

REQUEST FOR PROPOSAL #17-4

Brick Façade Repairs for Marino Banquet Hall,
11 Washington Street, Bridgeton, NJ 08302
Client: Gateway Community Action Partnership

I. PROPOSAL PARAMETERS AND GUIDELINES

- A. **Submission Requirements.** All proposals must be presented in accordance with the requirements, format, and guidelines described in this Request for Proposal (RFP) document.
- B. **Submission Deadline.** Interested entities must submit (3) copies of proposals no later than **10:00 a.m., Thursday April 13th**. Submittals should be addressed and delivered to:

Edward Bethea, Executive Vice President/Chief Operating Officer
Gateway Community Action Partnership
110 Cohansey Street 08302
(856) 451-6330, Ext. 6655

- C. **Pre-Bid Meeting.** Mandatory pre-bid meeting 10 A.M., Thursday March 30th, 110 Cohansey St., Bridgeton, NJ 08302.
- D. **Interpretation and Addenda.** All bid documents are located on our website (www.gatewaycap.org). All questions, requests for interpretation, and comments shall be prepared in writing and submitted Nakia Ames (names@gatewaycap.org) via email by Friday April 7th. Question and clarification responses will be sent to all parties having submitted questions. All responses will be binding. If a respondent has no questions please state so via email so that responses will be forwarded. Oral and other interpretations will be without legal effect.

II. REQUEST FOR PROPOSAL

This RFP is issued by Gateway Community Action Partnership (GCAP), a 501 (c) (3) tax exempt nonprofit corporation.

III. RFP SUBMISSION REQUIREMENTS

- A. Respondent's submissions must include the following core components, in order to be considered responsive to this solicitation:
- Completed, ITEMIZED pricing schedule(s) for base contract and any alternates.
 - A performance bond for 100% of the contract price is required.
 - A preliminary deliverable schedule and timeline.
 - A signed W-9.
 - A Business Registration & Insurance Certificate
 - Certificate of Insurance with the following **minimum** coverage limits
 - General Liability \$1,000,000 Occurrence, \$2,000,000 Aggregate
 - Worker's Compensation, \$500,000
 - Employer's Liability Insurance \$500,000 per employee, \$1,000,000 Aggregate
 - General Liability Insurance shall be written on an "occurrence" basis. General Liability Insurance shall name the owner as additional insured on a primary and non-contributory basis.

IV. CONDITIONS FOR SUBMISSION OF PROPOSAL

- A. All proposals in response to this request must meet the following conditions to be considered:
- Proposals must be received by the date and time specified; **late proposals will be disqualified.**

- In order to be considered for selection, applicants must submit a complete proposal. **Incomplete proposals may not be considered.**
 - Proposals must include a Cover Sheet or Letter clearly stating the name of the applicant, address and telephone number of the applicant representative.
- B. The funding award for these services and project shall be made at the sole discretion of the Gateway Community Action Partnership Board of Directors. Gateway Community Action Partnership is under no obligation to select any presented proposals. Funding is subject to all necessary approvals by Federal, State and local agencies and their representatives. GCAP reserves the right to request additional information from all applicants. GCAP reserves the right and anticipates inviting top respondents to engage in an interview process to obtain additional information that will be used during the selection process. GCAP reserves the right to reject any and all proposals submitted, and to negotiate portions thereof.

V. APPLICATION RANKING CRITERIA.

- A. All submissions shall be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive, and will not be subject to further review.
- B. The responsive submissions shall be evaluated and ranked in accordance with the scoring criteria, based upon a 10-point system.
- 2 points – Completeness according to specification sheets provided
 - 6 points – Overall cost estimates
 - 2 points – Timeliness of project deliverables

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to ISSUER is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)