

**DEPARTMENT OF CORRECTIONS**  
**Capital Planning & Construction Unit**  
**REQUEST FOR PROPOSAL**

Please submit sealed bid in the enclosed envelope.

The State of New Jersey, Department of Corrections is soliciting Bids for the following:

PROJECT: Roof Repair Stowe Cottage.

LOCATION: Edna Mahan Correctional Facility

IN ACCORDANCE WITH ATTACHED:

( ) PLANS ( ) SKETCH(S) ( ) Instruction to Bidders  
( ) SPECIFICATIONS (X) Scope of Work

PROJECT NO: EMC-226  
DATE: 4/5/13

**INSTRUCTIONS TO BIDDERS**

- a) Proposals must be received at the Department of Corrections Central Office Facility at the address listed below by 5/2/13; 4:00 p.m., at which time bids will be opened.
- b) Proposals being sent via the United States Postal Service (USPS) or Commercial Parcel Carrier (such as UPS or FedEx) must be sent to the following address: **New Jersey Department of Corrections, Bureau of Procurement and Contract Management, Division of Administration, Stuyvesant & Whittlesey Roads, P.O. Box 863, Trenton, NJ 08625**
- c) Proposals being hand delivered must be taken to the following location: **New Jersey Department of Corrections, Attn: Fran Gable, Administration building room #214, Stuyvesant & Whittlesey Roads, Trenton, NJ 08618.**
- d) Please use the enclosed self addressed return envelope.
- e) Providing proposals to the USPS or Commercial Parcel Carrier prior to the due date and time or obtaining a postmark or tracking number does NOT satisfy the requirement of receipt at the Department of Corrections by the due date and time.
- f) Any contractor desiring to tender a responsible bid must acquaint himself with site conditions and examine carefully the bidding documents. The signature of the bidder or his authorized representative on this document shall constitute an agreement to abide by the declarations and conditions of contract contained herein and with the plans and/or specifications provided. **Unsigned proposals will be considered non-responsive. A mandatory site visit is scheduled for 4/25/13 at 10:00 a.m. Please contact Robert Van Tassell at 609-499-5462 by 4/23/13. to verify your attendance.**
- g) This document becomes the contract when and if accepted by the State of New Jersey, Dept. of Corrections. The signature of the approving State Officer shall constitute execution of the contract.
- h) Upon award, the successful bidder will receive a fully endorsed copy of this document accompanied by an Invoice Voucher. **The invoice shall be completed and forwarded to the DOC, Bureau of Budget and Fiscal Planning, Attn: Damian Hadden, Whittlesey Road, P.O. Box 863, after satisfactory completion of the work.**
- i) Attach a copy of your certificate of Pre-qualification.
- j) Provided below are information and cost declarations to be completed by the bidder.
- k) Contractor shall include a copy of "Certificate of Registration" issued by NJ Dept. of Labor per C-34:11-56-48.

**BUSINESS INFORMATION**

Name: Alper Enterprises, Inc.

Address: 530 Kings Hwy, Moorestown, NJ 08057

Federal Identification No:

Telephone No

856-866-5646

FAX No:

856-866-1943

**BIDDERS LUMP SUM COST DECLARATION**

Lump Sum Amount: \$ 27,700<sup>00</sup>/<sub>xx</sub>

Description: EPDM roof replacement per specs

**BIDDERS UNIT COST DECLARATION**

Description	Unit	Add	Deduct
<u>Steel deck replacement</u>	<u>SF</u>	<u>15<sup>00</sup>/<sub>xx</sub></u>	<u>15<sup>00</sup>/<sub>xx</sub></u>

**CONDITIONS OF CONTRACT**

1. The prices quoted on this document shall remain firm for sixty (60) days after bid due date.
2. The contractor shall procure and shall maintain for the life of this contract, workmen's Compensation Insurance as required by applicable state statutes for those employees engaged in work at the project site.
3. The contractor shall procure and maintain for the life, of this contract, contractor's Public Liability Insurance, contractor's Property Damage Insurance and Vehicle Liability Insurance is required by applicable state statutes.
4. All material, equipment, and workmanship shall be guaranteed by the contractor for one year from date of acceptance by the Supervisor, Capital Planning & Construction Unit. The contractor shall supply said unit with all applicable manufacturers' guarantees and warranties prior to submitting final invoice.
5. Prior to project acceptance contractor shall supply to the Capital Planning & Construction Unit two sets of bound parts list(s), drawings, and instruction manuals for the operation, maintenance, and repair of mechanical/electrical equipment and/or systems.
6. The contractor agrees that he and/or his subcontractors will abide by the provision of NJSA 10:2-1 thru 10:2-3 dealing with discrimination in employment on public contract & the associated rules and regulations.
7. The contractor agrees to abide by the New Jersey Prevailing Wage Act, P.L. 1963, Chapter 150, and the rates in effect for the geographical location of this project.
8. Contract completion date is agreed as 60 days after award.
9. All Affirmative Action forms and Procedures must be adhered to as attached.

**ENDORSEMENTS**

Print name and title of contractor/authorized Representative I,

Craig A. Alper, President

AGREE TO THE TERMS AS HEREIN STATED,

Signature

DATE: 5/1/2013

THE STATE OF NEW JERSEY, DEPARTMENT OF CORRECTIONS

ACCEPTS THE ABOVE PROPOSAL.

Joseph Saunders, Construction Management Specialist I  
Capital Planning & Construction Unit

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

**AFFIRMATIVE ACTION LANGUAGE "B"**

**PLEASE INCLUDE WITH YOUR BID. THANK YOU.**

If there are any questions on this form, please contact EEO in Public Contracts at  
(609) 984-4836.



(Revised 4/2010)  
**EXHIBIT B**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**CONSTRUCTION CONTRACTS**

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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 forth 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, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union or workers' 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.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27□7.2; provided, however, that the Division may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Division is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Division, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27□7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women



**EXHIBIT B**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) , N.J.A.C. 17:27**  
**CONSTRUCTION CONTRACTS**  
(continued)

workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

- (1) To notify the public agency compliance officer, the Division, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
- (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
- (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;
- (4) To leave standing requests for additional referral to minority and women workers with the local construction trade union; provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
- (5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;
- (6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:
  - (i) The contractor or subcontractor shall interview the referred minority or women worker.
  - (ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Division. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.
  - (iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Division, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.



**EXHIBIT B**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) , N.J.A.C. 17:27**  
**CONSTRUCTION CONTRACTS**  
(continued)

- (iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Division.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Division and submitted promptly to the Division upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Division an initial project workforce report (Form AA 201) electronically provided to the public agency by the Division, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Division and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for On-the-job and/or off-the-job programs for outreach and training of minorities and women.

(D) The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

# **SCOPE OF WORK**

## **STOWE COTTAGE EDNA MAHAN CORRECTIONAL FACILITY EMC-226**

- Remove and legally dispose of existing roofing to the steel deck.
- 2" LSO Insulation mechanically attached.
- PT 2 x 6 lumber mechanically fastened at perimeter.
- Versico EPDM .060" black fully adhered roofing system with all flashings and tie in to existing
- Aluminum drip edge, gutter and downspouts.
- Remove and replace up to 60sf of deteriorated steel deck Deck will be mechanically attached. Any quantity over this will be replaced at the unit price.
- One year warranty on labor and material.

**CONSTRUCTION CONTRACTS  
LANGUAGE "B"**

In the event that you or your firm is awarded this contract, our office upon award will send the necessary additional forms. These should be submitted within three (3) working days of notification. (Bidders are required to comply with requirement of P.L. 1975, C. 127 N.J.A.C. 17:27)

All successful Construction contractors must submit the following as evidence:

1. Complete form AA-201 (Initial Project Manning Report – Construction)
2. This report must be submitted to the Public Agency that awards the contract and the division of Contract Compliance and EEO in Public Contract Office no later than three (3) business days after the contractor signs the contract.
3. Each contract over \$17,500.00 or an accumulation in any given year over the \$17,500.00 threshold must contain Language "B".
4. Are you a Minority Owned Business?  
( ) Yes      (✓) No

I certify that the above information is correct to the best of my knowledge.

Name: Craig A. Alper      Title: President

Signature: CRAA      Date: 5/1/2013

**Contractor: Please complete and sign this form, and return it with your contract or Bid Proposal.**

\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\*

\*Special Note: This questionnaire must be completed, signed & returned with your bid.