Amboy (Authority) requires the services of a qualified individual or firm to assist the Authority with necessary Right-to-Know compliance services and/or NJDOL, PEOSH, DOL, OSHA compliance services for a two-year period.

The selected firm shall be registered to do business in the State of New Jersey and submit a valid NJ Business Registration Certificate with their proposal.

Questions regarding this RFP are to be requested in writing to Kristi Duffy, Asset Manager, by email at kduffy@PerthAmboyHA.org or by phone at (732) 826-3110 ext. 612.

Proposals will be accepted until 2:00 p.m. on Thursday, February 14, 2019 by email at the address listed above.

SCOPE OF SERVICES

The selected firm must have adequate knowledge and resources to effectively and completely perform a RTK compliance survey as mandated by NJ State law.

Right-to-Know Compliance Program

- I. Hazardous substances inventory
- II. Completion of RTK workplace survey (N.J.A.C. 8:59 2.2 (a)) and distribution of same (N.J.A.C. 8:59-2.1 (d)), including the reporting of substances and mixtures with unknown compounds. The 2018 update survey will be due July 15, 2019, and the 2019 update survey is anticipated to be due July 15, 2020. Both surveys shall be submitted online using the New Jersey Department of Health (NJDOH) Right to Know Program electronic filing system.
- III. Submitting the completed workplace surveys on the NJDOH Right to Know Program electronic survey filing system by the established due dates.
- IV. Updating of central and development files to contain current copies of workplace survey, applicable material safety data sheets, hazardous substances fact sheets, and environmental survey on an annual basis (N.J.A.C. 8:59-7:2 (a)).
- V. Labeling of chemical containers on an annual basis (N.J.A.C. 8:59-5.1 (c)).
- VI. The above services shall be furnished with regard to the Authority's existing public housing units, which consist of six sites with 362 dwelling units.
- VII. NJDOL, PEOSH, DOL, OSHA Compliance: From time to time the Authority requires assistance in determining its compliance with the requirements of the above agencies. This may involve reviewing policies and procedures, updating or developing policies and

procedures, and conducting training for Housing Authority personnel. Services may include updating as needed the Authority's written Hazard Communication Plan in accordance with the hazard communication standard from OSHA. Services are to be provided at the Authority's request at a pre-determined hourly rate. There will be no amount of minimum hours guaranteed in the contract.

Proposal Requirements

Proposals shall contain a description of the respondent's qualifications and experience, a listing of fees as indicated below and a business registration certificate. Respondents must also include a work plan addressing how services will be provided and indicating staff to be assigned to the project. The proposal must respond to each of the evaluation criteria listed below.

Fee/Hourly Rate

The Authority requests an annual flat rate to complete all RTK services. The contractor shall also submit an hourly fee for NJDOL, PEOSH, DOL, and OSHA compliance services that may be needed. Any additional fees that might be incurred should also be disclosed.

Evaluation Criteria

Proposals will be evaluated based on the response to the evaluation criteria below:

- Experience of firm in performing similar work in past- 20 points
- Qualifications of individuals proposed to perform the services- 20 points
- Quality of the work plan-20 points
- Price- 40 points

The Authority reserves the right to negotiate all fees, to use a do not exceed clause regarding the contract dollar amount, and to split the RTK and NJDOL, PEOSH, DOL, OSHA services into separate contracts. All proposals shall be emailed to kduffy@PerthAmboyHA.org.

The Authority retains the right to reject any and all proposals, or to award a contract for performance of the contract services to the respondent whose proposal is deemed most advantageous to the Authority taking consideration the evaluation factors set forth above.

Public Ad

LEGAL NOTICE-REQUEST FOR PROPOSALS HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY RIGHT TO KNOW COMPLIANCE SERVICES

The Housing Authority of the City of Perth Amboy (Authority) requires the services of a qualified individual or firm to assist the Authority with necessary Right-to-Know compliance services and/or NJDOL, PEOSH, DOL, OSHA compliance services for a two-year period, renewable for one additional two year period at the same terms. The selected firm shall be registered to do business in the State of New Jersey and submit a valid NJ Business Registration Certificate with their proposal. The full Request for Proposals (RFP) may be downloaded from www.PerthAmboyHA.org and submitted as requested in the RFP. Proposals will be accepted until 2:00 p.m. on Thursday, February 14, 2019 by email. The Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the employment or procurement of services. Bidders are required to comply with the requirements of Public Law 1975 Chapter 127 (N.J.A.C. 17:27) which pertains to

“Non-Discrimination” and “Affirmative Actions”, and Public Law 1977, c.33, which requires a Statement of Corporate Ownership. Bidders are also required to provide proof of valid business registration with the New Jersey Division of Revenue. The Authority reserves the right to reject any and all proposals.

Form of Contract

ARTICLE 1. Statement of Work. The Contractor shall furnish all labor, material, tools, and equipment and shall perform all work as requested by the authority in regard to compliance with N.J. Right to Know labeling, inventory, central file maintenance, and hazard communications plan for each facility in accordance with applicable New Jersey Statutes and Administrative Codes. The Contractor shall also prepare the annual surveys for years 2018 and 2019 (and submit online by July 15, 2019 and July 15, 2020, respectively). All surveys shall be submitted online using the New Jersey Department of Health (NJDOH) Right to Know Program electronic filing system.

ARTICLE 2. Contract Term. The contract term shall be for a period of two years ending with the electronic filing of the 2019 survey on or before July 15, 2020. The contract shall be renewable for one additional two-year term at the same rates and at the agreement of both parties. At any time the Authority may terminate the contract, following thirty days prior written notice to the Contractor, in whole or in part.

ARTICLE 3. Contract Price The contractor shall be paid the amount of (_____ dollars and ____ cents) (\$____.____) for the 2018 survey due July 15, 2019 and (_____ dollars and ____ cents) (\$____.____) for the 2019 survey anticipated to be due July 15, 2020. Should the contract be renewed the rate shall remain the same as the 2019 survey for both additional years.

ARTICLE 4. Payment. Payment shall be made upon acceptance of work and receipt of invoice.

ARTICLE 5. Contract Documents. Contract document shall consist of the following component parts:

- 1.) This Instrument;
- 2.) The RFP for RTK Compliance Services dated February 14, 2019.
- 3.) The proposal submitted by the contractor dated February 14, 2019.

This instrument together with the documents enumerated in this Article form the Contract and they are as fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of this Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in Article shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument for the performance of the Right to Know compliance services executed as of the day and year first written above.

Contractor:

By: _____
(signature of Contracting Officer)

Print name: _____

Title _____

Business Address: _____

Phone / Fax: _____

Housing Authority of the City of Perth Amboy

By: _____

(signature of Contracting Officer)

Print Name: Douglas G. Dzema

Title: Executive Director

Business Address: 881 Amboy Avenue

PO Box 390

Perth Amboy, NJ 08862

Phone / Fax: 732-826-3110 / 732-826-3111