



Request for Proposal – Management of Apartments & Building Maintenance

The Lakewood Industrial Commission is seeking to secure the services of a Registered NJ State Contractor for management of the Strand Apartments & Strand building maintenance. As herein described the Strand Apartments consist of 10 units that are located at 301 4th Street, Lakewood, New Jersey. The building in its entirety is located at the corner of 4th Street and Clifton Avenue, Lakewood, New Jersey.

Specifically, the Lakewood Industrial Commission seeks to have the following services performed:

1. Provide full maintenance service at a cost of time plus materials as required (such services shall include carpentry, electrical and plumbing);
2. Provide routine maintenance of common areas;
3. Monthly inspection and documentation of fire/emergency exit signs and lighting;
4. Advertise and locate quality tenants when apartments become available;
5. Collect rent and deposit into a dedicated account;
6. Provide documentation of tenant statements and dedicated rental account statements;
7. Obtain Township C/O inspections as needed; and
8. Process Tenant eviction for non-payment of rent.

Companies interested in providing said services may submit an outline of the scope of services to be provided and a fee structure including cost of labor and equipment. Submissions must also include a list of the firm's previous and/or on-going contracts with dates, address and contact information for the last 2 years.

Company must provide: (1) Proof of Insurance; (2) Indemnity and Hold Harmless Agreement; (3) Insurance and Indemnification documents; (4) Disclosure of Ownership; (5) New Jersey Business Registration Certificate and any other documents included in this package not otherwise specified here.

The contractor and any of its subcontractors shall comply with all the requirements of the Labor Laws of the State of New Jersey applicable to contracts on behalf of this Owner for construction, alteration or repair of any building or public work, including particularly, but without limitation of the foregoing, the provisions of N.J.S.A 10:2-1 to 10:2-4, inclusive and N.J.S.A 34:11-56.25 et seq, New Jersey Prevailing Wage Act.

A walk-through of the building can be arranged by calling the Commission's Executive Director, Steven Reinman at 732-364-2500 Extension 5333.

This is a two-year contract. The period of the contract for this service is August 1, 2021, through July 31, 2023. This contract may be extended for a third one-year period if both parties agree; qualifying for an increase based upon the price index rate (LPCL) found on the NJ government DCA website at the time of the extension.

Proposals must be submitted to and received by the Executive Director of the Lakewood Industrial Commission by **Friday, July 9, 2021 at or before 12:00 p.m.**

Due to current COVID-19 protocols in practice, this Request for Proposals (RFP) **MUST** be answered by submission **by email ONLY**. The completed, original RFPs **MUST** be saved as a PDF file and emailed to LIC@lakewoodnj.gov. This response will be collected electronically.

All proposals must be emailed with the name and address of the party submitting the proposal and labeled “Sealed Original Proposal: Management of Apartments & Building Maintenance on the subject line of the email. Faxed, mailed, courier and/or delivery service (such as UPS, FedEx, etc.) responses are not acceptable.

Steven Reinman
Executive Director
Lakewood Industrial Commission

FORMS

| Submission Requirement | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Disclosure of Ownership Form |
| 2. | Copy of Business Registration Certificate <i>as issued by the State of New Jersey, Department of Treasury, Division of Revenue</i> To retrieve a copy: NJ BRC Search |
| | |
| | FOLLOWING AWARD OF CONTRACT: |
| | <ul style="list-style-type: none">• W-9 Request for Taxpayers Identification Number and Certification: https://www.irs.gov/pub/irs-pdf/fw9.pdf• Certificate of Insurance issued to Lakewood Industrial Commission and naming Lakewood Industrial Commission as Added Insured• Affirmative Action Compliance• Americans with Disabilities Act, Environmental Compliance and Conflict of Interest Certification |



For additional Information:
Please call Anita Doyle at 732-998-0719 or email your
request to LIC@lakewoodnj.gov

**INDUSTRIAL COMMISSION OF THE
TOWNSHIP OF LAKEWOOD
DISCLOSURE OF OWNERSHIP FORM**

NJSA 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (*skip Parts II and III, execute certification in Part IV*)
- Non-Profit Corporation (*skip Parts II and III, execute certification in Part IV*)
- For-Profit Corporation (*any type*) Limited Liability Company (*LLC*)
- Partnership Limited Partnership Limited Liability Partnership (*LLP*)

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, or of all members in the limited liability company who own a ten percent (10%) or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW THIS SECTION.)**

OR

- No one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or not individual partner in the partnership owns a ten percent (10%) or greater interest therein, or no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be. **(SKIP TO PART IV.)**

Please attach additional sheets if more space is needed:

**INDUSTRIAL COMMISSION OF THE
TOWNSHIP OF LAKEWOOD
DISCLOSURE OF OWNERSHIP FORM**
Continued

| Name of Individual or Business Entity | Home Address (<i>for Individuals</i>) or Business Address |
|---------------------------------------|-------------------------------------------------------------|
| | |
| | |
| | |
| | |

Park III Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in Part II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a ten percent (10%) or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a ten percent (10%) or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

| Website (URL) Containing the Last Annual SEC (<i>or Foreign Equivalent</i>) Filing | Page #'s |
|--------------------------------------------------------------------------------------|----------|
| | |
| | |
| | |

Please list the names and addresses of each stockholder, partner or member owning a ten percent (10%) or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II, **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the ten percent (10%) ownership criteria established pursuant to NJSA, 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

INDUSTRIAL COMMISSION OF THE TOWNSHIP OF LAKEWOOD
Mandatory Equal Employment Opportunity Notice
N.J.S.A. 10:5-31 et seq. and N.J.A.C 17:27 et seq.
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS
(Contracts over \$17,500)

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

The successful entity shall submit to the Township of Lakewood, 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 vendor 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. 17:27-1.1 et seq.; or
- (C) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Township of Lakewood to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful entity may obtain the Employee Information Report (AA302) from the office of the Lakewood Industrial Commission during normal business hours and distributed in accordance with the requirements on the Employee Information Report.

The undersigned entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

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

Company: _____

Signature: _____ Print Name: _____

Title: _____ Date: _____

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and the employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, 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 agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et. seq., as amended and supplemented from time to time, and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5-2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but no limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The 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:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302
([AA302 Form and Instructions](#))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**INDUSTRIAL COMMISSION OF THE TOWNSHIP OF LAKEWOOD
AMERICANS WITH DISABILITIES ACT, ENVIRONMENTAL COMPLIANCE
AND CONFLICT OF INTEREST CERTIFICATION**

The Contractor and the Township of Lakewood do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. § 12101 et seq.) which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Township of Lakewood pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Township of Lakewood in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the Township of Lakewood, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith.

The Township of Lakewood shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Township of Lakewood or any of its agents, servants and employees, the Township of Lakewood shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township of Lakewood or its representatives.

It is expressly agreed and understood that any approval by the Township of Lakewood of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the Township of Lakewood pursuant to this paragraph.

It is further agreed and understood that the Township of Lakewood assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provision of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Township of Lakewood from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

The Township of Lakewood does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The Township of Lakewood shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

The Township of Lakewood considers it to be a substantial conflict of interest for any company desiring to do business with the Township of Lakewood to be owned, operated or managed by any Township of Lakewood employee, nor shall any Township of Lakewood personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the Township of Lakewood.

I hereby certify compliance with the foregoing.

The undersigned is a Partnership | Corporation | Individual under the law of the State of _____,

having principal offices at _____.

Name of Entity

Signed by:

(signature)

Print Name and Official Title

Address:

Telephone:

E-mail address:

Federal ID. No.:

Dated

**INDUSTRIAL COMMISSION OF THE TOWNSHIP OF LAKEWOOD
INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM**

Certificate(s) of Insurance for Professional Liability Insurance, satisfactory to the Township of Lakewood, shall be filed with the LAKEWOOD INDUSTRIAL COMMISSION upon award of contract.

The minimum amounts of insurance to be carried by the Entity shall be as follows:

2. Professional Liability Insurance

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgment of Insurance Requirement:

Signature

Date

(Print Name and Title)