

**REQUEST FOR PROPOSAL
CERTIFIED LEAD BASED PAINT INSPECTOR
BOROUGH OF HAMBURG**

INSTRUCTIONS FOR RESPONDING

All those submitting proposals should review the enclosed Request for Proposals and submit two (2) copies of all requested documentation. All proposals must address all of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or authorized party must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. All submissions shall be hand-delivered, mailed by way of first-class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there is a resolution appointing a Certified Lead Based Paint Inspector and a contract awarded by the Mayor and Council of the Borough of Hamburg.

**RESPONSE TO REQUEST FOR PROPOSAL FOR A CERTIFIED LEAD BASED
PAINT INSPECTOR**

TABLE OF CONTENTS

Section A	-	Identification Page
Section B	-	Proposed Services
Section C	-	Knowledge of Subject Matter
Section D	-	Knowledge and Technical Confidence
Section E	-	Qualifications of Personnel
Section F	-	Fees and Costs

Additional Provisions

Basis of Award Evaluation Criteria

SECTION A

IDENTIFICATION PAGE

NAME OF FIRM: _____

PRIMARY LOCATION OF FIRM: _____

NAME OF PROPOSER: _____

HOME ADDRESS OF PROPOSER: _____

STATES IN WHICH THE PROPOSER HOLDS CURRENT LICENSES:

**YEARS OF EXPERIENCE AS A CERTIFIED LEAD PAINT INSPECTOR
PRACTICING IN THE STATE OF NEW JERSEY:** _____

CURRENT OR PAST EXPERIENCE: _____

SECTION C

KNOWLEDGE OF SUBJECT MATTER

(Please include a narrative and/or provide any documentation that may be considered responsive.)

ADDITIONAL PROVISIONS

The successful bidder must perform the work. The use of sub-contractors is specifically prohibited.

The contract time period will be for two (2) years commencing from the contract date with the Borough having the option to extend the contract for one (1) additional year.

The Borough may terminate the contract at its discretion by providing the contractor with at least sixty (60) days written notice and specifying the effective date of such termination.

The contractor will provide the Borough of Hamburg with a Certificate of Insurance specifically naming the Borough of Hamburg as “additionally insured” which meets or exceeds the following coverage and includes the following information:

Worker’s Compensation Insurance

Worker’s Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C.12:235-1.6.

General Liability Insurance

The contractor shall furnish evidence to the Borough of Hamburg prior to commencement of the work that it/he/she will provide Standard Liability for any operations to be performed by the contractor as follows:

General Liability Insurance shall be provided with limits of not less than \$1,000,000.00 for any occurrence and \$1,000,000.00 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Professional Liability Insurance

Professional Liability Insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000.00 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

The contractor shall provide compliance with N.J.S.A10:5-31 and N.J.A.C.17:27.

BASIS OF AWARD EVALUATION CRITERIA

The following are the criteria for evaluation of the proposal/response points shall be awarded based on the information contained in the proposal/response for each category as listed below on a scale of 1-10, with 10 meaning all required criteria and 1 not meeting the criteria.

Technical Criteria – demonstrates clear understanding of the scope of work and related objectives; demonstrates successful past performance of like projects.

Management Criteria – history and experience in performing similar work; qualification and experience of personnel; significant experience in lead-based paint inspections; ability of personnel, facilities, equipment, etc.

Cost Criteria – cost of services to be provided.

Scoring an evaluation will be conducted by such persons as determined by resolution of the governing body.