



HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK

REQUEST FOR PROPOSALS

LAUNDRY EQUIPMENT AND SERVICES

ISSUE DATE September 28, 2026	MANDATORY WALKTHROUGH October 14, 2026 at 10:00 AM	PROPOSAL DEADLINE November 4, 2026 at 11:00 AM
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PROCUREMENT CONTACT

Jacob Naszimento, Executive Director
Housing Authority of the Township of Brick
165 Chambers Bridge Road, Brick, New Jersey 08723
Telephone: (732) 920-9400 | Email: jacob@brickha.org

Proposals received after the stated deadline will not be considered.

SOLICITATION AT A GLANCE

PURPOSE BHA is seeking a qualified firm to furnish, install, operate, maintain, repair, replace, and manage a complete turnkey laundry equipment and services program.
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PROPERTIES COVERED

- George J. Conway Apartments
- Forge Pond Apartments
- David Fried Cottages

CONTRACT STRUCTURE Three-year initial term Two optional one-year renewals Five-year maximum duration	FINANCIAL PROPOSAL Guaranteed Annual Payment Revenue Share Percentage Resident pricing and fees Revenue reporting procedures
REQUIRED SERVICE MODEL Commercial-grade equipment Cashless payment technology Preventive maintenance and repair Resident support and reporting	PAYMENT TECHNOLOGY Mobile application Credit and debit card Contactless or tap-to-pay Proprietary stored-value card, if used No coin-operated equipment

EVALUATION

Evaluation Category	Maximum Points
Financial Proposal	40
Equipment and Technology	25
Service and Maintenance Program	20
Experience and References	10
Transition Plan	5

IMPORTANT DATES AND WALKTHROUGH LOCATION

RFI Issued	September 28, 2026
Mandatory Walkthrough	October 14, 2026 at 10:00 AM
Written Questions Due	October 21, 2026
Final Addendum, if necessary	October 28, 2026
Proposal Deadline	November 4, 2026 at 11:00 AM

Walkthrough attendees shall meet in front of the main BHA Administrative Office at 165 Chambers Bridge Road, Brick, New Jersey 08723.



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- Section 9 Contract Requirements Checklist
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ASSEMBLY NOTE

SECTION 1

NOTICE TO PROPOSERS

1.1 Introduction

The Housing Authority of the Township of Brick ("BHA" or "Authority") invites qualified firms to submit proposals for the furnishing, installation, operation, maintenance, repair, replacement, and management of laundry equipment and related services for designated Housing Authority properties.

This Request for Proposals ("RFP") is intended to identify a qualified contractor capable of providing a complete turnkey laundry equipment and services program that meets the operational, financial, and resident service objectives of the Authority.

The Authority intends to award a contract to the proposer whose submission is determined to provide the greatest overall value to the Housing Authority and its residents.

1.2 Properties Covered

The services contemplated by this RFP shall include laundry facilities located at:

- George J. Conway Apartments
- Forge Pond Apartments
- David Fried Cottages

Existing laundry equipment locations and room layouts will be available for review during the mandatory pre-proposal walkthrough.

The Authority reserves the right to modify, relocate, add, or remove laundry equipment locations during the term of the contract if operational needs require.

1.3 Mandatory Pre-Proposal Walkthrough

A mandatory pre-proposal walkthrough shall be conducted on:

Date: October 14, 2026

Time: 10:00 AM

Attendees shall meet in front of the Housing Authority Administrative Office located at:

Housing Authority of the Township of Brick

165 Chambers Bridge Road

Brick, New Jersey 08723

Attendance by an authorized representative of the proposer is required.

The walkthrough will provide proposers the opportunity to inspect laundry facilities, review existing conditions, and better understand the scope of services contemplated by this Request for Proposals.

Failure to attend the mandatory pre-proposal walkthrough may result in rejection of the proposal.

1.4 Questions and Clarifications

All questions regarding this solicitation shall be submitted in writing.

Questions must be received no later than **October 21, 2026**.

Questions shall be submitted to:

Jacob Naszimento

Executive Director

Housing Authority of the Township of Brick

165 Chambers Bridge Road

Brick, New Jersey 08723

Phone: (732) 920-9400

Email: jacob@brickha.org

The Authority reserves the right to respond only to questions deemed necessary to clarify the requirements of the solicitation.

Responses shall be issued through addenda, when appropriate.

No oral interpretation, explanation, or instruction shall be binding upon the Authority.

1.5 Proposal Deadline

Proposals shall be received by the Housing Authority no later than:

11:00 AM

Wednesday, November 4, 2026

Proposals received after the deadline shall not be considered.

The proposer is solely responsible for ensuring timely delivery of its proposal.

The Housing Authority assumes no responsibility for delivery delays, mail delays, courier delays, technological issues, or other circumstances that may prevent timely receipt of a proposal.

1.6 Authority Rights

The Housing Authority reserves the right to:

- Reject any or all proposals.
- Waive informalties and minor irregularities.
- Request clarification of any proposal.
- Request additional information from any proposer.
- Conduct interviews or presentations.
- Request Best and Final Offers (BAFOs).
- Negotiate with one or more proposers.
- Modify or cancel this solicitation at any time.
- Decline to make an award if such action is determined to be in the best interest of the Authority.

Submission of a proposal shall not create any contractual obligation on the part of the Housing Authority.

Proposal preparation costs shall be borne solely by the proposer.

The Authority reserves the right to make an award based upon the proposal determined to provide the greatest overall benefit to the Housing Authority and its residents.

SECTION 2

PROCUREMENT SCHEDULE

2.1 Procurement Schedule

The anticipated procurement schedule for this Request for Proposals is as follows:

Event	Date
Advertisement	September 28, 2026
Mandatory Pre-Proposal Walkthrough	October 14, 2026 – 10:00 AM
Questions Due	October 21, 2026
Final Addendum Issued (If Necessary)	October 28, 2026
Proposal Deadline	November 4, 2026 – 11:00 AM

The Housing Authority reserves the right to revise this schedule at any time through issuance of an addendum.

2.2 Proposal Evaluation Process

Following receipt of proposals, the Housing Authority will conduct an administrative review to determine responsiveness and completeness.

Responsive proposals will be evaluated in accordance with the criteria and methodology contained in Section 7 of this Request for Proposals.

The evaluation process may include:

- Review of qualifications and experience.
- Review of financial proposals.
- Review of equipment and technology offerings.
- Review of service and maintenance programs.
- Review of references.
- Review of transition plans.

The Housing Authority reserves the right to request clarification of any proposal submitted.

2.3 Clarifications and Additional Information

The Housing Authority may request additional information from one or more proposers for the purpose of clarifying a proposal or verifying information submitted.

Requests for clarification shall not be construed as an opportunity to materially modify a proposal.

The Housing Authority reserves the right to determine whether any clarification adequately addresses the matter under review.

2.4 Interviews and Presentations

The Housing Authority reserves the right to require one or more proposers to participate in interviews, presentations, demonstrations, or discussions regarding their proposal.

Such interviews or presentations may be used to assist the Housing Authority in evaluating proposal submissions and determining overall value to the Authority.

2.5 Best and Final Offers

The Housing Authority reserves the right to request Best and Final Offers (BAFOs) from one or more proposers if deemed to be in the best interest of the Authority.

Any request for a Best and Final Offer shall be issued in writing and shall identify the requirements applicable to the request.

2.6 Recommendation of Award

Upon completion of the evaluation process, the Housing Authority may recommend award to the proposer whose submission is determined to provide the greatest overall value to the Authority and its residents.

The Housing Authority reserves the right to negotiate final contract terms with the selected proposer prior to execution of a contract.

Nothing contained herein shall obligate the Housing Authority to make an award.

2.7 Reservation of Rights

The Housing Authority reserves the right to:

- Reject any or all proposals.
- Waive informalities and minor irregularities.
- Request clarification of any proposal.
- Request additional information.
- Conduct interviews or presentations.
- Request Best and Final Offers.
- Negotiate with one or more proposers.
- Modify or cancel this Request for Proposals.
- Determine that no proposal is in the best interest of the Housing Authority.

The Housing Authority shall not be liable for any costs incurred by proposers in preparation or submission of proposals.

SECTION 3

PURPOSE

3.1 Purpose of Solicitation

The Housing Authority of the Township of Brick ("BHA" or "Authority") is soliciting proposals from qualified firms to provide a complete turnkey laundry equipment and services program for designated Housing Authority properties.

The successful proposer shall furnish, install, operate, maintain, repair, replace, and manage laundry equipment and related systems necessary to provide reliable, accessible, and efficient laundry services to residents throughout the contract term.

The Authority intends to award a contract that provides the greatest overall value to the Housing Authority and its residents through a combination of quality equipment, dependable service, modern payment technology, operational accountability, and financial return.

3.2 Program Objectives

The objectives of this solicitation are to:

- Provide reliable and uninterrupted laundry services for Housing Authority residents.
- Maintain safe, clean, and properly functioning laundry facilities.
- Ensure timely maintenance and repair of laundry equipment.
- Improve resident convenience through modern cashless payment technology.
- Provide responsive customer service and support to residents.
- Ensure accessibility for elderly and disabled residents.
- Establish clear reporting and accountability requirements.
- Generate reasonable revenue for the Housing Authority through guaranteed annual payments and revenue-sharing opportunities.
- Promote long-term equipment reliability through preventive maintenance and planned equipment replacement.

3.3 Turnkey Service Model

The Authority seeks a contractor capable of providing a comprehensive laundry services program requiring minimal day-to-day administrative involvement by Housing Authority staff.

The successful proposer shall be responsible for all labor, supervision, equipment, software, payment technology, maintenance, repairs, reporting, customer service, and other services necessary to operate the laundry facilities in accordance with the requirements of this Request for Proposals.

3.4 Resident Service Expectations

The Housing Authority places a high priority on resident satisfaction and expects the successful proposer to maintain a professional and responsive service program.

The successful proposer shall provide:

- Well-maintained commercial laundry equipment.
- Consistent service availability.
- Timely response to service requests.
- Accessible payment options.
- Clear customer service procedures.
- Fair and efficient resolution of resident concerns and refund requests.

The proposer should recognize that the facilities covered under this solicitation serve a residential population that includes senior citizens and residents with disabilities.

3.5 Revenue Partnership

The Authority intends to establish a contractual relationship that provides value to both the contractor and the Housing Authority.

Financial proposals shall include:

- A Guaranteed Annual Payment; and
- A Revenue Share Percentage.

The Authority will evaluate financial proposals together with the operational, technical, and service-related components of each proposal to determine which submission provides the greatest overall benefit to the Authority and its residents.

3.6 Equal Consideration of Evaluation Factors

The Authority recognizes that successful operation of the laundry program depends upon multiple factors, including financial return, equipment quality, payment technology, maintenance capabilities, customer service, experience, and transition planning.

Accordingly, proposals will be evaluated using the criteria contained in Section 7 of this Request for Proposals.

No single factor shall automatically determine contract award.

SECTION 4

CONTRACT TERM

4.1 Initial Contract Term

The contract awarded pursuant to this Request for Proposals shall be for an initial term of **three (3) years** commencing on a date established by the Housing Authority of the Township of Brick following contract execution.

The commencement date shall be determined by the Housing Authority and may be adjusted as necessary to facilitate installation, transition, and implementation of the laundry services program.

4.2 Renewal Options

Upon expiration of the initial three-year contract term, the Housing Authority may, at its sole discretion, exercise:

- One (1) additional one-year renewal option; and
- One (1) additional one-year renewal option.

Any renewal shall be subject to:

- Satisfactory contractor performance;
- Continued compliance with all contract requirements;
- Approval by the Housing Authority; and
- Compliance with applicable New Jersey law.

Nothing contained in this Request for Proposals shall be construed as obligating the Housing Authority to exercise any renewal option.

4.3 Maximum Contract Duration

The maximum duration of the contract, including all renewal options, shall not exceed **five (5) consecutive years**.

4.4 Contract Extensions

Any contract extension shall be authorized only when permitted by applicable law and when the Housing Authority determines that continuation of the contractual relationship is in the best interest of the Authority and its residents.

The Housing Authority reserves the right to rebid, resolicit proposals, or otherwise procure laundry services at the conclusion of the initial contract term or any renewal period.

4.5 Contractor Performance

Contract renewals may be considered based upon, among other factors:

- Quality of service provided;
- Responsiveness to maintenance and repair requests;
- Compliance with reporting requirements;
- Contract administration and communication;
- Resident service performance;
- Accuracy and timeliness of revenue reporting and payments; and
- Overall contract compliance.

The Housing Authority reserves the right to determine whether contractor performance warrants consideration of a renewal option.

4.6 No Guarantee of Renewal

The proposer acknowledges that renewal options are solely for the benefit of the Housing Authority.

The Housing Authority shall have no obligation to renew or extend the contract beyond any current term.

The contractor shall not be entitled to compensation, damages, or reimbursement arising from the Housing Authority's decision not to exercise a renewal option.

4.7 Annual Appropriations

Any contract awarded pursuant to this Request for Proposals shall be subject to the availability and annual appropriation of funds as required by applicable law.

Nothing contained herein shall be interpreted as creating a financial obligation extending beyond legally available appropriations.

4.8 Transition at Contract Expiration

Upon expiration or termination of the contract, the contractor shall cooperate fully with the Housing Authority and any successor contractor to facilitate an orderly transition of services and minimize disruption to residents.

The contractor shall continue to perform services through the expiration date of the contract unless otherwise directed by the Housing Authority.

SECTION 5

SCOPE OF SERVICES

5.1 General Scope

The Housing Authority of the Township of Brick ("BHA" or "Authority") is soliciting proposals from qualified firms to provide a complete turnkey laundry equipment and services program for residents of designated Housing Authority properties.

The successful proposer shall furnish, install, operate, maintain, repair, replace, manage, and support all laundry equipment and related systems necessary to provide reliable and uninterrupted laundry services throughout the contract term.

The successful proposer shall be responsible for all labor, supervision, equipment, materials, software, payment technology, maintenance, repairs, reporting, customer service, and other services necessary to operate the laundry facilities in accordance with this Request for Proposals.

5.2 Properties Covered

The contract shall include laundry facilities located at the following Housing Authority properties:

- George J. Conway Apartments
- Forge Pond Apartments
- David Fried Cottages

Existing laundry equipment, laundry room configurations, utility connections, and equipment locations will be available for inspection during the mandatory pre-proposal walkthrough.

Each proposer shall inspect the applicable facilities and submit recommendations regarding the quantity, type, placement, replacement, and modernization of equipment necessary to adequately serve residents during the contract term.

The Authority reserves the right to add, remove, relocate, or modify laundry equipment and laundry service locations during the contract term when operational needs require.

5.3 Turnkey Contractor Responsibilities

The successful proposer shall provide a complete laundry services program and shall, at a minimum:

- Furnish and install all laundry equipment.
- Furnish and install all required payment equipment and technology.
- Provide all equipment, hardware, software, and system connections required for operation.
- Maintain all equipment in safe and reliable operating condition.
- Perform regularly scheduled preventive maintenance.
- Respond to service and repair requests.
- Replace defective, obsolete, or repeatedly failing equipment when necessary.
- Provide direct customer support to residents.
- Administer resident refund and payment-dispute procedures.
- Collect, track, and account for all laundry revenue.
- Remit all required payments to the Authority.
- Provide all required revenue, service, and maintenance reports.
- Remove and properly dispose of replaced equipment.
- Coordinate installation and transition activities with the Authority.
- Cooperate with the Authority at the beginning, during, and conclusion of the contract.

Unless otherwise approved in writing by the Authority, all costs associated with furnishing, installing, operating, maintaining, repairing, and replacing the laundry equipment and payment systems shall be the responsibility of the successful proposer.

5.4 Equipment Requirements

All proposed equipment shall be commercial-grade laundry equipment designed and manufactured for multifamily residential use.

Equipment shall:

- Be new or in excellent reconditioned condition.
- Be clean, safe, reliable, and properly functioning at the time of installation.
- Be appropriate for the anticipated level of resident use.
- Meet all applicable federal, state, and local laws, codes, and regulations.

- Be properly installed, connected, secured, and tested.
- Be suitable for use by senior residents and residents with disabilities.
- Be maintained in accordance with manufacturer recommendations.
- Include clearly displayed operating instructions.
- Include clearly displayed service and customer-support contact information.

Each proposer shall identify the manufacturer, model, age, condition, capacity, and features of the equipment proposed.

If a proposer offers a combination of new and reconditioned equipment, the proposal shall clearly identify which equipment will be new and which equipment will be reconditioned.

The Authority reserves the right to review and approve the final equipment configuration prior to installation.

5.5 Equipment Replacement

The successful proposer shall replace equipment that:

- Cannot be repaired within a reasonable period.
- Experiences repeated operational failures.
- Presents a safety concern.
- Is no longer supported by the manufacturer.
- Cannot reliably process required electronic payments.
- Is determined by the Authority and the contractor to be unsuitable for continued service.

Temporary repairs shall not be used as a long-term substitute for replacement of equipment that is obsolete, unsafe, or subject to repeated failure.

The successful proposer shall coordinate all equipment replacements with the Authority and shall minimize disruption to resident laundry services.

5.6 Payment Technology Requirements

The Authority requires a modern cashless laundry payment system.

The successful proposer shall provide payment technology capable of accepting, at a minimum:

- Mobile application payments.
- Credit card payments.
- Debit card payments.
- Contactless or tap-to-pay transactions.
- Online or mobile resident account management.

A proprietary laundry card or stored-value card system may also be provided if utilized by the proposer.

Any proprietary card system shall include a practical method for residents to obtain cards, add value, check balances, report lost or damaged cards, and request assistance.

Coin-operated equipment shall not be permitted.

The successful proposer shall provide all card readers, payment terminals, kiosks, value stations, applications, software, networking components, and other materials necessary to operate the proposed payment system.

The proposer shall explain in detail:

- How residents establish and manage accounts.
- Whether residents must pay any card, account, convenience, or transaction fees.
- How residents without smartphones may access the payment system.
- How resident balances will be protected.
- How refunds and disputed transactions will be handled.
- How payment-system outages will be addressed.
- What customer support will be available to residents.
- How payment data and revenue information will be reported to the Authority.

No payment-system fee may be charged to a resident unless the fee is clearly disclosed in the proposal and approved in writing by the Authority.

5.7 Accessibility Requirements

Laundry equipment and payment systems shall be reasonably accessible to senior residents and residents with disabilities.

The successful proposer shall be capable of providing:

- Front-load washer options.
- Accessible equipment controls and operating instructions.
- Equipment configurations appropriate for residents with mobility limitations.
- Payment systems that do not require exclusive use of a smartphone.
- Reasonable equipment modifications or replacements approved by the Authority.
- Customer-support options that are accessible to residents requiring assistance.

The successful proposer shall cooperate with the Authority in reviewing and responding to reasonable accommodation requests involving laundry equipment or payment technology.

Any accessibility-related equipment relocation, replacement, or modification shall be coordinated with and approved by the Authority.

5.8 Preventive Maintenance Program

The successful proposer shall establish and maintain a documented preventive maintenance program for all equipment covered by the contract.

Preventive maintenance shall include, at a minimum:

- Inspection and operational testing of washers and dryers.
- Inspection of hoses, valves, drains, and water connections.
- Inspection of electrical connections and safety components.
- Inspection of belts, motors, drums, doors, locks, and drive systems.
- Inspection and cleaning of dryer vents and lint-management components.
- Testing of payment readers, kiosks, applications, and related technology.
- Cleaning and upkeep of equipment.
- Identification and correction of developing equipment problems.
- Verification that operating instructions and service information remain visible.

The proposer shall state the frequency of preventive maintenance in the proposal.

Preventive maintenance records shall identify:

- The property and laundry location.
- The equipment inspected.

- The date of service.
- The work performed.
- Any deficiency identified.
- Any repair or replacement recommended.
- The name of the service technician.

Preventive maintenance records shall be made available to the Authority upon request.

5.9 Service Response Requirements

The successful proposer shall maintain sufficient staffing, inventory, service capability, and technical support to respond promptly to equipment and payment-system problems.

A. Priority Service Requests

The successful proposer shall respond within twenty-four (24) hours to service requests involving:

- Water leaks.
- Electrical hazards.
- Unsafe equipment conditions.
- Complete laundry room outages.
- Failure of multiple machines at the same location.
- Payment-system failures affecting multiple residents.
- Other conditions identified by the Authority as requiring priority attention.

B. Routine Service Requests

Routine maintenance and repair requests shall receive a response within seventy-two (72) hours.

C. Response Documentation

The contractor shall maintain records showing:

- Date and time the service request was received.
- Location and equipment involved.
- Description of the reported problem.
- Date and time of the contractor's response.
- Corrective action taken.

- Whether additional service or parts were required.
- Date the equipment was returned to service.

If a repair cannot be completed during the initial service visit, the contractor shall notify the Authority of the reason for the delay and the anticipated corrective action.

Repeated failure to satisfy service-response requirements may be considered unsatisfactory contract performance.

5.10 Customer Service Requirements

The successful proposer shall provide direct customer support to residents regarding equipment operation, payment systems, refunds, account access, and service concerns.

The contractor shall provide:

- A customer-service telephone number.
- Online or mobile service-request capabilities.
- Clear procedures for reporting defective equipment.
- Clear procedures for requesting refunds.
- Clear procedures for resolving payment disputes.
- Escalation contact information for unresolved matters.
- Assistance for residents who cannot access or use the mobile application.
- Assistance with proprietary laundry cards or stored-value accounts, if utilized.

Current customer-service and equipment-reporting information shall be posted prominently in each laundry location.

The contractor shall respond professionally and respectfully to residents and Authority staff.

The contractor shall maintain a process for escalating unresolved resident concerns to a designated contractor representative.

5.11 Laundry Pricing

The proposer shall disclose the proposed resident price for each washer and dryer cycle, including any differences based on equipment size, cycle type, or payment method.

The proposal shall identify:

- Standard washer-cycle price.
- Standard dryer-cycle price.
- Any additional charge for extended drying time.
- Any premium-cycle charges.
- Any resident transaction or convenience fees.
- Any proposed method for changing laundry prices during the contract term.

Resident laundry prices shall remain subject to approval by the Authority.

The contractor shall not increase resident laundry prices without prior written approval from the Authority.

Any approved price change shall be communicated to residents before implementation.

5.12 Revenue Collection and Accounting

The successful proposer shall be responsible for collecting, monitoring, recording, and accounting for all revenue generated by the laundry equipment and payment systems.

The contractor shall maintain records sufficient to establish:

- Gross revenue by property.
- Gross revenue by laundry location.
- Gross revenue by machine or equipment identifier, when available.
- Resident transaction activity.
- Refunds and disputed transactions.
- Adjustments or credits.
- Revenue-share calculations.
- Guaranteed annual payments.
- Payments remitted to the Authority.

Revenue records shall be accurate, complete, and capable of reconciliation with the contractor's payment platform and financial reports.

5.13 Revenue Reporting

The successful proposer shall provide quarterly reports to the Authority.

Quarterly reports shall include, at a minimum:

- Gross revenue collected during the reporting period.
- Revenue by property.
- Revenue-share calculations.
- Guaranteed payment information.
- Amounts paid or payable to the Authority.
- Refunds, credits, and adjustments.
- Equipment downtime.
- Service-call activity.
- Preventive maintenance activity.
- Equipment repairs.
- Equipment replacements.
- Payment-system issues.
- Unresolved operational concerns.

Reports shall be submitted within thirty (30) calendar days following the conclusion of each quarter.

The Authority may request supporting documentation when necessary to verify reported revenue, contractor performance, or payments due.

5.14 Audit and Record Access

The Authority reserves the right to inspect, review, and audit records relating to:

- Laundry revenue.
- Resident transactions.
- Revenue-share calculations.
- Guaranteed annual payments.

- Refunds and adjustments.
- Service activity.
- Maintenance records.
- Equipment downtime.
- Contract compliance.

The contractor shall provide requested records within a reasonable period established by the Authority.

The contractor shall cooperate with any review conducted by the Authority, its accountant, auditor, legal counsel, or other authorized representative.

5.15 Resident and Authority Communications

The successful proposer shall designate a primary contract representative responsible for communication with the Authority.

The contractor shall promptly notify the Authority regarding:

- Extended equipment outages.
- Safety concerns.
- Significant water or electrical issues.
- Payment-system outages.
- Repeated equipment failures.
- Planned equipment replacements.
- Installation or construction activities.
- Resident concerns requiring Authority involvement.
- Any condition that may materially affect laundry services.

The contractor shall coordinate resident notices with the Authority before distribution.

The contractor shall not represent that any communication has been issued or approved by the Authority unless the Authority has provided authorization.

5.16 Transition and Implementation Requirements

The successful proposer shall submit and implement a detailed transition plan.

The transition plan shall address:

- Coordination with the incumbent laundry provider.
- Removal of existing equipment.
- Delivery and installation of replacement equipment.
- Verification of utility connections.
- Installation and testing of payment technology.
- Resident notification.
- Distribution or activation of proprietary laundry cards, if applicable.
- Customer-service information.
- Staff orientation or training.
- Final system testing.
- Measures to minimize service interruption.

The Authority's objective is to maintain laundry service for residents throughout the transition to the greatest extent reasonably possible.

The successful proposer shall not remove, install, relocate, or activate equipment without coordinating the work with the Authority.

5.17 Property Protection and Cleanup

The successful proposer shall protect Authority property during delivery, installation, maintenance, repair, replacement, and removal activities.

The contractor shall be responsible for:

- Preventing damage to walls, floors, doors, utility connections, and common areas.
- Removing packaging, debris, discarded parts, and replaced equipment.
- Maintaining work areas in a safe and orderly condition.
- Repairing damage caused by the contractor or its subcontractors.
- Complying with reasonable building-access and work-hour requirements established by the Authority.

Laundry rooms shall be left clean, safe, and operational following contractor service.

5.18 Utilities and Site Conditions

Proposers shall review existing utility connections and site conditions during the mandatory pre-proposal walkthrough.

Each proposer shall identify in the proposal:

- Any electrical, plumbing, drainage, ventilation, networking, or structural modification believed necessary.
- Which party the proposer expects to perform or pay for each proposed modification.
- Any installation assumptions.
- Any site limitation that may affect the proposed equipment or payment system.

The successful proposer shall not make material modifications to Authority property without prior written approval.

The Authority shall not be responsible for costs arising from a proposer's failure to inspect existing conditions or identify foreseeable installation requirements.

5.19 Subcontractors

The proposer shall disclose any subcontractor expected to perform installation, maintenance, payment processing, customer support, equipment removal, or other material contract services.

The successful proposer shall remain fully responsible for the work, conduct, performance, and compliance of all approved subcontractors.

Use of a subcontractor shall not relieve the contractor of any obligation under the contract.

5.20 Compensation Structure

Each proposer shall submit a financial proposal that includes:

1. A Guaranteed Annual Payment payable to the Authority.
2. A Revenue Share Percentage payable to the Authority.
3. The proposed revenue-remittance schedule.
4. A description of the financial reporting and verification process.

The Authority will evaluate the financial proposal together with the equipment, technology, maintenance, customer service, experience, references, and transition components of the proposal.

The financial proposal shall not be evaluated as the sole factor in determining contract award.

5.21 Authority Approval

The Authority reserves the right to review and approve:

- Final equipment selections.
- Final equipment quantities and locations.
- Payment technology.
- Proprietary laundry card systems.
- Resident laundry prices.
- Installation schedules.
- Resident notices.
- Accessibility-related modifications.
- Equipment replacements.
- Material changes to the proposed service program.

Approval by the Authority shall not relieve the contractor of responsibility for satisfying the requirements of the contract.

5.22 Continuity of Services

The contractor shall provide continuous laundry services throughout the contract term, subject only to reasonable interruptions required for maintenance, repairs, equipment replacement, or circumstances beyond the contractor's control.

The contractor shall take reasonable measures to minimize the duration and impact of any service interruption.

The contractor shall notify the Authority promptly when a service interruption is expected to continue beyond the applicable response period.

SECTION 6

PROPOSAL SUBMISSION REQUIREMENTS AND FINANCIAL PROPOSAL

6.1 Proposal Format

Proposals shall be clear, complete, and organized in the order described in this Section.

Each proposal shall include all required forms, certifications, supporting documentation, and proposal materials identified in this Request for Proposals.

Proposers should clearly label each section of the proposal using the headings contained below.

Failure to provide required information may result in a proposal being deemed non-responsive.

6.2 Administrative Submission Requirements

Each proposal shall include the following administrative information:

A. Cover Letter

The cover letter shall:

- Identify the proposing firm.
- Identify the primary contact person for the proposal.
- Provide the proposer's mailing address, telephone number, and email address.
- Acknowledge the proposer's attendance at the mandatory pre-proposal walkthrough.
- Be signed by an individual authorized to bind the proposer.
- Confirm that the proposal shall remain valid for a minimum of ninety (90) calendar days following the proposal deadline.

B. Company Information

The proposer shall provide:

- Legal name of the company.
- Business address.
- Mailing address, if different.
- Company telephone number.
- Company website, if applicable.
- Form of business organization.
- Description of company ownership.
- Number of years in business.
- Location of the company's corporate headquarters.
- Location of the service office that will support the Housing Authority's account.
- Number of employees available to service New Jersey accounts.
- Name and contact information of the proposed contract representative.
- Name and contact information of the proposed service or maintenance representative.

C. Experience

The proposer shall describe its experience providing commercial laundry equipment and related services.

The experience statement shall include:

- Number of years providing commercial laundry services.
- Experience operating laundry services for multifamily residential properties.
- Experience managing and servicing laundry equipment at multiple locations.
- Number of laundry locations currently under management.
- Approximate number of washers and dryers currently under management.
- Experience administering cashless payment systems.
- Experience providing preventive maintenance and emergency repair services.
- Experience completing transitions from an incumbent laundry provider.

D. References

The proposer shall provide at least three (3) references from comparable clients.

Each reference shall include:

- Organization or company name.
- Contact person.
- Contact person's title.

- Telephone number.
- Email address.
- Number of years under contract.
- Number of laundry locations serviced.
- General description of the equipment and services provided.

The Housing Authority may contact any reference provided by the proposer.

The Housing Authority may also consider documented information concerning the proposer's performance on other contracts when permitted by law.

6.3 Technical Proposal Requirements

The technical proposal shall describe how the proposer intends to satisfy the requirements contained in Section 5.

The technical proposal shall include the following components:

A. Equipment Proposal

The proposer shall provide a detailed description of the equipment proposed for the Housing Authority's properties.

The equipment proposal shall identify:

- Equipment manufacturer.
- Model numbers.
- Equipment type.
- Equipment capacity.
- Equipment dimensions.
- Energy and water efficiency features.
- Accessibility features.
- Equipment age, if the equipment is not new.
- Whether each category of equipment will be new or reconditioned.
- Proposed number of washers and dryers at each property.
- Proposed equipment arrangement at each laundry location.
- Proposed installation requirements.
- Anticipated useful life of the proposed equipment.

- Proposed equipment replacement schedule during the contract term.
- Manufacturer warranty information, if applicable.

If the proposer offers a combination of new and reconditioned equipment, the proposal shall clearly identify which equipment will be new and which equipment will be reconditioned.

The proposer shall explain how the proposed equipment configuration will adequately serve residents at each property.

Product literature, equipment specifications, photographs, and manufacturer information may be included as supporting documentation.

B. Payment Technology Proposal

The proposer shall provide a detailed description of the proposed cashless payment system.

The payment technology proposal shall address:

- Mobile application payment capabilities.
- Credit card payment capabilities.
- Debit card payment capabilities.
- Contactless or tap-to-pay capabilities.
- Proprietary laundry card or stored-value card system, if utilized.
- Online or mobile resident account management.
- Methods available to residents who do not use smartphones.
- Procedures for issuing, replacing, and adding value to proprietary cards, if applicable.
- Card readers, kiosks, value stations, or other equipment to be installed.
- Resident registration and account-activation procedures.
- Resident transaction or convenience fees, if any.
- Refund procedures.
- Disputed transaction procedures.
- Lost or damaged card procedures.
- Protection of resident account balances.
- Customer-support options.
- Payment-system outage procedures.
- Revenue tracking and reporting capabilities.
- Data security measures applicable to payment transactions.

Coin-operated equipment shall not be permitted.

The proposer shall clearly disclose every fee that may be charged to residents in connection with use of the proposed payment system.

C. Maintenance Program

The proposer shall provide a detailed description of its preventive maintenance and repair program.

The maintenance proposal shall include:

- Proposed preventive maintenance schedule.
- Frequency of inspections.
- Description of maintenance tasks.
- Procedures for documenting preventive maintenance.
- Method for submitting service requests.
- Procedures for responding to priority and routine service requests.
- Procedures for addressing water leaks, electrical hazards, and unsafe equipment.
- Procedures for handling complete laundry room outages.
- Procedures for addressing payment-system failures.
- Service technician staffing.
- Location of servicing personnel.
- Availability of commonly needed replacement parts.
- Escalation procedures for unresolved repairs.
- Procedures for replacing equipment subject to repeated failure.
- Method for communicating repair status to the Housing Authority.
- Typical response and repair times.
- After-hours and emergency contact procedures.

The proposer shall identify any maintenance, repair, or replacement costs that would not be included in the proposed contract.

D. Customer Service Program

The proposer shall describe its customer service program for residents and Housing Authority staff.

The customer service proposal shall address:

- Customer service telephone availability.
- Online or mobile service request capabilities.
- Procedures for reporting defective equipment.
- Refund request procedures.

- Payment dispute procedures.
- Account and proprietary card assistance, if applicable.
- Assistance for residents who do not use smartphones.
- Procedures for handling resident complaints.
- Escalation procedures for unresolved concerns.
- Availability of multilingual support, if offered.
- Method for posting customer service information in laundry locations.
- Designated management contact for the Housing Authority.

The proposer shall describe how resident complaints, refunds, and unresolved service matters will be tracked and reported.

E. Accessibility Plan

The proposer shall describe how the proposed equipment and payment system will serve senior residents and residents with disabilities.

The accessibility plan shall address:

- Availability of front-load washers.
- Accessibility of equipment controls.
- Accessibility of operating instructions.
- Equipment configurations for residents with mobility limitations.
- Payment options for residents who cannot use a smartphone.
- Accessibility of proprietary cards, kiosks, or value stations, if utilized.
- Customer support for residents requiring assistance.
- Procedures for responding to accessibility-related requests.
- Available equipment modifications or replacements.
- Coordination with the Housing Authority regarding reasonable accommodation requests.

F. Transition and Implementation Plan

The proposer shall provide a detailed plan for transitioning from the incumbent laundry provider and implementing the proposed laundry services program.

The transition and implementation plan shall include:

- Proposed project schedule.
- Coordination with the Housing Authority.
- Coordination with the incumbent provider.

- Removal of existing equipment.
- Delivery and installation of replacement equipment.
- Verification of existing utility connections.
- Identification of any required site modifications.
- Installation and activation of payment technology.
- Testing of equipment and payment systems.
- Resident notification procedures.
- Distribution or activation of proprietary laundry cards, if applicable.
- Customer service information for residents.
- Training or orientation for Housing Authority staff, if necessary.
- Measures to minimize interruption of laundry services.
- Project closeout and final inspection procedures.

The proposer shall identify the number of calendar days anticipated between authorization to proceed and completion of the transition.

The proposer shall also identify any anticipated action, assistance, or site preparation required from the Housing Authority.

6.4 Financial Proposal

Each proposer shall submit a complete Financial Proposal Form using Appendix A.

The financial proposal shall include both:

1. A Guaranteed Annual Payment payable to the Housing Authority; and
2. A Revenue Share Percentage payable to the Housing Authority.

The financial proposal shall also identify the proposed revenue-remittance schedule, resident laundry prices, applicable resident fees, and financial reporting procedures.

A. Guaranteed Annual Payment

The proposer shall state the guaranteed annual amount payable to the Housing Authority regardless of actual laundry usage or gross revenue.

The guaranteed annual payment shall be stated as a fixed dollar amount for each contract year.

The proposer shall disclose any proposed adjustment to the guaranteed annual payment during the initial term or any renewal period.

B. Revenue Share Percentage

The proposer shall state the percentage of gross laundry revenue payable to the Housing Authority.

For purposes of this Request for Proposals, gross laundry revenue means all revenue generated through operation of the laundry equipment and related payment systems before deduction of contractor expenses.

The proposer shall explain:

- How gross revenue will be calculated.
- Whether refunds or adjustments will affect the calculation.
- How the Housing Authority's share will be calculated.
- How revenue will be reconciled.
- Whether the guaranteed annual payment and revenue share are cumulative, alternative, or otherwise related.
- Whether the Housing Authority will receive the guaranteed annual payment, the calculated revenue share, or the greater of the two amounts.

Any condition, limitation, exclusion, or adjustment applicable to the proposed revenue share shall be clearly disclosed.

C. Revenue Remittance Schedule

The proposer shall indicate the proposed frequency of payments to the Housing Authority:

☐ Monthly

☐ Quarterly

☐ Other: _____

The proposer shall identify:

- The number of days following the close of each reporting period within which payment will be issued.
- The proposed method of payment.
- The documentation that will accompany each payment.

- The contractor representative responsible for payment and reporting matters.

D. Resident Laundry Pricing

The proposer shall state the proposed resident price for each washer and dryer cycle.

The financial proposal shall identify:

- Standard washer-cycle price.
- Standard dryer-cycle price.
- Additional charge for extended drying time.
- Premium-cycle charges, if any.
- Card issuance or replacement fees, if any.
- Account, convenience, or transaction fees, if any.
- Any other charge that may be imposed on residents.
- Proposed method for requesting future price adjustments.

Resident laundry prices shall be subject to approval by the Housing Authority.

No resident charge or fee may be imposed unless it has been disclosed in the proposal and approved by the Housing Authority.

E. Financial Reporting

The proposer shall describe its financial reporting and revenue-verification procedures.

The description shall address:

- Revenue reporting by property.
- Revenue reporting by laundry location.
- Machine-level revenue reporting, when available.
- Gross revenue calculation.
- Refund and adjustment reporting.
- Revenue share calculation.
- Guaranteed annual payment reporting.
- Reconciliation procedures.
- Payment verification.
- Audit support.
- Availability of online reporting access.
- Record retention.

- Procedures for correcting reporting or payment discrepancies.

F. Financial Proposal Assumptions

The proposer shall clearly identify all assumptions used in preparing the financial proposal.

The proposer shall disclose any financial condition that depends upon:

- A particular number of machines.
- A particular equipment configuration.
- Specified resident laundry prices.
- Minimum usage levels.
- Utility costs.
- Required site modifications.
- Contract renewal.
- Equipment ownership.
- Payment processing arrangements.
- Any other operational or financial assumption.

Financial conditions not clearly disclosed in the proposal may not be recognized by the Housing Authority during contract negotiations.

6.5 Historical Revenue Information

For informational purposes only, the Authority's laundry facilities generated approximately **\$60,650.07** in revenue between April 2021 and August 2026.

This information is provided solely as historical reference information and shall not be construed as a representation, warranty, projection, or guarantee of future revenue.

Actual future revenue may vary based upon resident occupancy, resident usage, equipment availability, laundry pricing, payment technology, economic conditions, and other factors.

Each proposer shall conduct its own review and independently determine the financial assumptions upon which its proposal is based.

6.6 Financial Proposal Considerations

The Authority has historically received revenue from operation of the laundry facilities.

Proposers are encouraged to submit competitive guaranteed annual payments and revenue-sharing proposals as part of their financial submission.

Financial proposals will be evaluated in accordance with the criteria and scoring methodology contained in Section 7 of this Request for Proposals.

No financial factor, threshold, preference, or scoring consideration shall apply unless identified in Section 7.

Submission of the highest guaranteed annual payment or highest revenue share percentage shall not, standing alone, require the Authority to select a proposal for award.

6.7 Required Forms and Supporting Documentation

Each proposal shall include all applicable forms, certifications, disclosures, and supporting documents identified in Section 8 and the appendices to this Request for Proposals.

Each proposer is responsible for reviewing the Proposal Submission Checklist and confirming that the proposal includes all required items.

The Authority reserves the right to determine whether an omission constitutes:

- A non-waivable material defect.
- A waivable informality or minor irregularity.
- A matter that may be addressed through clarification when permitted by law.

6.8 Addenda Acknowledgment

Each proposer shall acknowledge receipt of every addendum issued by the Housing Authority.

Failure to acknowledge an addendum affecting the material requirements of the solicitation may result in rejection of the proposal.

The proposer shall identify all addenda received in the Proposal Certification Form or other addenda acknowledgment form included in the proposal package.

6.9 Exceptions and Deviations

The proposer shall clearly identify every exception, qualification, condition, or deviation from the requirements of this Request for Proposals.

Exceptions shall:

- Reference the applicable section number.
- Identify the requirement at issue.
- Explain the proposed alternative.
- Describe any financial or operational effect.

Silence shall be interpreted as acceptance of the applicable requirement.

The Authority reserves the right to reject a proposal containing exceptions or conditions determined to be inconsistent with the Authority's needs or the requirements of the solicitation.

6.10 Confidential or Proprietary Information

If a proposer believes that specific information contained in its proposal is confidential, proprietary, or exempt from public disclosure, the proposer shall clearly identify the information and state the basis for the claimed protection.

The proposer shall not mark the entire proposal as confidential.

The Authority shall determine requests for confidentiality in accordance with applicable law.

The Authority does not guarantee that information identified by a proposer as confidential will be withheld from disclosure.

6.11 Proposal Validity

Proposals shall remain valid and available for acceptance for a minimum of ninety (90) calendar days following the proposal deadline.

A proposer may extend the validity period by written agreement.

6.12 Proposal Preparation Costs

All costs associated with preparation, submission, presentation, clarification, negotiation, or other participation in this proposal process shall be borne solely by the proposer.

The Authority shall not reimburse a proposer for any proposal-related expense.

6.13 Proposal Certification

By signing and submitting a proposal, the proposer certifies that:

- The proposer has reviewed the complete Request for Proposals.
- The proposer has attended the mandatory pre-proposal walkthrough.
- The proposer has examined the applicable laundry facilities and existing conditions.
- The proposal is accurate and complete.
- The proposer has disclosed all material assumptions, conditions, and exceptions.
- The proposer is authorized and qualified to provide the proposed services.
- The individual signing the proposal is authorized to bind the proposer.
- The proposer agrees to comply with the requirements of this Request for Proposals.
- The proposer understands that submission of a proposal does not guarantee award of a contract.
- The proposer understands that any award remains subject to approval by the Housing Authority and execution of an acceptable contract.

AUTHORIZED REPRESENTATIVE

Company Name: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Email Address: _____

Telephone Number: _____

6.14 Order of Proposal Submission

To support an efficient and consistent review, proposals should be organized in the following order:

1. Cover Letter.
2. Company Information.
3. Experience Statement.
4. References.
5. Equipment Proposal.
6. Payment Technology Proposal.
7. Maintenance Program.
8. Customer Service Program.
9. Accessibility Plan.
10. Transition and Implementation Plan.
11. Financial Proposal Form.
12. Exceptions and Deviations.
13. Required Forms, Certifications, and Disclosures.
14. Additional Supporting Documentation.

Supplemental product literature may be placed at the end of the proposal.

SECTION 7

EVALUATION CRITERIA AND SCORING METHODOLOGY

7.1 General

The Housing Authority of the Township of Brick ("BHA" or "Authority") intends to award a contract to the proposer whose submission is determined to provide the greatest overall value to the Authority and its residents.

Proposals will be evaluated based upon the criteria and point allocations contained in this Section.

Award will not necessarily be made to the proposer offering:

- The highest Guaranteed Annual Payment.
- The highest Revenue Share Percentage.
- The lowest resident laundry prices.
- The newest equipment.
- The shortest service response time.
- The highest score in any single evaluation category.

The Authority will consider the proposal as a whole, including financial return, equipment quality, payment technology, accessibility, maintenance capability, customer service, experience, references, and transition planning.

The maximum possible score is one hundred (100) points.

7.2 Administrative Review

Before technical scoring begins, the Authority will review each proposal to determine whether the submission is responsive and complete.

The administrative review may include verification of:

- Timely receipt of the proposal.
- Attendance at the mandatory pre-proposal walkthrough.
- Completion of the Financial Proposal Form.
- Submission of required certifications and disclosures.
- Acknowledgment of applicable addenda.
- Inclusion of required proposal components.
- Authorized signature.
- Disclosure of exceptions, conditions, or deviations.

A proposal determined to contain a material defect or material omission may be deemed non-responsive and excluded from further evaluation.

The Authority reserves the right to waive informalities and minor irregularities or request clarification when permitted by applicable law.

7.3 Evaluation Committee

Responsive proposals will be evaluated by an evaluation committee designated by the Authority.

Each evaluator may complete an Individual Proposal Evaluation Worksheet. The Authority may then calculate, tabulate, average, or otherwise consolidate evaluator scores in a consistent manner.

Evaluators shall score proposals based only upon:

- The requirements of this Request for Proposals.
- The published evaluation criteria.
- Information contained in the proposal.
- Information obtained through permitted clarification.
- Information obtained from references.
- Information presented during an authorized interview, presentation, or demonstration.
- A Best and Final Offer, if requested.

The evaluation committee may prepare written comments supporting the scores assigned.

7.4 Evaluation Categories

Proposals shall be evaluated using the following point allocations:

Evaluation Category	Maximum Points
Financial Proposal	40
Equipment and Technology	25
Service and Maintenance Program	20
Experience and References	10
Transition Plan	5
Total Possible Score	100

No criterion, preference, bonus, penalty, or threshold shall be applied unless identified in this Section.

7.5 Financial Proposal

Maximum Points: 40

The Financial Proposal category shall be evaluated using the information submitted in the Financial Proposal Form.

The Financial Proposal category consists of the following components:

Financial Component	Maximum Points
Guaranteed Annual Payment	20
Revenue Share Percentage	20
Financial Proposal Total	40

A. Guaranteed Annual Payment

Maximum Points: 20

The proposer offering the highest Guaranteed Annual Payment shall receive twenty (20) points.

Other responsive proposals shall receive proportionate scores calculated as follows:

Proposer's Guaranteed Annual Payment ÷ Highest Guaranteed Annual Payment × 20 Points

Scores may be rounded to two decimal places.

Any condition, limitation, adjustment, or assumption affecting the Guaranteed Annual Payment may be considered when determining the amount used for scoring.

If the proposed Guaranteed Annual Payment varies by contract year, the Authority may evaluate the total guaranteed compensation proposed for the initial three-year contract term or calculate an annualized amount, provided the same method is applied consistently to all proposals.

B. Revenue Share Percentage

Maximum Points: 20

The proposer offering the highest Revenue Share Percentage shall receive twenty (20) points.

Other responsive proposals shall receive proportionate scores calculated as follows:

Proposer's Revenue Share Percentage ÷ Highest Revenue Share Percentage × 20 Points

Scores may be rounded to two decimal places.

The Authority may consider any condition, limitation, exclusion, adjustment, or assumption affecting the proposed Revenue Share Percentage when determining the percentage used for scoring.

The proposer shall clearly disclose whether the Authority would receive:

- The Guaranteed Annual Payment plus the Revenue Share Percentage.
- The greater of the Guaranteed Annual Payment or the calculated revenue share.
- The Guaranteed Annual Payment as a minimum against the calculated revenue share.
- Another proposed compensation arrangement.

Any proposed compensation relationship must be clearly explained in the Financial Proposal Form.

C. Financial Review

In addition to the assigned point calculations, the Authority may review the financial proposal for clarity, completeness, internal consistency, and the presence of undisclosed conditions.

The Authority may request clarification of a financial proposal when permitted by law. Clarification shall not permit a proposer to materially revise the proposal unless the Authority formally requests a Best and Final Offer.

Resident laundry prices and resident fees will be considered in connection with the overall proposal but will not receive separate points unless evaluated within another published category.

7.6 Equipment and Technology

Maximum Points: 25

The Equipment and Technology category consists of the following components:

Equipment and Technology Component	Maximum Points
Equipment Quality	10
Payment Technology	10
Accessibility Features	5
Equipment and Technology Total	25

A. Equipment Quality

Maximum Points: 10

Equipment Quality may be evaluated based upon:

- Equipment manufacturer and model.
- Equipment condition.
- New or reconditioned status.
- Equipment capacity.
- Commercial suitability.
- Energy and water efficiency.
- Anticipated useful life.
- Manufacturer warranty.
- Proposed quantity and configuration.
- Ability of the proposed equipment to serve each property.
- Proposed replacement schedule.
- Clarity and completeness of equipment specifications.

A proposal offering reconditioned equipment shall not automatically receive a lower score solely because the equipment is reconditioned. The evaluation will consider the condition, reliability, age, expected useful life, and overall suitability of the proposed equipment.

B. Payment Technology

Maximum Points: 10

Payment Technology may be evaluated based upon:

- Mobile application functionality.
- Credit card capability.
- Debit card capability.
- Contactless or tap-to-pay capability.
- Proprietary laundry card or stored-value card functionality, if proposed.
- Options available to residents who do not use smartphones.
- Ease of resident registration and account management.
- Availability and accessibility of kiosks or value stations.
- Resident fees.
- Refund and dispute procedures.
- Protection of resident account balances.
- Payment-system reliability.
- Outage procedures.
- Customer support.
- Revenue tracking and reporting capabilities.
- Data security measures.

Coin-operated equipment is not permitted and shall not be considered an acceptable payment option.

C. Accessibility Features

Maximum Points: 5

Accessibility Features may be evaluated based upon:

- Availability of front-load washers.
- Accessibility of equipment controls.
- Accessibility of operating instructions.

- Suitability of equipment configurations for residents with mobility limitations.
- Payment options for residents who cannot use smartphones.
- Accessibility of kiosks, value stations, or proprietary card systems.
- Customer-support options for residents requiring assistance.
- Procedures for responding to reasonable accommodation requests.
- Flexibility to modify or replace equipment when accessibility needs arise.

7.7 Service and Maintenance Program

Maximum Points: 20

The Service and Maintenance Program category consists of the following components:

Service and Maintenance Component	Maximum Points
Preventive Maintenance Program	8
Service Response Times	7
Customer Service Program	5
Service and Maintenance Total	20

A. Preventive Maintenance Program

Maximum Points: 8

The Preventive Maintenance Program may be evaluated based upon:

- Frequency of preventive maintenance.
- Scope of scheduled inspections.
- Dryer vent and lint-management procedures.
- Inspection of hoses, drains, valves, and water connections.
- Inspection of electrical and safety components.
- Testing of payment technology.
- Documentation and recordkeeping.
- Procedures for identifying developing equipment problems.
- Availability of commonly needed replacement parts.
- Procedures for replacing equipment subject to repeated failure.
- Completeness and practicality of the proposed maintenance plan.

B. Service Response Times

Maximum Points: 7

Service Response Times may be evaluated based upon:

- Response commitment for water leaks.
- Response commitment for electrical hazards.
- Response commitment for unsafe equipment.
- Response commitment for complete laundry room outages.
- Response commitment for multiple equipment failures.
- Response commitment for payment-system outages.
- Routine service response commitment.
- Availability of after-hours support.
- Location and availability of service personnel.
- Service escalation procedures.
- Repair-status communication.
- Procedures when a repair cannot be completed during the initial visit.
- Ability to satisfy or improve upon the response requirements contained in Section 5.

A shorter stated response time shall not automatically receive the highest score. The Authority may consider whether the proposed response commitment is realistic, adequately supported, and consistent with the proposer's service staffing and capabilities.

C. Customer Service Program

Maximum Points: 5

The Customer Service Program may be evaluated based upon:

- Customer service availability.
- Telephone support.
- Online or mobile service-request capabilities.
- Resident refund procedures.
- Payment-dispute procedures.
- Proprietary card assistance, if applicable.
- Assistance for residents who do not use smartphones.
- Complaint tracking.
- Escalation procedures.

- Multilingual support, if offered.
- Communication with Authority staff.
- Designated management contacts.
- Overall clarity and responsiveness of the proposed customer service program.

7.8 Experience and References

Maximum Points: 10

The Experience and References category consists of the following components:

Experience and References Component	Maximum Points
Relevant Experience	5
References	5
Experience and References Total	10

A. Relevant Experience

Maximum Points: 5

Relevant Experience may be evaluated based upon:

- Number of years providing commercial laundry services.
- Experience serving multifamily residential properties.
- Experience managing laundry equipment at multiple locations.
- Number of laundry locations currently under management.
- Approximate number of washers and dryers under management.
- Experience with cashless payment systems.
- Experience providing preventive maintenance and emergency repair services.
- Experience transitioning accounts from incumbent providers.
- Availability of personnel and resources to support the Authority's account.
- Overall relevance of the proposer's experience to the services required by this RFP.

No preference shall be applied solely because a proposer has served a particular type of public or private client. The evaluation will consider the overall relevance and comparability of the proposer's experience.

B. References

Maximum Points: 5

References may be evaluated based upon:

- Comparability of the services provided.
- Length of the contractual relationship.
- Number of laundry locations serviced.
- Quality and reliability of service.
- Responsiveness to maintenance requests.
- Accuracy and timeliness of financial reporting.
- Customer service performance.
- Transition and implementation performance.
- Overall client satisfaction.
- Willingness of the reference to contract with the proposer again.

The Authority may contact some or all references provided.

Failure of a reference to respond shall not automatically disqualify a proposer. The Authority may consider the number and quality of completed reference responses available during the evaluation.

7.9 Transition Plan

Maximum Points: 5

The Transition Plan may be evaluated based upon:

- Completeness of the implementation schedule.
- Coordination with the Authority.
- Coordination with the incumbent provider.
- Equipment removal procedures.
- Delivery and installation planning.
- Utility verification.
- Identification of required site modifications.
- Payment-system installation and testing.
- Resident notification.

- Proprietary card distribution or activation, if applicable.
- Staff orientation or training.
- Measures to minimize service interruption.
- Anticipated implementation period.
- Identification of required Authority assistance.
- Final testing and project closeout procedures.

The highest score shall be awarded to the transition plan determined to be the most complete, practical, and likely to minimize disruption to residents.

7.10 Interviews, Presentations, and Demonstrations

The Authority reserves the right to invite one or more proposers to participate in an interview, presentation, demonstration, or discussion.

The Authority may request additional explanation regarding:

- Proposed equipment.
- Payment technology.
- Service capabilities.
- Maintenance procedures.
- Customer support.
- Financial terms.
- Transition planning.
- Exceptions or assumptions.
- Other material aspects of the proposal.

An interview, presentation, or demonstration shall be used to clarify or better understand information submitted in the proposal.

Unless the Authority requests a Best and Final Offer, a proposer may not use an interview, presentation, or demonstration to materially revise the proposal.

The Authority is not required to interview every proposer.

7.11 Clarifications

The Authority may request written clarification of a proposal when additional explanation or verification is necessary.

Clarification may not be used to:

- Cure a material defect when prohibited by law.
- Supply a material proposal component that was omitted.
- Provide an unfair competitive advantage.
- Materially change the financial proposal.
- Materially alter the proposer's technical approach.

The Authority shall determine whether a response constitutes a permitted clarification or an impermissible material revision.

7.12 Best and Final Offers

The Authority reserves the right to request Best and Final Offers ("BAFOs") from one or more proposers when determined to be in the best interest of the Authority.

A request for BAFOs shall be issued in writing and shall identify:

- The proposers invited to submit a BAFO.
- The information subject to revision.
- The submission requirements.
- The BAFO deadline.
- Any other applicable instructions.

The Authority is not obligated to request BAFOs.

If BAFOs are requested, the Authority may rescore the affected proposal components using the same published evaluation criteria and point allocations contained in this Section.

7.13 Evaluation of Exceptions

The Authority may consider any exception, qualification, condition, or deviation identified by a proposer.

The Authority may reject a proposal when an exception or condition:

- Materially alters the scope of services.
- Limits required contractor responsibilities.
- Reduces required insurance or indemnification protections.
- Conflicts with applicable law.
- Creates an unacceptable financial condition.
- Prevents fair comparison with other proposals.
- Is otherwise contrary to the interests of the Authority.

The Authority may request clarification of an exception or negotiate an acceptable resolution when permitted.

7.14 Scoring and Documentation

Each evaluator may assign points up to the maximum available for each evaluation category and component.

Evaluation worksheets should include sufficient comments to explain significant scoring distinctions among proposals.

The procurement record may include:

- Administrative review documentation.
- Individual evaluator worksheets.
- Reference information.
- Interview or presentation notes.
- Clarification requests and responses.
- BAFO requests and responses.
- Consolidated score sheets.
- Evaluation committee recommendations.
- Other materials considered during the evaluation.

Mathematical scoring for the Guaranteed Annual Payment and Revenue Share Percentage shall be calculated consistently for all responsive proposals.

7.15 Proposal Evaluation Worksheet

The Authority may use the Proposal Evaluation Worksheet included as Appendix A-1.

The worksheet shall reflect the following point allocations:

Evaluation Category	Maximum Points
Financial Proposal	40
Equipment and Technology	25
Service and Maintenance Program	20
Experience and References	10
Transition Plan	5
Total Possible Score	100

The Proposal Evaluation Worksheet is for Housing Authority use only and shall not be completed by proposers.

7.16 Determination of Greatest Overall Value

The Authority will consider the total evaluation score together with the complete procurement record.

The Authority may consider whether:

- The proposal is responsive and complete.
- The proposer appears capable of satisfying the contract requirements.
- The financial proposal is clear and sustainable.
- The proposed equipment and technology are suitable for the Authority's properties.
- The maintenance and customer service programs are credible and adequately supported.
- The proposer's experience and references support successful performance.
- The transition plan is practical and minimizes resident disruption.
- Any exception, assumption, or condition presents an unacceptable risk.

- Selection of the proposal is in the best interest of the Authority and its residents.

The highest total score will ordinarily support the evaluation committee's recommendation. However, the Authority reserves the right to consider the entire procurement record and is not required to make an award solely on the basis of numerical scoring when a documented, lawful basis supports another determination.

7.17 Recommendation and Award

Following completion of the evaluation process, the evaluation committee may recommend a proposer for contract award.

Any contract award shall be subject to:

- Completion of the evaluation process.
- Verification of required forms and certifications.
- Resolution of permitted clarifications or negotiations.
- Approval by the Housing Authority.
- Availability and appropriation of funds, when applicable.
- Execution of a contract acceptable to the Authority.
- Satisfaction of all legal and administrative requirements.

The evaluation committee's recommendation shall not constitute a contract award.

No proposer shall acquire any contractual right until a written contract has been fully approved and executed by the Authority and the successful proposer.

7.18 Reservation of Rights

The Authority reserves the right to:

- Reject any or all proposals.
- Determine that a proposal is non-responsive.
- Waive informalities and minor irregularities when permitted by law.
- Request clarifications.
- Verify information submitted.

- Contact references.
- Conduct interviews, presentations, or demonstrations.
- Request Best and Final Offers.
- Negotiate with one or more proposers when permitted.
- Reject unacceptable exceptions or conditions.
- Cancel or modify the solicitation through appropriate notice.
- Decline to make an award.
- Recommend the proposal determined to provide the greatest overall value to the Authority and its residents.

Submission of a proposal shall not obligate the Authority to make an award or reimburse any proposer for costs associated with participation in the proposal process.

SECTION 8

REQUIRED FORMS, CERTIFICATIONS, AND DISCLOSURES

8.1 General Requirements

Each proposer shall complete and submit all forms, certifications, disclosures, and supporting documentation required by this Request for Proposals.

Required forms shall be completed in full, signed by an authorized representative when applicable, and submitted with the proposal unless this Request for Proposals or applicable law permits submission at a later stage.

The proposer is responsible for reviewing the complete proposal package and determining that all required information has been provided.

Failure to submit a required document may result in the proposal being deemed non-responsive when the omission constitutes a material and non-waivable defect.

The Housing Authority of the Township of Brick ("BHA" or "Authority") reserves the right to waive informalities or minor irregularities and request clarification or correction when permitted by applicable law.

8.2 Proposal Submission Checklist

Each proposer shall complete and submit the Proposal Submission Checklist included as Appendix B.

The checklist is provided to assist proposers in assembling a complete proposal. Completion of the checklist does not relieve the proposer of responsibility for satisfying all requirements contained in this Request for Proposals.

At a minimum, each proposal shall include:

☐ Cover Letter

- ☐ Company Information
- ☐ Experience Statement
- ☐ References
- ☐ Equipment Proposal
- ☐ Payment Technology Proposal
- ☐ Maintenance Program
- ☐ Customer Service Program
- ☐ Accessibility Plan
- ☐ Transition and Implementation Plan
- ☐ Financial Proposal Form
- ☐ Exceptions and Deviations Statement
- ☐ Addenda Acknowledgment
- ☐ Proposal Certification
- ☐ Stockholder Disclosure Certification
- ☐ Non-Collusion Affidavit
- ☐ Affirmative Action Compliance Documentation
- ☐ Insurance Certification
- ☐ New Jersey Business Registration Certificate, if required at the time of proposal submission
- ☐ Additional supporting documentation submitted by the proposer

If no exceptions or deviations are proposed, the proposer shall submit a statement indicating that no exceptions or deviations are taken.

8.3 Financial Proposal Form

Each proposer shall complete and submit the Financial Proposal Form included as Appendix A.

The Financial Proposal Form shall include:

- Guaranteed Annual Payment.
- Revenue Share Percentage.
- Description of the relationship between the guaranteed payment and revenue share.
- Revenue remittance schedule.
- Proposed resident laundry prices.
- Resident fees, if any.
- Financial reporting procedures.
- Financial assumptions, conditions, limitations, or exclusions.

The proposer shall not alter the Financial Proposal Form in a manner that prevents the Authority from fairly comparing the proposal with other submissions.

Any additional explanation necessary to understand the financial proposal may be attached to the completed form.

8.4 Proposal Certification

Each proposer shall submit a signed Proposal Certification.

By signing the Proposal Certification, the proposer certifies that:

- The proposer has reviewed the complete Request for Proposals.
- The proposer understands the scope of services and submission requirements.
- The proposer attended the mandatory pre-proposal walkthrough.
- The proposer reviewed the existing site conditions.
- All information submitted is accurate and complete.
- All material assumptions, conditions, exceptions, and deviations have been disclosed.
- The proposal was independently prepared.
- The individual signing the proposal is authorized to bind the proposer.
- The proposal shall remain valid for at least ninety (90) calendar days following the proposal deadline.

- The proposer agrees to comply with the requirements of this Request for Proposals.
- Submission of a proposal does not guarantee contract award.
- Any award remains subject to approval by the Authority and execution of an acceptable written contract.

The Proposal Certification shall be signed by an individual authorized to bind the proposer.

8.5 Addenda Acknowledgment

Each proposer shall acknowledge receipt of every addendum issued by the Authority in connection with this Request for Proposals.

The acknowledgment shall identify:

- Addendum number.
- Date of addendum.
- Authorized representative acknowledging receipt.
- Date acknowledgment was signed.

If no addenda are issued, the proposer shall indicate that no addenda were received.

Failure to acknowledge an addendum affecting a material requirement of the solicitation may result in rejection of the proposal.

8.6 Stockholder Disclosure Certification

Each proposer shall complete and submit the Stockholder Disclosure Certification included in the proposal package.

The proposer shall disclose all individuals, corporations, partnerships, limited liability companies, and other entities required to be identified under applicable New Jersey law.

If no individual or entity is required to be disclosed, the proposer shall complete the applicable certification indicating that no reportable ownership interest exists.

The Stockholder Disclosure Certification shall be signed and dated by an authorized representative.

Failure to submit a completed Stockholder Disclosure Certification may result in rejection of the proposal when required by applicable law.

8.7 Non-Collusion Affidavit

Each proposer shall complete and submit a Non-Collusion Affidavit.

The Non-Collusion Affidavit shall certify that:

- The proposal was independently prepared.
- The proposer has not entered into an unlawful agreement with another proposer.
- The proposer has not participated in collusive practices relating to this solicitation.
- The proposer has not disclosed its financial proposal to another proposer before the proposal deadline.
- No person has been improperly induced to submit or refrain from submitting a proposal.
- The proposal is genuine and is not submitted as a sham or cover.

The Non-Collusion Affidavit shall be signed by an authorized representative and properly notarized when required by the form.

8.8 New Jersey Business Registration Certificate

The successful proposer shall comply with all applicable New Jersey business registration requirements.

Each proposer should submit a copy of its valid New Jersey Business Registration Certificate with the proposal when available.

If permitted by applicable law, a proposer that does not submit the certificate with its proposal shall provide the certificate within the period established by the Authority and before contract award or execution.

The proposer shall also provide any required business registration documentation for subcontractors performing work under the contract.

Failure to provide required business registration documentation within the legally permitted timeframe may result in disqualification or cancellation of a proposed award.

8.9 Affirmative Action and Equal Employment Opportunity Compliance

The successful proposer shall comply with all applicable New Jersey affirmative action and equal employment opportunity requirements.

The proposal package shall include, as applicable:

- Affirmative Action Compliance Notice.
- Mandatory Equal Employment Opportunity Language.
- Evidence of an existing Certificate of Employee Information Report.
- A completed Employee Information Report form when required.
- Any other documentation required to establish compliance.

The successful proposer shall provide all required affirmative action documentation before contract execution or within the timeframe required by applicable law.

The applicable equal employment opportunity language shall be incorporated into the resulting contract.

The successful proposer shall also require approved subcontractors to comply with applicable affirmative action and equal employment opportunity requirements.

8.10 Americans with Disabilities Act Compliance

The successful proposer shall comply with the Americans with Disabilities Act and all other applicable disability-access laws and regulations.

The Americans with Disabilities Act language included in the proposal package shall be incorporated into the resulting contract.

The contractor shall not discriminate against any qualified person on the basis of disability in the provision of services under the contract.

The contractor shall cooperate with the Authority in addressing accessibility requirements and reasonable accommodation matters related to the laundry equipment, payment systems, customer support, and resident services.

8.11 Insurance Certification

Each proposer shall submit a signed certification confirming its ability to obtain and maintain all insurance coverage required by Section 9.

The Insurance Certification shall confirm that the proposer can provide coverage including:

- Commercial General Liability.
- Automobile Liability.
- Workers' Compensation.
- Employer's Liability.
- Umbrella or Excess Liability.

The Insurance Certification is not a substitute for the certificates of insurance required before contract execution.

The successful proposer shall provide certificates of insurance evidencing the required coverage before commencing any contract activity.

The Authority shall be named as an additional insured where required by the contract.

The successful proposer shall remain responsible for maintaining required insurance coverage throughout the contract term.

8.12 Exceptions and Deviations Statement

Each proposer shall submit an Exceptions and Deviations Statement identifying every proposed exception, qualification, condition, or deviation from the requirements of this Request for Proposals.

Each exception or deviation shall:

- Identify the applicable section number.
- Quote or describe the requirement at issue.

- Explain the proposed alternative.
- Describe any financial, operational, legal, or service-related effect.
- Identify whether the exception affects any other portion of the proposal.

If the proposer takes no exceptions or deviations, the proposer shall submit the following statement:

The proposer takes no exceptions or deviations from the requirements of this Request for Proposals.

Failure to identify an exception or deviation shall be interpreted as acceptance of the applicable requirement.

The Authority reserves the right to reject any proposed exception, qualification, condition, or deviation.

8.13 Subcontractor Disclosure

Each proposer shall identify every subcontractor expected to perform a material portion of the services.

The disclosure shall include:

- Subcontractor name.
- Business address.
- Contact information.
- Description of services to be performed.
- Relevant qualifications and experience.
- Applicable business registration information.
- Applicable insurance information.

If no subcontractors are proposed, the proposer shall state that no subcontractors are anticipated.

Approval of a subcontractor shall not relieve the successful proposer of responsibility for complete and satisfactory contract performance.

The successful proposer shall remain responsible for the conduct, performance, compliance, and work product of all approved subcontractors.

8.14 Authorization to Conduct Reference and Qualification Review

By submitting a proposal, the proposer authorizes the Authority to:

- Contact the references identified in the proposal.
- Verify company information.
- Verify the proposer's experience and qualifications.
- Verify required registrations and certifications.
- Review available information concerning prior contract performance.
- Request supporting documentation or clarification when permitted.

The proposer shall cooperate with reasonable requests for verification.

The Authority may consider a proposer's failure to provide requested verification in determining whether the proposer is responsible and capable of performing the contract.

8.15 Disclosure of Investigations, Claims, and Contract Terminations

Each proposer shall disclose any material matter occurring within the period identified in the proposal form involving:

- Contract termination for cause.
- Default under a public or private contract.
- Suspension or debarment.
- Material litigation relating to laundry services.
- Regulatory or licensing action.
- Material insurance claim arising from laundry equipment installation or operation.
- Finding of fraudulent or collusive conduct.
- Other material matter that may affect the proposer's ability to perform the contract.

Disclosure of a matter shall not automatically disqualify the proposer.

The Authority may consider the nature, date, seriousness, disposition, and relevance of the disclosed matter when evaluating proposer responsibility.

If no such matters exist, the proposer shall state that no reportable matters exist.

8.16 Proposal Signature and Authority

All forms requiring signature shall be signed by an individual authorized to bind the proposer.

The Authority may request evidence of signing authority, including:

- Corporate resolution.
- Partnership authorization.
- Limited liability company authorization.
- Power of attorney.
- Other documentation establishing authority.

Electronic or reproduced signatures may be accepted when permitted by the Authority and applicable law.

The successful proposer may be required to provide original signatures before contract execution.

8.17 Form Completion Requirements

Proposers shall:

- Complete all applicable blanks.
- Mark non-applicable items as "Not Applicable" or "N/A."
- Avoid leaving required fields blank.
- Sign and date forms where indicated.
- Obtain notarization where required.
- Include requested supporting documentation.
- Review all forms for accuracy before submission.

The proposer shall not materially alter a form included in the proposal package without clearly identifying the alteration as an exception or deviation.

Corrections shall be clear and initialed by the authorized representative when appropriate.

8.18 Supplemental Documentation

A proposer may submit supplemental information relevant to the published evaluation criteria.

Supplemental information may include:

- Product literature.
- Equipment specifications.
- Manufacturer warranties.
- Payment technology materials.
- Preventive maintenance samples.
- Customer service materials.
- Sample revenue reports.
- Implementation schedules.
- Organizational charts.
- Additional relevant references.

Supplemental information shall not replace any required proposal component.

Proposers should avoid submitting promotional material that does not directly relate to the requirements or evaluation criteria contained in this Request for Proposals.

8.19 Clarification of Forms and Certifications

The Authority may request clarification or verification of submitted forms, certifications, and disclosures when permitted by applicable law.

A clarification shall not be used to:

- Cure a material and non-waivable defect.
- Provide an unfair competitive advantage.
- Materially revise the proposal.
- Materially change the financial proposal.
- Avoid a mandatory legal requirement.

The Authority shall determine whether an omission or deficiency may be waived, clarified, corrected, or requires rejection.

8.20 Continuing Duty to Update

The successful proposer shall promptly notify the Authority if any material information contained in a submitted certification, disclosure, or supporting document changes before contract award or during the contract term.

The duty to update includes changes involving:

- Ownership.
- Business registration.
- Insurance.
- Licensing.
- Subcontractors.
- Legal authority to conduct business.
- Suspension or debarment status.
- Material litigation or regulatory action.
- Contact information.
- Any other matter affecting contract performance or compliance.

8.21 Order of Forms and Certifications

For ease of review, the proposer should organize required forms and certifications in the following order:

1. Proposal Submission Checklist.
2. Financial Proposal Form.
3. Proposal Certification.
4. Addenda Acknowledgment.
5. Stockholder Disclosure Certification.
6. Non-Collusion Affidavit.
7. New Jersey Business Registration Certificate.
8. Affirmative Action Compliance Documentation.
9. Insurance Certification.
10. Exceptions and Deviations Statement.
11. Subcontractor Disclosure.

- 12. Disclosure of Investigations, Claims, and Contract Terminations.
- 13. Additional required certifications or supporting documentation.

8.22 Authority Determination

The Authority shall determine whether a proposer has satisfied the forms, certifications, disclosure, and documentation requirements of this Request for Proposals.

Nothing contained in this Section shall require the Authority to waive a defect, accept an incomplete submission, or request clarification.

The Authority reserves all rights available under this Request for Proposals and applicable law.

SECTION 9

CONTRACT REQUIREMENTS AND CONDITIONS

9.1 Contract Form

The successful proposer shall enter into a written contract with the Housing Authority of the Township of Brick ("BHA" or "Authority").

The contract shall incorporate, as applicable:

- This Request for Proposals.
- All addenda issued by the Authority.
- The successful proposer's proposal.
- The successful proposer's Financial Proposal Form.
- Any accepted clarifications.
- Any accepted Best and Final Offer.
- Any negotiated terms approved by the Authority.
- All required certifications, disclosures, and contract exhibits.

If a conflict exists among the contract documents, the order of precedence shall be established in the final written contract.

No proposal, recommendation, notice of intent, negotiation, or communication shall create a contractual obligation until a written contract has been approved and executed by the Authority and the successful proposer.

9.2 Initial Contract Term

The initial contract term shall be for a period of three (3) years commencing on a date established by the Authority following contract execution.

The contract commencement date may be adjusted by the Authority to accommodate:

- Removal of existing equipment.
- Installation of replacement equipment.

- Implementation of payment technology.
- Resident notification.
- Testing and transition activities.
- Coordination with the incumbent contractor.

The successful proposer shall not begin work before receiving written authorization from the Authority.

9.3 Renewal Options

Following the initial three-year term, the Authority may, at its sole discretion, exercise:

- One (1) additional one-year renewal option; and
- One (1) additional one-year renewal option.

The maximum duration of the contract, including all renewal options, shall not exceed five (5) consecutive years.

Any renewal shall be subject to:

- Satisfactory contractor performance.
- Continued compliance with the contract.
- A determination by the Authority that the services are being performed effectively and efficiently.
- Approval by the Authority.
- Continued need for the services.
- Availability and appropriation of funds, when applicable.
- Compliance with applicable law.

The contractor shall have no right or entitlement to a renewal or extension.

9.4 Renewal Pricing

Any price adjustment proposed as part of a renewal shall comply with applicable law and the terms of the contract.

The contractor shall submit any requested renewal pricing and supporting documentation within the period established by the Authority.

Any approved change shall be documented in writing before the renewal period begins.

The terms and conditions of the contract shall remain substantially the same during any renewal period unless a change is approved by the Authority and permitted by law.

Resident laundry prices shall not be increased during a renewal period without prior written approval from the Authority.

9.5 Annual Appropriation and Availability of Funds

The contract shall be subject to the availability and annual appropriation of sufficient funds as required by applicable law.

If sufficient funds are not available or appropriated, the Authority may cancel or terminate the contract without penalty upon written notice to the contractor.

Nothing contained in the contract shall be interpreted as creating a financial obligation extending beyond legally available and appropriated funds.

This provision shall apply throughout the initial term and any renewal period. The inclusion of this safeguard reflects the multiyear-contract requirement identified by Authority Counsel.

9.6 Contractor Compensation

The contractor's compensation arrangement shall be based upon the accepted Financial Proposal Form and incorporated into the final contract.

The contract shall identify:

- The Guaranteed Annual Payment payable to the Authority.
- The Revenue Share Percentage payable to the Authority.
- The relationship between the Guaranteed Annual Payment and the Revenue Share Percentage.
- The revenue-remittance schedule.

- Approved resident laundry prices.
- Approved resident fees, if any.
- Financial reporting requirements.
- Revenue-verification procedures.
- Any approved adjustment applicable during a renewal period.

No financial condition, limitation, exclusion, deduction, fee, or adjustment shall apply unless disclosed in the successful proposal and accepted in writing by the Authority.

9.7 Revenue Payments

The contractor shall remit all payments due to the Authority in accordance with the schedule established in the contract.

Each payment shall be accompanied by a report showing, at a minimum:

- Reporting period.
- Gross revenue by property.
- Gross revenue by laundry location.
- Refunds, credits, or adjustments.
- Applicable Revenue Share Percentage.
- Revenue-share calculation.
- Guaranteed Annual Payment calculation.
- Amount currently due to the Authority.
- Amount remitted.
- Any remaining balance.

The contractor shall promptly correct any reporting error or payment deficiency identified by the Authority.

Late, incomplete, or inaccurate payments may constitute a contract default.

9.8 Resident Laundry Prices and Fees

The resident laundry prices approved at contract award shall be incorporated into the contract.

The contractor shall not impose or increase any:

- Washer-cycle charge.
- Dryer-cycle charge.
- Extended drying-time charge.
- Premium-cycle charge.
- Card issuance or replacement fee.
- Account fee.
- Convenience fee.
- Transaction fee.
- Other resident charge.

No resident charge or fee may be imposed or increased without prior written approval from the Authority.

A request to change resident pricing shall include:

- The proposed amount.
- The current amount.
- The reason for the requested change.
- Supporting financial or operational information.
- The proposed implementation date.
- The proposed resident-notification process.

Approval of any price or fee change shall remain at the sole discretion of the Authority.

9.9 Equipment Ownership

Unless otherwise stated in the final contract, all laundry equipment, payment equipment, software, kiosks, value stations, card readers, and related systems furnished by the contractor shall remain the property of the contractor.

The contractor shall be responsible for all costs associated with:

- Equipment acquisition.
- Delivery.
- Installation.
- Operation.

- Maintenance.
- Repair.
- Replacement.
- Removal.
- Disposal.

The contractor shall not acquire any ownership interest in Authority property by installing equipment or making approved connections or modifications.

9.10 Installation and Approval

The contractor shall coordinate all installation, removal, replacement, relocation, and activation activities with the Authority.

Before installation begins, the contractor shall provide:

- Final equipment schedule.
- Final equipment locations.
- Installation schedule.
- Utility requirements.
- Payment-system configuration.
- Identification of proposed subcontractors.
- Resident-notification materials.
- Evidence of required insurance.
- Any permit or approval information requested by the Authority.

The Authority reserves the right to approve final equipment selections, quantities, locations, and installation schedules.

Authority approval shall not relieve the contractor of responsibility for proper installation, code compliance, safe operation, or contract performance.

9.11 Site Conditions and Property Modifications

The contractor acknowledges that proposers were provided an opportunity to inspect existing conditions during the mandatory pre-proposal walkthrough.

The contractor shall be responsible for reasonably foreseeable conditions affecting installation and operation of the proposed equipment.

No material modification may be made to Authority property without prior written approval.

Material modifications include changes involving:

- Electrical service.
- Plumbing.
- Water supply.
- Drainage.
- Ventilation.
- Walls or floors.
- Doors or access points.
- Networking or communication systems.
- Structural components.
- Other permanent building systems.

The contractor shall clearly coordinate responsibility for any approved modification before beginning the work.

9.12 Property Protection and Restoration

The contractor shall protect Authority property during all installation, maintenance, repair, replacement, and removal activities.

The contractor shall be responsible for damage caused by the contractor, its employees, agents, or subcontractors.

The contractor shall:

- Protect floors, walls, doors, and common areas.
- Maintain safe access for residents and staff.
- Remove packaging, debris, discarded parts, and replaced equipment.
- Restore affected areas to a clean and safe condition.
- Repair damage caused by contractor activities.
- Comply with reasonable work-hour and building-access requirements.

Laundry rooms shall be left clean, safe, and operational following contractor service.

9.13 Maintenance and Repair Obligations

The contractor shall maintain all equipment and payment systems in safe, clean, reliable, and fully operational condition.

The contractor shall provide:

- Preventive maintenance.
- Routine repairs.
- Priority service.
- Parts and labor.
- Payment-system support.
- Equipment replacement when required.
- Customer support.
- Maintenance and service records.

The contractor shall satisfy the service-response requirements contained in Section 5.

Repeated equipment failure, excessive downtime, incomplete repairs, or continued failure to satisfy response requirements may constitute unsatisfactory performance or contract default.

9.14 Accessibility and Reasonable Accommodation

The contractor shall comply with applicable accessibility requirements and cooperate with the Authority in addressing reasonable accommodation requests.

The contractor shall provide payment options that do not require exclusive use of a smartphone.

When requested by the Authority, the contractor shall evaluate reasonable equipment or payment-system modifications intended to improve accessibility.

No accessibility-related modification shall be implemented without coordination with and approval from the Authority.

9.15 Customer Service

The contractor shall maintain responsive customer service throughout the contract term.

Customer service shall include:

- Telephone support.
- Service-request procedures.
- Refund procedures.
- Payment-dispute procedures.
- Account assistance.
- Proprietary laundry card assistance, if applicable.
- Escalation procedures.
- Communication with Authority staff.
- Assistance for residents who do not use smartphones.

The contractor shall maintain and post current customer-service information in each laundry location.

Resident complaints and refund matters shall be handled professionally and documented by the contractor.

9.16 Reporting Requirements

The contractor shall provide quarterly reports within thirty (30) calendar days following the conclusion of each quarter.

Reports shall include:

- Gross revenue.
- Revenue by property.
- Revenue-share calculations.
- Guaranteed payment information.
- Payments made or due to the Authority.
- Refunds and adjustments.
- Equipment downtime.
- Preventive maintenance activity.

- Service requests and response times.
- Repairs and equipment replacements.
- Payment-system issues.
- Unresolved operational matters.

The Authority may require correction or supplementation of any incomplete or inaccurate report.

9.17 Records and Record Retention

The contractor shall maintain complete and accurate records relating to contract performance.

Required records include:

- Revenue records.
- Transaction records.
- Payment calculations.
- Refund and adjustment records.
- Maintenance records.
- Service-call records.
- Equipment inventories.
- Equipment-replacement records.
- Customer-service records.
- Subcontractor records.
- Insurance documentation.
- Other records necessary to demonstrate contract compliance.

Records shall be retained for at least three (3) years following creation of the record or final payment under the contract, whichever is later, unless a longer period is required by law or the contract.

Records relating to an audit, claim, dispute, or investigation shall be retained until the matter is fully resolved.

9.18 Audit Rights

The Authority, its accountant, auditor, legal counsel, or other authorized representative may inspect and audit records relating to:

- Gross laundry revenue.
- Resident transactions.
- Revenue-share calculations.
- Guaranteed Annual Payments.
- Refunds and adjustments.
- Service activity.
- Maintenance.
- Equipment downtime.
- Resident fees.
- Contract compliance.

The contractor shall provide requested records within a reasonable period established by the Authority.

The contractor shall cooperate fully with any authorized review or audit.

If an audit identifies an underpayment, the contractor shall promptly remit the amount due and provide corrected supporting documentation.

9.19 Insurance Requirements

The contractor shall maintain insurance coverage throughout the contract term, including any transition, installation, and renewal period.

At a minimum, the contractor shall maintain:

A. Commercial General Liability

- \$1,000,000 per occurrence.
- \$2,000,000 general aggregate.

B. Automobile Liability

- \$1,000,000 combined single limit.

Coverage shall apply to owned, hired, and non-owned vehicles used in contract performance.

C. Workers' Compensation

- Statutory workers' compensation coverage.
- Employer's liability coverage as required by the contract.

D. Umbrella or Excess Liability

- \$1,000,000 minimum.

The Authority may require additional or modified coverage based upon the final equipment, payment technology, installation work, or contract risk.

Certificates of insurance shall be provided before contract execution and before any work begins.

The Authority shall be named as an additional insured where required by the contract.

The contractor shall provide endorsements when requested by the Authority.

The contractor shall notify the Authority promptly of any cancellation, nonrenewal, material reduction, or lapse in required coverage.

9.20 Indemnification

To the fullest extent permitted by law, the contractor shall indemnify, defend, and hold harmless the Authority and its Commissioners, officers, employees, representatives, and agents from and against claims, damages, losses, liabilities, costs, and expenses arising out of or relating to:

- Contractor operations.
- Installation, maintenance, repair, replacement, or removal activities.
- Acts or omissions of the contractor.
- Acts or omissions of approved subcontractors.
- Contractor negligence.
- Personal injury.
- Property damage.
- Payment-system operation.
- Violation of law.
- Breach of contract.
- Infringement involving contractor-provided equipment, software, or technology.

The contractor's obligations shall be subject to the final contract language approved by the Authority.

This provision shall survive expiration or termination of the contract to the extent permitted by law.

9.21 Compliance With Laws

The contractor shall comply with all applicable federal, state, and local laws, regulations, codes, ordinances, and requirements.

The contractor shall obtain and maintain all permits, licenses, registrations, and approvals required to perform the contract.

Compliance obligations include, as applicable:

- Business registration.
- Equal employment opportunity.
- Affirmative action.
- Accessibility.
- Employment laws.
- Safety regulations.
- Environmental requirements.
- Consumer protection.
- Payment-processing requirements.
- Data-security requirements.
- Tax obligations.
- Other requirements applicable to the contractor's operations.

The contractor shall remain responsible for monitoring and satisfying applicable legal requirements throughout the contract term.

9.22 Independent Contractor

The contractor shall perform all services as an independent contractor.

Nothing contained in the contract shall create:

- An employer-employee relationship.
- A partnership.
- A joint venture.
- An agency relationship.
- Any relationship other than that of independent contracting parties.

The contractor shall be solely responsible for its employees, agents, and subcontractors, including compensation, supervision, taxes, benefits, training, and compliance with employment laws.

9.23 Employees and Conduct

Contractor personnel shall conduct themselves professionally while on Authority property.

The contractor shall ensure that its employees and subcontractors:

- Follow Authority access procedures.
- Treat residents and staff respectfully.
- Avoid unnecessary disruption.
- Maintain appropriate identification.
- Comply with safety requirements.
- Protect resident and Authority information.
- Refrain from entering resident units except when authorized.
- Follow reasonable directions issued by Authority staff.

The Authority may request removal from the contract of any contractor representative whose conduct presents a legitimate safety, operational, or resident-service concern.

9.24 Subcontractors

The contractor shall not subcontract a material portion of the contract without prior written approval from the Authority.

The contractor shall remain fully responsible for:

- Subcontractor performance.
- Subcontractor compliance.

- Subcontractor insurance.
- Subcontractor business registration.
- Subcontractor conduct.
- Payment of subcontractors.
- All work performed by subcontractors.

Approval of a subcontractor shall not create a contractual relationship between the Authority and the subcontractor.

The Authority may withdraw approval of a subcontractor for documented performance, compliance, safety, or operational concerns.

9.25 Assignment

The contractor shall not assign, transfer, delegate, sell, or otherwise dispose of the contract or any material right or obligation under the contract without prior written approval from the Authority.

Any attempted assignment without approval may be considered a material breach.

A change in ownership or control of the contractor shall be promptly disclosed to the Authority.

The Authority reserves the right to review whether a change in ownership or control affects the contractor's qualifications or ability to perform.

9.26 Data Security and Payment Systems

The contractor shall maintain reasonable administrative, technical, and physical safeguards for payment and resident account information handled through contractor-provided systems.

The contractor shall:

- Limit collection of personal information to information reasonably necessary for payment and account administration.
- Protect resident account credentials and balances.
- Maintain secure payment-processing practices.
- Restrict access to authorized personnel.

- Maintain procedures for addressing unauthorized access or suspected data compromise.
- Notify the Authority promptly of any incident that may materially affect residents or Authority operations.
- Cooperate with reasonable inquiries regarding contractor-provided payment technology.

The contractor shall remain responsible for compliance with applicable requirements governing its payment systems and vendors.

9.27 Confidentiality

The contractor shall protect confidential or nonpublic information obtained through performance of the contract.

The contractor shall not use or disclose resident or Authority information except as necessary to perform the contract or as required by law.

The contractor shall ensure that employees, agents, and subcontractors with access to confidential information comply with this requirement.

The contractor shall promptly notify the Authority of any unauthorized disclosure.

This obligation shall survive expiration or termination of the contract.

9.28 Default

Events of default may include:

- Failure to install equipment as required.
- Failure to maintain equipment.
- Failure to satisfy service-response requirements.
- Repeated or extended equipment outages.
- Failure to operate or support required payment technology.
- Imposition of an unauthorized resident price or fee.
- Failure to submit required reports.
- Submission of materially inaccurate reports.
- Failure to remit payments due to the Authority.

- Failure to maintain insurance.
- Failure to maintain required licenses or registrations.
- Failure to comply with applicable law.
- Unauthorized assignment or subcontracting.
- Material misrepresentation.
- Failure to protect Authority property.
- Breach of confidentiality or data-security obligations.
- Material breach of any other contract requirement.
- Repeated conduct demonstrating unsatisfactory performance.

The identification of specific events of default shall not limit any other right or remedy available to the Authority.

9.29 Notice and Opportunity to Cure

When appropriate, the Authority may provide written notice identifying a default and establishing a period for corrective action.

The cure period shall be determined based upon:

- Nature of the default.
- Risk to residents.
- Safety concerns.
- Operational impact.
- Financial impact.
- Contractor's prior performance.
- Time reasonably necessary for correction.

The Authority shall not be required to provide an extended cure period when:

- Immediate action is necessary to protect health or safety.
- The default involves lapse of required insurance.
- The default involves unlawful conduct.
- The default involves fraud or intentional misrepresentation.
- The contractor abandons performance.
- The default cannot reasonably be cured.
- Applicable law permits immediate action.

Failure to cure within the period established by the Authority may result in termination or other action.

9.30 Corrective Action Plan

The Authority may require the contractor to submit a written corrective action plan.

The plan shall identify:

- The cause of the deficiency.
- Immediate corrective action.
- Long-term preventive action.
- Responsible contractor personnel.
- Implementation dates.
- Reporting and verification procedures.

Acceptance of a corrective action plan shall not waive the default or limit the Authority's rights.

Repeated corrective action plans for substantially similar deficiencies may be considered evidence of unsatisfactory performance.

9.31 Termination for Cause

The Authority may terminate the contract for cause when the contractor:

- Fails to cure a default.
- Repeatedly fails to provide required services.
- Abandons or materially reduces performance.
- Fails to maintain required insurance.
- Fails to remit payments.
- Submits materially false or misleading information.
- Materially breaches the contract.
- Engages in conduct that threatens safety or materially disrupts Authority operations.
- Becomes legally unable to perform the contract.
- Is subject to another termination ground contained in the contract or applicable law.

Termination shall be provided through written notice identifying the effective date.

Termination shall not limit the Authority's right to pursue damages, payment, transition assistance, or any other remedy.

9.32 Termination for Convenience

The Authority reserves the right to terminate the contract, in whole or in part, for convenience when determined to be in the Authority's best interest.

The Authority shall provide written notice identifying the effective termination date.

The contractor shall be entitled only to compensation properly earned through the termination date, subject to adjustment for amounts owed to the Authority.

The contractor shall not be entitled to anticipated profits, future revenue, lost opportunities, or other damages arising from termination for convenience.

9.33 Remedies

In addition to termination, the Authority may exercise any remedy available under the contract or applicable law.

Remedies may include:

- Requiring corrective action.
- Requiring equipment replacement.
- Requiring supplemental staffing.
- Withholding amounts due.
- Offsetting contractor obligations against amounts otherwise payable.
- Recovering underpayments.
- Recovering the cost of substitute services.
- Requiring additional reporting or monitoring.
- Declining to exercise a renewal option.
- Pursuing damages or equitable relief.
- Exercising any other lawful remedy.

Remedies shall be cumulative unless otherwise required by law.

9.34 Force Majeure

Neither party shall be responsible for failure to perform caused solely by circumstances beyond reasonable control, provided the affected party:

- Promptly notifies the other party.
- Describes the circumstances.
- Takes reasonable steps to minimize disruption.
- Continues performing unaffected obligations.
- Resumes full performance as soon as reasonably possible.

Force majeure shall not excuse:

- Payment obligations already due.
- Failure to maintain insurance.
- Failure to protect property.
- Failure to safeguard confidential information.
- Performance that reasonably could have continued through contingency planning.

The final contract may further define events that qualify as force majeure.

9.35 Notices

Contract notices shall be in writing and delivered to the representatives identified in the final contract.

Notices may be delivered by:

- Personal delivery.
- Certified mail.
- Recognized overnight delivery service.
- Email, when permitted by the contract.
- Another method agreed to in writing.

The contractor shall promptly notify the Authority of any change in its notice address or designated representative.

9.36 Contract Administration

The Authority's designated contract administrator shall be:

Jacob Naszimento

Executive Director

Housing Authority of the Township of Brick

165 Chambers Bridge Road

Brick, New Jersey 08723

Telephone: (732) 920-9400

Email: jacob@brickha.org

The Authority may designate another representative or additional staff to assist with contract administration.

The contractor shall designate:

- Contract representative.
- Service representative.
- Financial reporting representative.
- Emergency contact.
- Executive escalation contact.

Changes in contractor representatives shall be promptly provided to the Authority in writing.

9.37 Amendments

The contract may be amended only through a written document approved and executed by authorized representatives of the Authority and the contractor.

No oral statement, informal communication, field instruction, or course of conduct shall amend the contract.

The contractor shall not rely upon a requested change unless the change has been properly authorized.

9.38 Waiver

Failure by the Authority to enforce a contract provision on one occasion shall not constitute a waiver of that provision or any other provision.

Any waiver must be in writing and authorized by the Authority.

A waiver of one default shall not constitute a waiver of a later or continuing default.

9.39 Severability

If any contract provision is determined to be invalid or unenforceable, the remaining provisions shall remain in effect to the extent permitted by law.

The parties may replace an invalid provision with a lawful provision that most closely reflects the original intent.

9.40 Governing Law and Venue

The contract shall be governed by the laws of the State of New Jersey.

Any legal action arising from the contract shall be brought in a court of competent jurisdiction in New Jersey, subject to any venue provision included in the final contract.

9.41 No Third-Party Beneficiaries

The contract is intended solely for the benefit of the Authority and the contractor.

Nothing contained in the contract shall create a contractual right in any resident, employee, subcontractor, supplier, or other third party.

This provision shall not limit any right or protection otherwise provided by law.

9.42 Transition at Contract Expiration or Termination

Upon expiration or termination, the contractor shall cooperate fully with the Authority and any successor contractor.

Transition obligations shall include:

- Continued service through the date established by the Authority.
- Coordination of equipment removal.
- Coordination with the successor contractor.
- Protection of resident account balances.
- Processing of outstanding refunds.
- Final revenue reporting.
- Final payment and reconciliation.
- Delivery of requested service and maintenance records.
- Removal of contractor-owned equipment.
- Repair of contractor-caused damage.
- Cleanup of laundry locations.
- Other reasonable actions necessary to minimize resident disruption.

The contractor shall not disable payment systems, remove equipment, or discontinue services before the date authorized by the Authority.

9.43 Survival of Obligations

The following obligations shall survive expiration or termination to the extent applicable:

- Final revenue reporting.
- Final payments and reconciliation.
- Audit cooperation.
- Record retention.

- Confidentiality.
- Data-security responsibilities.
- Indemnification.
- Property restoration.
- Outstanding refund processing.
- Transition assistance.
- Any other obligation that by its nature continues beyond contract termination.

9.44 Entire Agreement

The final executed contract and incorporated documents shall constitute the entire agreement between the Authority and the contractor.

The contract shall supersede prior oral or written discussions, negotiations, representations, and understandings concerning the services.

No representation shall bind the Authority unless incorporated into the executed contract.

9.45 Authority Review

This Section describes anticipated contract requirements and conditions.

The final contract shall remain subject to review and approval by the Authority and Authority Counsel.

The Authority reserves the right to include additional lawful provisions reasonably necessary to protect the Authority, residents, public funds, property, and the integrity of the laundry services program.

Submission of a proposal constitutes acknowledgment that the successful proposer will be required to execute a contract acceptable to the Authority.



HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
REQUEST FOR PROPOSALS
LAUNDRY EQUIPMENT AND SERVICES
PROPOSAL FORMS, CERTIFICATIONS, AND DISCLOSURES

Issue Date: September 28, 2026

Proposal Deadline: November 4, 2026 at 11:00 AM

Mandatory Pre-Proposal Walkthrough: October 14, 2026 at 10:00 AM

PROCUREMENT CONTACT

Jacob Naszimento, Executive Director
166 Chambers Bridge Road, Brick, NJ 08723
(732) 920-9400 | jacob@brickha.org

This package is intended to accompany the RFP. Standard statutory language and final legal requirements remain subject to review by Authority Counsel.

APPENDIX A

FINANCIAL PROPOSAL FORM

Complete all fields. Attach explanations where additional space is needed.

Company Name:	_____
Address:	_____
Contact Person:	_____
Telephone// Email:	_____

A. GUARANTEED ANNUAL PAYMENT

State the guaranteed amount payable to BHA regardless of actual laundry usage or gross revenue.

Contract Year 1:	\$ _____
Contract Year 2:	\$ _____
Contract Year 3:	\$ _____
First Renewal Year, if exercised:	\$ _____
Second Renewal Year, if exercised:	\$ _____

B. REVENUE SHARE PERCENTAGE

Revenue Share Percentage:	_____ % of Gross Laundry Revenue
----------------------------------	----------------------------------

Gross Laundry Revenue means all revenue generated through operation of the laundry equipment and related payment systems before deduction of contractor expenses.

C. RELATIONSHIP BETWEEN GUARANTEE AND REVENUE SHARE

- ☐ Guaranteed Annual Payment plus Revenue Share Percentage
☐ Greater of Guaranteed Annual Payment or calculated revenue share
☐ Guaranteed Annual Payment as a minimum against calculated revenue share
☐ Other: _____

D. REVENUE REMITTANCE SCHEDULE

- ☐ Monthly ☐ Quarterly ☐ Other: _____

Payment Due After Period Close	_____ calendar days
Proposed Payment Method	_____

E. RESIDENT LAUNDRY PRICING AND FEES

Standard Washer Cycle:	\$ _____
Standard Dryer Cycle:	\$ _____
Extended Drying Time:	\$ _____ for _____ minutes
Premium Cycle Charge:	\$ _____ / ☐ None
Card Issuance Fee:	\$ _____ / ☐ None
Card Replacement Fee:	\$ _____ / ☐ None
Transaction // Convenience Fee:	\$ _____ / ☐ None
Other Resident Fee:	\$ _____ / ☐ None

F. FINANCIAL REPORTING AND ASSUMPTIONS

Describe reporting procedures, reconciliation, refunds and adjustments, audit support, and all financial assumptions or conditions:

Authorized Representative Certification

Name and Title	_____
Signature	_____
Date	_____

APPENDIX B

PROPOSAL SUBMISSION CHECKLIST*To be completed and submitted by the proposer.*

Proposer:	_____
Authorized Representative:	_____
Date:	_____

Item	Required	Proposer Initials
Cover Letter	☐	☐
Company Information	☐	☐
Experience Statement	☐	☐
At least Three References	☐	☐
Equipment Proposal	☐	☐
Payment Technology Proposal	☐	☐
Maintenance Program	☐	☐
Customer Service Program	☐	☐
Accessibility Plan	☐	☐
Transition and Implementation Plan	☐	☐
Financial Proposal Form	☐	☐
Exceptions and Deviations Statement	☐	☐
Addenda Acknowledgment	☐	☐
Proposal Certification	☐	☐
Ownership / Stockholder Disclosure Certification	☐	☐
Non-Collusion Affidavit	☐	☐
Affirmative Action / EEO Documentation	☐	☐
Insurance Certification	☐	☐

New Jersey Business Registration Certificate	☐	☐
Subcontractor Disclosure	☐	☐
Disclosure of Investigations, Claims, and Contract Terminations	☐	☐
Supplemental Supporting Documentation, if any	☐	☐

Certification: The undersigned has reviewed the complete RFP package and confirms that the proposal contains the items initialed above.

Signature	_____
Print Name and Title	_____
Date	_____

APPENDIX C

PROPOSAL CERTIFICATION

To be signed by an individual authorized to bind the proposer.

The undersigned certifies that:

- ☐ The proposer reviewed the complete Request for Proposals and all issued addenda.
- ☐ The proposer attended the mandatory pre-proposal walkthrough and reviewed existing conditions.
- ☐ All information contained in the proposal is accurate and complete.
- ☐ All material assumptions, conditions, exceptions, and deviations have been disclosed.
- ☐ The proposer is authorized and qualified to provide the proposed services.
- ☐ The proposal shall remain valid for at least ninety (90) calendar days following the proposal deadline.
- ☐ The proposer agrees to comply with the requirements of the RFP.
- ☐ Submission of a proposal does not guarantee contract award.
- ☐ Any award remains subject to BHA approval and execution of an acceptable written contract.

Company Name	_____
Authorized Representative	_____
Title	_____
Signature	_____
Date	_____

APPENDIX D

ADDENDA ACKNOWLEDGMENT

Identify every addendum received. If none were issued, check the final box.

Addendum No.	Date Issued	Date Received	Authorized Initials

☐ No addenda were issued or received.

Company Name	_____
Authorized Representative	_____
Signature	_____
Date	_____

APPENDIX E

STATEMENT OF OWNERSHIP DISCLOSURE

Required with proposal submission under N.J.S.A. 52:26-24.2. Final form subject to counsel review.

Organization Name	_____
Organization Address	_____

PART I. TYPE OF BUSINESS ORGANIZATION

- ☐ Sole Proprietorship
☐ Non-Profit Corporation
☐ For-Profit Corporation
☐ Limited Liability Company (LLC)
☐ Partnership
☐ Limited Partnership
☐ Limited Liability Partnership (LLP)
☐ Other: _____

PART II. REPORTABLE OWNERSHIP

List the names and addresses of all persons or entities owning ten percent (10%) or more of the organization, as applicable. If none, check the box below.

Name	Address	Ownership Interest

☐ No person or entity owns ten percent (10%) or more.

PART III. CERTIFICATION

I certify that the foregoing information is true and complete and understand that failure to provide required ownership information may be cause for rejection of the proposal.

Authorized Representative	_____
Title	_____

Signature:	
Date:	

APPENDIX F

NON-COLLUSION AFFIDAVIT*Complete, sign, and notarize.*

State of	_____
County of	_____

I, _____, of full age, being duly sworn according to law, state that:

I am the _____ of _____, the proposer submitting a proposal for Laundry Equipment and Services to the Housing Authority of the Township of Brick, and I am authorized to execute this affidavit. The proposal has been prepared independently and the proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free and open competition in connection with this procurement. All statements contained in the proposal and this affidavit are true and correct. No person or selling agency has been employed or retained to secure the contract upon an agreement for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the proposer.

Affiant Signature	_____
Print Name and Title	_____
Date	_____

Subscribed and sworn before me on this _____ day of _____, 20____.

Notary Public Signature	_____
Commission Expires	_____

APPENDIX G

AFFIRMATIVE ACTION AND EEO COMPLIANCE NOTICE

Goods and services contract. Final statutory exhibits to be reviewed by Authority Counsel.

The successful proposer shall comply with applicable New Jersey equal employment opportunity and affirmative action requirements, including N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Before contract execution, the successful proposer shall provide one of the following forms of evidence, as applicable:

- ☐ A valid Certificate of Employee Information Report.
- ☐ A copy of a federally approved or sanctioned affirmative action program.
- ☐ A completed Employee Information Report, Form AA-302, with evidence of required submission.

The mandatory equal employment opportunity language applicable to goods and services contracts shall be incorporated into the final contract.

Company Name	_____
Authorized Representative	_____
Signature	_____
Date	_____

APPENDIX H

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE*EXHIBIT A | N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 | Goods, General Services, and Professional Services 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. Equal employment opportunity shall include 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 shall post notices provided by the Public Agency Compliance Officer setting forth this nondiscrimination clause.

The contractor or subcontractor will state in all solicitations or advertisements for employees that all qualified applicants will receive consideration for employment without regard to the characteristics listed above.

The contractor or subcontractor will send each labor union with which it has a collective bargaining agreement a notice provided by the agency contracting officer advising the labor union of the contractor's commitments, and shall post copies in conspicuous places available to employees and applicants.

The contractor or subcontractor agrees to comply with regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented, and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established under N.J.A.C. 17:27-5.2; to notify appropriate recruitment agencies of its nondiscrimination obligations; to discontinue use of agencies engaging in discriminatory practices; and to maintain job-related testing and employment procedures consistent with applicable law.

After notice of award and before execution of a goods and services contract, the contractor shall submit one of the following: a Letter of Federal Affirmative Action Plan Approval; a Certificate of Employee Information Report; or an Employee Information Report, Form AA-302, submitted as required by the State of New Jersey.

The contractor and subcontractors shall furnish reports or other documents requested by the State of New Jersey Division of Purchase and Property, Contract Compliance and Audit Unit, EEO Monitoring Program, and shall cooperate with compliance review requirements under N.J.A.C. 17:27.

NOTE: This working reproduction is included for package assembly. Authority Counsel should verify the final Exhibit A against the current State-issued form before publication.

PROPOSER ACKNOWLEDGMENT

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

APPENDIX I

AMERICANS WITH DISABILITIES ACT LANGUAGE

Final contract language subject to Authority Counsel review.

The successful proposer shall comply with the Americans with Disabilities Act and all other applicable disability-access laws and regulations in the performance of the contract.

The contractor shall not discriminate against a qualified person on the basis of disability and shall cooperate with BHA in addressing accessibility requirements and reasonable accommodation matters related to laundry equipment, payment systems, customer support, and resident services.

The proposer acknowledges that applicable ADA compliance language will be incorporated into the final contract.

Company Name	_____
Authorized Representative	_____
Signature	_____
Date	_____

APPENDIX J

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

Provide the certificate when required by law and before contract award or execution.

The successful proposer shall comply with the business registration requirements of N.J.S.A. 52:32-44.

The proposer should attach a copy of its valid New Jersey Business Registration Certificate to this form. If submission at proposal stage is not legally required, the certificate must be provided within the period established by BHA and before contract award or execution.

The successful proposer shall also provide required business registration documentation for subcontractors performing work under the contract.

Legal Business Name:	_____
New Jersey Taxpayer ID:	_____
BRC Attached:	☐ Yes ☐ No ☐ To Be Provided Before Award
Subcontractor BRCs Attached:	☐ Yes ☐ No ☐ Not Applicable
Authorized Representative:	_____
Signature / Date:	_____

APPENDIX K

INSURANCE CAPABILITY CERTIFICATION

Certificates and endorsements are required before contract execution and work commencement.

The proposer certifies the ability to obtain and maintain the following coverage throughout the contract term:

Item	Available	Initials
General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate	☐	☐
Auto Liability: \$1,000,000 combined single limit for owned, hired, and non-vehicles	☐	☐
Workers Compensation: statutory coverage	☐	☐
Professional Liability: as required by the contract	☐	☐
Umbrella or Excess Liability: \$1,000,000 minimum	☐	☐
Proposer listed as additional insured where required	☐	☐
Endorsements available before work begins	☐	☐
Insurance Broker / Carrier		
Insurance Agent / Email		
Authorized Representative		
Signature / Date		

APPENDIX L

EXCEPTIONS AND DEVIATIONS STATEMENT

Identify every exception, qualification, condition, or deviation. Attach additional pages if needed.

☐ The proposer takes no exceptions or deviations from the requirements of this Request for Proposals.

☐ The proposer identifies the following exceptions or deviations:

RFP Section	Requirement	Proposed Alternative	Effect on Price / Service
Authorized Representative			
Signature / Date			

APPENDIX M

SUBCONTRACTOR DISCLOSURE

Identify all subcontractors expected to perform a material portion of the services.

☐ No subcontractors are anticipated.

☐ The following subcontractors are proposed:

Subcontractor	Address / Contact	Services	BRC / Insurance Status

The proposer remains fully responsible for all approved subcontractors and their compliance with the contract.

Authorized Representative	_____
Signature / Date	_____

APPENDIX O

CONFIDENTIAL OR PROPRIETARY INFORMATION DESIGNATION

Do not mark the entire proposal confidential.

Identify specific proposal pages or information claimed to be confidential or proprietary and state the legal basis for the claim. BHA will determine disclosure obligations under applicable law.

Page / Section	Information Identified	Basis for Claimed Protection

☐ No confidential or proprietary designation is requested.

Authorized Representative	
Signature / Date	