IRVINGTON HOUSING AUTHORITY

50 Union Avenue, Suite 702 | Irvington, New Jersey 07111

REQUEST FOR PROPOSALS

Boiler Maintenance and Repair Services

81 Union Avenue | 624 Nye Avenue
Irvington, New Jersey 07111

RFP Number:	IHA RFP 2026-02
Issue Date:	April 9, 2026
Site Visit (Mandatory):	May 5, 2026, at 10:00 am; 624 Nye Avenue Community Room; see Section 3.2
Questions Deadline:	May 14, 2026, 5:00 PM Eastern Time
Proposals Due:	May 28, 2026, 1:00 PM Eastern Time
Anticipated Award:	June 15, 2026
Contract Term:	One (1) year, with up to four (4) one-year renewal options
Locations Covered:	81 Union Avenue (3 boilers) and 624 Nye Avenue (3 boilers), Irvington, NJ

Issued by:
Mr. Corey Franklin, Executive Director
Irvington Housing Authority
50 Union Avenue, Suite 702, Irvington, New Jersey 07111
Procurement Contact: Doug Helmann, dhelmann@iahnj.org

This procurement is conducted pursuant to HUD procurement standards (2 CFR Part 200), the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), and all applicable federal and state requirements.

Section 1 — Introduction and Background

1.1 About the Irvington Housing Authority

The Irvington Housing Authority (the "Authority" or "IHA") is a public body corporate and politic organized under the New Jersey Local Housing Authorities Law (N.J.S.A. 55:14A-1 et seq.). The Authority is governed by a Board of Commissioners and is administered by Executive Director Mr. Corey Franklin. The Authority's principal office is located at 50 Union Avenue, Suite 702, Irvington, New Jersey 07111.

The Authority owns and operates residential housing developments serving low-income residents of the Township of Irvington. The two developments covered by this solicitation are:

- 81 Union Avenue, Irvington, NJ 07111 — a multi-story residential building served by three (3) boilers;
- 624 Nye Avenue, Irvington, NJ 07111 — a multi-story residential building served by three (3) boilers.

Reliable, code-compliant heating system operation is essential to resident safety and comfort, particularly during New Jersey winter heating seasons. The Authority seeks a qualified, New Jersey-licensed contractor to provide preventive maintenance, annual inspections, repair services, and emergency response for all boiler and auxiliary heating equipment at both locations.

1.2 Purpose of this RFP

The Irvington Housing Authority is soliciting competitive proposals from qualified vendors ("Proposers") for boiler maintenance, inspection, and repair services at 81 Union Avenue and 624 Nye Avenue. The selected Contractor will be responsible for seasonal opening and closing of all boiler systems, annual inspections of all boiler and auxiliary heating equipment with written assessment reports, routine and as-needed repair services, and emergency response at both locations.

1.3 Procurement Authority

This solicitation is issued pursuant to:

- 2 CFR Part 200, Subpart D — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- HUD procurement standards applicable to Public Housing Authorities;
- The New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and
- The Authority's Board-approved Procurement Policy.

Section 2 — Scope of Work and Equipment Inventory

2.1 Equipment Inventory

The following boiler systems are included in the scope of this contract. The Authority will make equipment specifications, maintenance histories, and boiler room access available to all registered Proposers during the mandatory site visit described in Section 3.2.

Location	Unit	Make / Model	Year	Capacity
81 Union Avenue, Irvington, NJ 07111	Boiler No. 1	EASCO	2000	125 hp
81 Union Avenue, Irvington, NJ 07111	Boiler No. 2	EASCO	2000	125 hp
81 Union Avenue, Irvington, NJ 07111	Boiler No. 3	ISB	2025	125 hp
624 Nye Avenue, Irvington, NJ 07111	Boiler No. 1	ISB	2024	150 hp

Location	Unit	Make / Model	Year	Capacity
624 Nye Avenue, Irvington, NJ 07111	Boiler No. 2	ISB	2024	150 hp
624 Nye Avenue, Irvington, NJ 07111	Boiler No. 3	ISB	2024	150 hp

In addition to the boilers listed above, the scope of work includes all associated auxiliary heating equipment at both locations, including but not limited to: circulation pumps, expansion tanks, pressure relief valves, backflow preventers, zone valves, thermostats and control systems, flue and venting systems, fuel supply lines and gas valves, make-up water systems, and chemical treatment equipment.

Mandatory Site Visit

A mandatory pre-proposal site visit will be held on May 5, 2026, at 10 am starting in the 624 Nye Avenue Community Room on the 1st floor. Proposers must attend the site visit to be eligible to submit a proposal. Proposals from Proposers who did not attend the mandatory site visit will be deemed non-responsive.

2.2 Seasonal Opening of Boiler Systems

Prior to the start of each heating season (target: on or before October 15 each year, or as directed by the Authority), the Contractor shall perform a complete seasonal opening of all six (6) boilers across both locations. The opening procedure shall include, at minimum:

- Visual inspection of the boiler, burner assembly, heat exchanger, and all accessible components;
- Inspection and testing of all safety controls, including high-limit controls, low-water cutoffs, pressure relief valves, and gas pressure switches;
- Cleaning and inspection of burner assembly, ignition components, flame sensors, and combustion chamber;
- Flushing and refilling of the boiler system and checking of system water pressure;
- Inspection and lubrication of circulation pumps and associated motors;
- Inspection of expansion tanks, check valves, backflow preventers, and zone valves;
- Inspection of flue, vent connector, and combustion air intake for obstructions, deterioration, or code deficiencies;
- Inspection of gas supply piping, shutoff valves, and gas pressure at the meter and burner;
- Start-up, firing, and operational testing of each boiler through a full heating cycle;
- Verification that all heating zones and distribution equipment are operating correctly;
- Calibration of thermostat and control system settings for the heating season;
- Documentation of all findings and corrective actions taken during the opening procedure.

2.3 Seasonal Closing of Boiler Systems

At the conclusion of each heating season (target: on or before May 15 each year, or as directed by the Authority), the Contractor shall perform a complete seasonal shutdown of all six (6) boilers. The closing procedure shall include, at minimum:

- Controlled shutdown of each boiler following manufacturer procedures;

- Post-season inspection of all boiler components for wear, corrosion, and damage;
- Cleaning of the fireside and waterside surfaces as needed;
- Drainage or winterization of system components as required;
- Shut-off of gas supply valves and verification that all controls are in safe shutdown position;
- Tagging of each boiler with shutdown date and technician identification;
- Documentation of all findings and any recommended repairs or maintenance for the off-season.

2.4 Annual Inspection and Assessment Report

Once per contract year, the Contractor shall conduct a comprehensive inspection of all boilers and auxiliary heating equipment at both 81 Union Avenue and 624 Nye Avenue. This inspection may be performed in conjunction with the seasonal opening. Upon completion, the Contractor shall deliver a written Annual Boiler and Heating System Assessment Report to the Executive Director within ten (10) business days of the inspection. The report shall include:

- Identification of each boiler and auxiliary component inspected (by location, unit number, make, model, and serial number);
- Condition rating for each component inspected (e.g., Good, Fair, Poor, Requires Immediate Attention);
- Detailed description of any deficiencies, code violations, or safety concerns identified;
- Photographic documentation of all deficiencies noted;
- Recommended corrective actions for each deficiency, with estimated costs and priority ranking (Immediate, Within 30 Days, Within 90 Days, Annual Maintenance);
- Estimated remaining useful life for each boiler unit;
- Summary of combustion efficiency readings and any recommendations for efficiency improvements;
- Confirmation of compliance with New Jersey Boiler and Pressure Vessel Safety Act requirements (N.J.S.A. 34:7-1 et seq.) and applicable ASME and NJ Uniform Construction Code standards.

2.5 Repair Services — Scheduled and As-Needed

The Contractor shall be available to perform repair and maintenance services beyond the preventive maintenance scope described above, including but not limited to:

- Replacement of burner components, ignitors, electrodes, flame rods, and gas valves;
- Repair or replacement of circulation pumps, motors, and pump couplings;
- Repair or replacement of zone valves, actuators, and control wiring;
- Repair or replacement of pressure relief valves, expansion tanks, and backflow preventers;
- Repair of flue and venting systems, including resealing, relining, or section replacement;
- Chemical treatment of boiler water and related water quality testing;
- Repair or replacement of boiler controls, thermostats, and building management system integrations;
- Any other repair or maintenance work within the scope of a licensed New Jersey boiler and heating contractor.

All repair work shall be performed by licensed technicians and shall comply with New Jersey Uniform Construction Code requirements. Any repair work requiring a permit shall be identified by the Contractor, and the Authority shall be notified prior to commencement. The Contractor shall obtain all required permits and inspections unless otherwise directed in writing by the Authority.

2.6 Emergency Response Services

The Contractor shall provide twenty-four (24) hour, seven (7) day per week emergency response services for boiler failures, loss of heat, gas leaks, or other heating system emergencies at both locations throughout the contract term. Emergency response requirements are as follows:

- The Contractor shall maintain a dedicated emergency contact phone number, answered at all times by a live dispatcher or on-call technician;
- The Contractor shall dispatch a licensed boiler technician to the affected site within four (4) hours of an emergency service call;
- The Contractor shall provide the Authority with a written estimate for any repair work exceeding $[XXX] prior to commencing work, except where an immediate safety hazard requires emergency action;
- The Contractor shall immediately notify the Authority and relevant emergency services of any condition involving a gas leak, risk of explosion, carbon monoxide hazard, or other life-safety concern;
- Emergency repairs shall be billed at the overtime/emergency hourly rates submitted in the Price Proposal.

2.7 Licensing, Compliance, and Personnel Requirements

New Jersey Licensing Requirement

All boiler technicians performing work under this contract must hold a valid New Jersey Black Seal Boiler Operator License or higher classification as required by the New Jersey Department of Labor and Workforce Development under N.J.A.C. 12:90. The Contractor must also hold a valid New Jersey Home Improvement Contractor (HIC) registration or applicable mechanical contractor's license. Proof of all licenses must be submitted with the proposal and maintained current throughout the contract term.

- The Contractor shall ensure that all personnel assigned to work at IHA properties hold current, valid New Jersey boiler operator or HVAC licenses at the classification level required for the work being performed;
- The Contractor shall comply with all applicable provisions of the New Jersey Boiler and Pressure Vessel Safety Act (N.J.S.A. 34:7-1 et seq.) and its implementing regulations;
- The Contractor shall comply with the New Jersey Uniform Construction Code (N.J.A.C. 5:23) for any work requiring permits or inspections;
- All work shall conform to ASME Boiler and Pressure Vessel Code standards, applicable NFPA standards, and local Irvington Township codes;
- The Contractor shall maintain a list of all personnel assigned to IHA properties and provide updated personnel rosters to the Authority upon request;
- Personnel working on Authority property are subject to background screening requirements as directed by the Authority.

Section 3 — Proposal Submission Requirements

3.1 Submission Deadline and Delivery

Sealed proposals must be received by the Irvington Housing Authority no later than May 28, 2026 at 1:00 PM Eastern Time. Late proposals will not be accepted under any circumstances.

Label Your Submission
Envelope or package must be marked: "SEALED PROPOSAL — IHA-RFP-2026-02 — Boiler Maintenance and Repair Services — DO NOT OPEN WITH REGULAR MAIL"

Deliver to:

Mr. Corey Franklin, Executive Director

Irvington Housing Authority

50 Union Avenue, Suite 702

Irvington, New Jersey 07111

Submit one (1) original and three (3) identical copies of the technical proposal, plus one (1) separately sealed price proposal envelope. An electronic copy (USB or email to Doug Helmann, dhelmann@ihanj.org) is encouraged but does not substitute for the physical sealed submission.

3.2 Mandatory Pre-Proposal Site Visit

Attendance at the pre-proposal site visit is mandatory. The site visit will begin at the 624 Nye Aveue Community Room located on the 1st floor at 10 am. After a brief overview there will be a site visit to each boiler room. Proposers must attend both boiler room site visits. Proposals submitted by Proposers who did not attend the mandatory site visit will be deemed non-responsive and will not be evaluated. Sign-in sheets will be collected and will serve as the record of attendance.

During the site visit, Authority staff will provide access to all boiler rooms, make available existing equipment documentation to the extent available, and answer questions. Any information communicated verbally during the site visit is not binding; only written addenda are authoritative.

3.3 Questions and Addenda

All questions must be submitted in writing by email to Doug Helmann at dhelmann@ihanj.org no later than May 14, 2026, at 5:00 PM Eastern Time. Responses will be issued as a written addendum distributed to all registered Proposers. Verbal responses are not binding. Proposers must acknowledge all addenda in their proposal submissions.

3.4 Required Proposal Contents

Proposals must be organized in tabbed sections in the following order:

Tab 1 — Cover Letter and Company Overview

- Cover letter on company letterhead, signed by an authorized representative, confirming the firm's ability to perform all services described in this RFP;
- Company name, address, telephone, email, and website;
- Number of years in business and primary service area;
- Description of the company's boiler maintenance and repair operations, including number of licensed technicians currently employed;
- Statement confirming attendance at the mandatory pre-proposal site visit (attach copy of sign-in sheet acknowledgment).

Tab 2 — Licenses, Certifications, and Insurance

- Copies of all applicable New Jersey licenses, including: New Jersey Black Seal Boiler Operator License(s) for all assigned technicians; New Jersey mechanical contractor or Home Improvement Contractor (HIC) registration; any other applicable state or local licenses;
- Confirmation that all licenses are current and in good standing;
- New Jersey Business Registration Certificate from the Division of Revenue and Enterprise Services;
- Certificate of Insurance (see Section 5.4 for required coverage);
- Copies of any manufacturer certifications or factory-authorized service designations relevant to the boiler equipment at IHA properties.

Tab 3 — Qualifications and Experience

- Narrative describing the company's experience providing boiler maintenance, inspection, and repair services for multi-unit residential buildings comparable in size and complexity to IHA's properties;
- Description of experience with hydronic heating systems, steam systems (if applicable), and building automation/control system integration;
- Description of experience working with public housing authorities or other government or nonprofit housing clients in New Jersey;
- Minimum of three (3) references from current or recent clients for whom the Proposer has provided comparable boiler maintenance and repair services within the past five (5) years. For each reference provide: client name, contact name and title, address, phone, email, description of services, number of boilers serviced, and length of relationship.

Tab 4 — Technical Approach and Staffing Plan

- Description of the Proposer's standard seasonal opening and closing procedures, including checklist of tasks performed;
- Description of inspection methodology and format of the annual assessment report;
- Description of the Proposer's emergency response protocol, including how after-hours calls are handled, dispatch procedures, and typical response times in the Irvington/Essex County area;
- Identification of the lead technician(s) proposed for this contract, with copies of their New Jersey boiler operator licenses and summary of relevant experience;
- Description of the Proposer's parts sourcing and inventory capabilities, including availability of common boiler repair parts;
- Description of any subcontractors proposed and the scope of work each would perform.

Tab 5 — Price Proposal (Submitted in Separately Sealed Envelope)

The price proposal must be submitted in a separate sealed envelope clearly labeled "Price Proposal — IHA-RFP-2026-02 — Boiler Maintenance and Repair Services." Complete all line items in the Price Proposal Form below. Incomplete price proposals may be considered non-responsive.

Service Item / Labor Category	Unit / Basis	Proposed Price
Part A — Annual Preventive Maintenance (Per Building, Per Season)		
Seasonal Opening of Boiler System — 81 Union Avenue (3 boilers)	Per opening / per season	$_____

Service Item / Labor Category	Unit / Basis	Proposed Price
Seasonal Closing of Boiler System — 81 Union Avenue (3 boilers)	Per closing / per season	$_____
Seasonal Opening of Boiler System — 624 Nye Avenue (3 boilers)	Per opening / per season	$_____
Seasonal Closing of Boiler System — 624 Nye Avenue (3 boilers)	Per closing / per season	$_____
Part B — Annual Inspection and Assessment Report (Per Building)		
Annual Inspection of All Boilers and Auxiliary Heating Equipment + Written Report — 81 Union Avenue	Per inspection / per year	$_____
Annual Inspection of All Boilers and Auxiliary Heating Equipment + Written Report — 624 Nye Avenue	Per inspection / per year	$_____
Part C — Standard Labor Rates (Repairs and As-Needed Services)		
Licensed Boiler Technician — Standard Hourly Rate (Regular Business Hours, M–F)	Per hour	$_____
Helper / Laborer — Standard Hourly Rate (Regular Business Hours, M–F)	Per hour	$_____
Part D — Overtime / Emergency Response Labor Rates		
Licensed Boiler Technician — Overtime / Emergency Hourly Rate (Evenings, Weekends, Holidays)	Per hour	$_____
Helper / Laborer — Overtime / Emergency Hourly Rate (Evenings, Weekends, Holidays)	Per hour	$_____
Part E — Additional Charges		
Minimum Service Call Fee (if applicable)	Per call	$_____
Materials Mark-Up Percentage Above Vendor Invoice Cost	% markup	$_____
Emergency Response Minimum — After Hours / Weekend Call-Out (if applicable)	Per call	$_____

Additional pricing notes to be included in the price proposal:

- Materials pricing: Describe the basis for materials pricing (e.g., cost plus markup, MSRP less discount). The Authority reserves the right to request vendor invoices for all materials billed under this contract.
- Permit fees: Identify how permit and inspection fees will be billed. Permit fees are typically passed through at cost with no markup.
- Minimum hours: State any minimum billing increments for repair and emergency service calls.

- Price escalation: State whether proposed rates are fixed for the initial contract term and describe any proposed escalation mechanism for renewal years (e.g., CPI-based escalation cap).

Tab 6 — Required Certifications and Disclosures

- Affidavit of Non-Collusion (N.J.S.A. 52:34-15);
- New Jersey Business Registration Certificate;
- Certification of non-debarment and non-suspension — SAM.gov active registration printout;
- Signed acknowledgment of all addenda issued prior to proposal submission (document will be provided with any issued addenda).

Section 4 — Evaluation and Selection

4.1 Evaluation Process

An Evaluation Committee appointed by Executive Director Mr. Corey Franklin will review all timely submitted proposals from responsive Proposers. Given the technical and cost nature of this procurement, price and technical qualifications will be evaluated together using the weighted criteria below. The Evaluation Committee may conduct site visits to current client locations or request supplemental information from one or more Proposers prior to making a final recommendation to the Board of Commissioners.

4.2 Minimum Qualifications

Proposals that do not meet the following minimum qualifications will be deemed non-responsive and will not be further evaluated:

- Valid New Jersey boiler operator license(s) at the required classification for all technicians assigned to this contract;
- Valid New Jersey mechanical contractor or Home Improvement Contractor registration;
- Active SAM.gov registration with no debarment or suspension;
- Attendance at the mandatory pre-proposal site visit at both 81 Union Avenue and 624 Nye Avenue;
- Submission of a complete price proposal with all line items completed.

4.3 Evaluation Criteria and Scoring

Evaluation Criterion	Maximum Points
Price Proposal (Parts A through E)	50
Qualifications, Licenses, and Experience with Comparable Boiler Systems in NJ	25
Technical Approach, Proposed Staffing, and Service Capabilities	15
References and Past Performance	10
Total	**100**

4.4 Award and Negotiations

The Irvington Housing Authority reserves the right to negotiate contract terms and pricing with the highest-ranked Proposer. Award is subject to approval by the IHA Board of Commissioners and any required HUD concurrence. The Authority may award the contract in whole or in part, or may determine not to award at its sole discretion.

Section 5 — Contract Terms and Conditions

5.1 Contract Term

The initial contract term shall be one (1) year from the date of execution, with the Authority's option to renew for up to four (4) additional one-year periods, subject to satisfactory contractor performance and availability of appropriated funds. Either party may terminate the contract upon thirty (30) days' written notice.

5.2 Required Federal Contract Provisions

- Equal Employment Opportunity clause (Executive Order 11246; 41 CFR Part 60);
- Non-Discrimination requirements (Title VI; Section 504; Title II ADA; Fair Housing Act);
- Byrd Amendment — Lobbying Certification (31 U.S.C. § 1352);
- Debarment and Suspension Certification (2 CFR Part 180);
- Access to Records and Retention (2 CFR § 200.336; three-year minimum retention);
- Termination for Convenience and Termination for Cause;
- Drug-Free Workplace certification;
- Section 3 of the HUD Act of 1968 economic opportunity requirements (24 CFR Part 135), if applicable.

5.3 Required New Jersey Contract Provisions

- Compliance with the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.);
- New Jersey Affirmative Action compliance (N.J.A.C. 17:27);
- New Jersey Prevailing Wage Act compliance (N.J.S.A. 34:11-56.25 et seq.) — all labor performed under this contract is subject to New Jersey prevailing wage rates for the applicable craft classifications. Proposers must include prevailing wage compliance in their pricing;
- New Jersey Pay-to-Play restrictions (N.J.S.A. 19:44A-20.26);
- New Jersey Business Registration requirement.

5.4 Insurance Requirements

The Contractor shall maintain the following insurance throughout the contract term, naming the Irvington Housing Authority as an additional insured, and shall provide certificates of insurance upon contract execution:

- Commercial General Liability: Not less than $1,000,000 per occurrence / $2,000,000 aggregate;
- Workers' Compensation: Statutory limits per New Jersey law;
- Employer's Liability: Not less than $500,000 per occurrence;
- Commercial Automobile Liability (owned, hired, and non-owned vehicles): Not less than $1,000,000 combined single limit;

- Umbrella / Excess Liability: Not less than $2,000,000 per occurrence.

The Contractor shall provide thirty (30) days' prior written notice to the Authority of any cancellation or material change in coverage.

5.5 Performance Standards

- Seasonal opening shall be completed at both locations no later than October 15 of each year, or as otherwise directed in writing by the Authority;
- Seasonal closing shall be completed at both locations no later than May 15 of each year, or as otherwise directed in writing by the Authority;
- Annual inspection reports shall be submitted to the Executive Director within ten (10) business days of inspection completion;
- Emergency response dispatch within four (4) hours of emergency call, twenty-four (24) hours per day, seven (7) days per week;
- Written repair estimates shall be provided within two (2) business days of identifying non-emergency repair needs;
- All repair work requiring a permit shall be identified before commencement and the Authority notified immediately.

5.6 Prevailing Wage Compliance

All labor performed under this contract is subject to the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.). The Contractor shall pay all workers employed on this contract no less than the prevailing wage rates established by the New Jersey Commissioner of Labor and Workforce Development for the applicable trade classifications in Essex County. The Contractor shall maintain certified payroll records and make them available to the Authority and the New Jersey Department of Labor upon request. Prevailing wage rates are available at the New Jersey Department of Labor and Workforce Development website.

Section 6 — General Conditions and Reservations

- The Irvington Housing Authority reserves the right to reject any and all proposals, to waive technical deficiencies, and to accept the proposal deemed most advantageous to the Authority.
- This RFP does not constitute a commitment by the Authority to award a contract or to reimburse any costs incurred in preparing or submitting a proposal.
- All submitted proposals and documents become the property of the Authority upon submission and are subject to disclosure under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) following award.
- Proposers may not contact IHA Board of Commissioners members or Authority staff other than the designated Procurement Contact during the solicitation period. Violation may result in disqualification.
- The Authority may issue addenda to this RFP at any time prior to the submission deadline. Proposers are responsible for monitoring for addenda and acknowledging them in their proposals.
- All work performed under this contract is subject to inspection and acceptance by the Authority. The Authority reserves the right to reject work that does not conform to the contract scope or applicable codes and standards.
- This procurement may be subject to HUD review if required under the Authority's Annual Contributions Contract or applicable HUD directive.

Section 7 — Exhibits

The following exhibits are incorporated into and form part of this Request for Proposals:

Exhibit A	Sample Maintenance and Repair Services Contract (provided at time of award)
Exhibit B	Affidavit of Non-Collusion (N.J.S.A. 52:34-15)
Exhibit C	New Jersey Prevailing Wage Rates — Essex County, Applicable Trades

Note: Exhibit B must be completed and included in Tab 6 of the proposal submission. Exhibit C will be provided to all registered Proposers following the mandatory site visit.

Authorized Issuance — Irvington Housing Authority

Name: Mr. Corey Franklin
Title: Executive Director, Irvington Housing Authority
Address: 50 Union Avenue, Suite 702, Irvington, New Jersey 07111

Exhibit B

NON-COLLUSION AFFIDAVIT

(N.J.S.A. 52:34-15)

STATE OF New Jersey)
ss:
COUNTY OF Essex)

Re:

I, _____ (name)
of full age, being duly sworn according to law, on my oath depose and say:

I am the _____ (title)

of _____ (name of vendor),
the vendor for the above named project, and that I executed the said bid with full authority so to do; that the vendor has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in the bid and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the bid and in the statements contained in this affidavit in awarding a contract for the project.

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

Signed: X_____

Subscribed and sworn to
before me this _____ day
of _____, 20__.

_____
Notary Public of

My commission expires _____, 20____.