

REQUEST FOR BIDS

Elevator Maintenance

**DUE: OCTOBER 8TH, 2025
10:00 AM**

**NEWTON HOUSING AUTHORITY
32 LIBERTY STREET
NEWTON, NJ 07860
TELEPHONE: 973-383- 5191**

Legal Advertisement

REQUEST FOR BIDS

The Newton Housing Authority, New Jersey will accept bids for the following services:

ELEVATOR MAINTENANCE

It is the Housing Authority's desire to retain a duly qualified, competent, and capable contractor to maintain perform various services. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services and supplies.

All persons interested in submitting a proposal for any of these services should contact the Newton Housing Authority in order to receive a copy of the formal Request for Bids. The RFB specifies the scope of the services and the requirements for submitting proposals.

All bids must be submitted to the office of the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey on or before October 8th, 2025, by 10:00 AM. The building is available for inspection between the hours of 11:00 AM to 4:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids/proposals received for this work. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Executive Director

ELEVATOR MAINTENANCE SPECIFICATIONS

FURNISH STANDARD ELEVATOR MAINTENANCE ON THE FOLLOWING EQUIPMENT:

32 Liberty Street, Newton, New Jersey 2 Hydraulic Elevator Cars

The contract shall be for a period of 24 months – beginning January 1, 2026, and ending December 31, 2027.

The following specifications will be incorporated by reference in any specification, if any, provided by the contractor. They will be made an integral part of the agreement with the contractor and are intended to supplement, but in no way limit, the terms, and conditions of the agreement. Should there be a conflict between any part of these specifications and those of the contractor's specifications, these specifications will take precedence.

Scope of Work

The contractor shall maintain the efficiency, safety and speeds as specified and designed by the manufacturers of the equipment at all times, including acceleration, retardation, contract speed in feet per minute with or without full load, floor to floor time, and door opening and closing time. the contractor shall provide engineering data, including diagrams, to prove that they conform with the specifications.

Maintain all elevator equipment as hereinafter describe on the terms and conditions subsequently set forth:

Work Included

1. The successful contractor under this contract shall maintain the entire elevator equipment as hereinafter described terms and conditions set forth. Only trained personnel directly employed and supervised by the successful bidder shall be used. These personnel shall be qualified to keep the equipment properly adjusted and shall use all means available to maintain the elevators in proper and safe operating condition.
2. The contractor shall regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant, repair or replace machine, motor generator and controller parts, including worm gears, all fuses, thrust bearings, brake magnet coils, brake shoes, brusher, windings, commutators rotating elements, coils, contacts resistors, magnet frames, controllers, selectors, leveling devices, operation devices and other mechanical and electrical parts.
3. The contractor shall regularly and systematically examine, adjust, lubricate and conduct no load bi-annual safety tests as required, and when conditions warrant, repair or replace the below described wearing parts of the controller, selector, relay panel, door operator, generator and motor, limited to:

replacing rectifiers, timer devices, brushes, shunts and condensers; door operator motors, belts, chains, door operator; shaft way limit switch contacts and rollers; pit and buffer switches and contacts; car top and shaft way stopping switches and contacts; car guide shoe gibs and/or guide rollers; car door rollers, safety edge and

switch, cable compounds, safety edge, cable and electric eye equipment; car and hall push buttons, indicator sockets and indicator light bulbs and station contacts; replacement of brake linings, cooling contacts and braids; pins, linkages, selector gears and sprockets; governor jackets; pit cross supports and beams; buffer springs; chain guards; solid state components; dispatching resistors, transformers, leads, dash pots, computer devices and selector; governor frame, limit switches rollers, counterweight frame, guards, braces, crosshead, header, car sling, load-weighting equipment, hoist way riser and bx wiring; motor room wiring, slack cable device, brush rigging, brush holders, machine beams, steel strut supports, stiles, steady plates, car door gibbs, kick up and eccentric rollers, and cable shackles.

4. The contractor shall repair or replace and maintain locally a supply of genuine manufacturer's parts sufficient for the normal maintenance and repair of the elevators. Such parts shall include but shall not be limited to controller parts including coils, contacts, relays, carbons, copper and silver contacts where contacts are renewable, contact insulations, contact springs and shunts for any of the switches of the controller, brake, governor, interlocks, limit switches, etc., brushes for motor generator sets, door motor replacements.
5. The contractor shall keep the guide rails properly cleaned and when necessary, renew guide shoe rollers to ensure smooth and quiet operation.
6. The contractor shall periodically examine, repair, and adjust all safety devices and governors as required.
7. The contractor shall regularly clean, maintain and repair all the hatchway equipment, including rails, pit sheaves, car top, safety devices, hatch doors, hangars, and every access door between elevator cars and to the elevator cars.
8. The contractor shall repair or replace power unit, pump and motor including valves, relief valves, pilot lowering leveling and check valves, v-belts, strainers, springs and gaskets, relays, timers, magnet frames, bearings, packing and packing glands, slack cable switch and drum limit. The contractor shall also maintain hydraulic fluid at proper operating levels.
9. The contractor shall furnish lubricants as recommended by the manufacturer.
10. The contractor shall also examine, lubricate, adjust, repair and/or replace the following accessory equipment except relamping:
car position indicator, interlocks, hall lanterns, car and hoist way hatchway door hangers and rollers, car exhaust fans, car and hoist way door operations, car emergency alarms, door safety guides and safety edges.
11. The contractor or third party hired by the contractor shall test and inspect each elevator under the conditions of a full load if necessary to determine its safe capacity, once every six months in January and July. A written report on each of these bi-annual inspections and tests shall be provided to the Newton Housing Authority. The report shall be submitted on UCC form F-310 or any other form as may be required by an agency having jurisdiction.
12. The contractor will be responsible for all damage to elevators due to their negligence for not maintaining elevator machinery.
13. The contractor is to provide 24-hour emergency service including Saturdays, Sundays, holidays, etc., each day per year.
14. The response time to emergency calls to be no longer than three (3) hours.
15. Monthly maintenance must be performed on each elevator. A logbook shall be maintained at each site indicating the time and date of the minimum monthly preventative maintenance calls and all other repair calls. Failure to perform regular monthly preventative maintenance will be grounds for non-payment of the monthly fee and grounds for termination of the contract.

Special Note for Services

1. A work or service order slip indicating what specific work was performed, number of hours and material used, shall be left with the manager or superintendent of the building or his designee. said work or service order slip shall be signed by the vendor's employee and countersigned by a member of the building staff.
2. Upon the award of contract, the successful contractor shall submit a written schedule indicating time, dates and nature of preventive maintenance service that shall be performed for approval by the Newton Housing Authority. A copy of said schedule shall be posted conspicuously in the machine room of each building under contract and filled in by the technician after performing each service.

Special Note of Materials

Any material and/or equipment used by the contractor in the course of maintenance and service of the elevators must be compatible with existing materials and equipment now in service.

It is understood that you are not required to make renewals of repairs, necessitated by reason of negligence or misuse of the machinery, apparatus, or car. You shall not be required to install new attachments or do special safety tests on the elevator as recommended or directed by insurance companies, government state or municipal, or other authorities.

You shall not be held responsible or liable for any loss, damage, detention, or delay caused by strikes, lockouts, or by any other cause, which is unavoidable, or beyond your reasonable control, or for consequential damage arising from such causes.

Insurance

A satisfactory certificate of insurance for general liability must be furnished to the authority, with suitable provisions providing notice to the authority in the event of cancellation, in the amount of \$500,000.00 basic coverage and \$1,000,000.00 umbrella coverage.,

Other Required Submittals

The contractor must submit a copy of their New Jersey Business Registration Form, insurance certificate, a listing of references and subcontractors with their bid.

Bid Opening

All bids will be publicly opened and read aloud on the date and time listed in the advertisement for bids. this solicitation for bids is being made as a fair and open process in compliance with NJSA 19:44a-20.4 et seq.

Bid Requirements

The bid must include the following:

- 1) Bid Proposal Form.
- 2) Copy of the vendor's insurance certificate (including workers comp.)
- 4) Listing of references.
- 5) Copy of your NJ Business registration form.
- 6) Non-Collusion Affidavit
- 7) Federal non-debarment form

Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860
Telephone: 973-383-5191

ELEVATOR MAINTENANCE

Bid Proposal Form

Date:

Name:

Address:

Telephone #

Prices:

# of car	Address	2026 Price:	2027 Price
2	32 Liberty Street		

Other Costs (Itemize)

Total Price:

Hourly Rates for Other Services:

\$
\$

Signature/Title

Date: _____

AGREEMENT FOR ELEVATOR MAINTENANCE

THIS AGREEMENT made on 1st Day of January 2026, by and between _____, New Jersey, (the "Contractor") and the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees as follows:

Elevator Maintenance at Liberty Towers

ARTICLE 1. – Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for bids relating elevator maintenance.

ARTICLE 2. – Term

1/1/26-12/31/27 (2 Years)

ARTICLE 3. – Contract Price

The contractor shall be entitled to \$_____ (\$_____ monthly) for all work enumerated in the Request for Bids and attached as Exhibit A to the contract.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

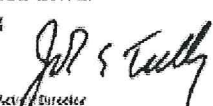
WILLIAM F. SNYDER Executive Director


Date:

Date:

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-D
Name of Form:	BUSINESS REGISTRATION CERTIFICATE
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference	Statutory and Other Requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at www.nj.gov/dca/lgs/lpcl. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 212 TRENTON, NJ 08646-0212
TAXPAYER NAME:	TRACE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	0107330	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE TRENTON NJ 08611	07/14/04	
EFFECTIVE DATE:		
01/01/01		
FOR BUREAU USE ONLY:		
<p style="text-align: center;">  Act. Director </p> <p style="text-align: center;">This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</p>		

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only: 20041014112823533	

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-H
Name of Form:	NON-COLLUSION AFFIDAVIT
Statutory Reference:	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
Instructions Reference:	Statutory and Other Requirements VII-H
Description:	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon
the truth of the statements contained in said Proposal

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

STANDARD BID DOCUMENT REFERENCE	
Name of Form:	FEDERAL NON-DEBARMENT CERTIFICATION
Statutory Reference:	N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)
Description:	Meets statutory criteria for certification of non-debarment by a federal government agency.

Summary of the Certification Requirements under N.J.S.A. 52:32-44.1

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local units must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill-in the boilerplate information in the certification sections of Parts II through IV regarding their name and type of contracting unit before using the form.

CERTIFICATION OF NON-DEBARMENT

FOR FEDERAL GOVERNMENT CONTRACTS

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
Check the box that represents the type of business organization:	

☐Sole Proprietorship (skip Parts III and IV) ☐Non-Profit Corporation (skip Parts III and IV)

☐For-Profit Corporation (any type) ☐Limited Liability Company (LLC) ☐Partnership

☐Limited Partnership ☐Limited Liability Partnership (LLP)

☐Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <type of contracting unit> , permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50

Percent of Organization	
Section A (Check the Box that applies)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	
OR	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Physical Address	
OR	
<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
Section C – Part III Certification	

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the Organization listed in Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the limited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.
Name of Business Entity	Physical Address
Add additional sheets if necessary	
OR	
<input type="checkbox"/>	The Organization listed above in Part I does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)			
<input type="checkbox"/>		Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).	
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Physical Address	
** Add additional Sheets if necessary**			
OR			
<input type="checkbox"/>		No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.	
Section C – Part IV Certification			
<p>I hereby certify that the Organization listed above in Part I does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <type of contracting unit>, permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	