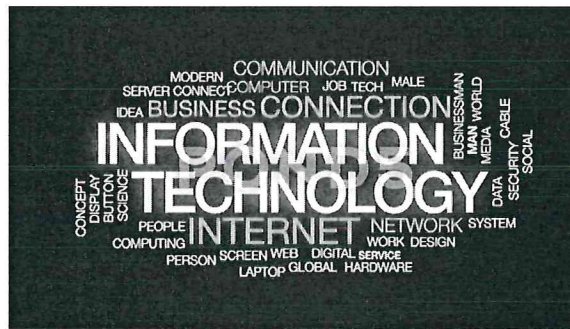


REQUEST FOR PROPOSALS

IT/COMPUTER SERVICES



Housing Authority of the Town of Newton
32 Liberty Street
Newton, New Jersey
07094

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton , New Jersey will accept proposals for maintenance of its computer hardware and software. It is the Housing Authority's desire to retain and employ a duly qualified computer specialist who is experienced in maintaining a small office computer system. All services must be in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development, local and state laws governing this work.

The services that are requested will be as follows:

- 1) Maintain and troubleshoot all hardware problems. Recommend all upgrades to the existing system.
- 2) Maintain and troubleshoot all software related problems.
- 3) Maintain and troubleshoot all operating system and network related problems.
- 4) Install all software as recommended by the Housing Authority (including PHAweb software upgrades).
- 5) Respond to all emergencies within 3 hours.
- 6) Provide all services and equipment necessary to ensure that the Authority's computer system is operating efficiently and effectively.
- 7) Other computer services as directed by the Housing Authority.
- 8) Ensure that all systems are adequately backed-up to ensure that no data is lost in the event of a system failure.

Qualifications:

- 1) Must be a duly qualified and authorized to provide all Microsoft and Novell Netware services.

- 2) Must have demonstrated experience in performing the required services.
- 3) Must have a minimum of 5 years' experience.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

Proposal Submission:

All persons interested in submitting a proposal for the computer services should submit a proposal based upon an hourly rate. Proposals should be delivered to the office of the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey on or before October 8th, 2025, by 10:00 AM. All persons submitting a proposal are encouraged to contact the Housing Authority in an effort to personally review the existing system.

Proposal Format:

- 1) Must include a completed and signed format sheet (attached);
- 2) Must include a certificate of insurance;
- 3) Must include a listing of references;
- 4) Must include copies of the relevant licenses to provide the necessary services
- 5) Must provide a copy of the New Jersey Business Registration Form.

WILLIAM F. SNYDER
Executive Director

PROPOSAL CHECKLIST

- _____ Proposal Form (including Price)
- _____ Copy of Vendor's Insurance Certificate
- _____ Listing of References and Current Customers (include telephone numbers)
- _____ Relevant Licenses
- _____ New Jersey Business Registration Form
- _____ Non-Collusion Affidavit
- _____ Federal non-debarment form

Please check off each item that is being submitted with the proposal and include this sheet with the proposal. Failure to include these items with the proposal will result in rejection of the proposal.

Signature

Date:

PROPOSAL FOR COMPUTER MAINTENANCE
Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860
(973) 383-5191 (Opt. 2)

Submitted by:

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Price per Hour: \$ _____

Materials/parts, equipment (supported by a manufacturer's invoice)

Overhead: _____ %

Profit: _____ %

*Price Includes all work outlined in the attached Request for Proposals.

Term: 24 Months

Date: _____

Contractor's Signature

The Housing Authority reserves the right to reject any and all proposals received in response to its R.F.P. The proposal must contain all of the attachments as stated in the "Proposal Submission" section of the R.F.P.

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton, New Jersey will accept proposals for the following services:

"Computer Maintenance"

It is the Housing Authority's desire to retain duly qualified, competent, and capable contractors and vendors. 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 proposals for these services should contact the Housing Authority of the Town of Newton in order to receive a copy of the formal Request for Proposals or review our website at Newtonhousingauthority.com. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted to the office of the Housing Authority of the Town of Newton, 32 Liberty Street, Newton, New Jersey on or before October 8th, 2025, by 10:00 AM.

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

WILLIAM F. SNYDER
Executive Director

AGREEMENT FOR COMPUTER SERVICES

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

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

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Proposals relating to the Authority's computer systems.

ARTICLE 2. - Time of Completion

As per Request for Proposals.

ARTICLE 3. - Contract Price

The contractor shall be entitled to \$___.00 per hour, _% overhead and _% profit on all materials/parts, equipment supported by a manufacturer's invoice.

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.

INFORMATION & CASUALTY
DIVISION OF SEVENTH
FLOOR-212
WASHINGTON, D.C. 20535

TRADE NAME
CLIENT REGISTRAR

SEQUENCE NUMBER:

01072

ISSUANCE DATE:
07/14/04.

১৯৭৩/৭৪

This Declaration shall not be subject to the provisions of the Act of 1906, relating to the registration of deeds, and shall not be subject to the provisions of the Act of 1906, relating to the recording of deeds.



Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004

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
(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			
<p>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.</p>			
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)**

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



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)

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



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



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



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)

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



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

I hereby certify that the **Organization** listed above in **Part I** does not own greater than 50 percent of any entity 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.

Full Name (Print):

Title:

Signature:

Date: