

INVITATION FOR BID

The Housing Authority of the City of Jersey City (hereinafter called the Authority) will receive sealed bids for the following:

Public Bid Opening: Tenant Court Record Searches, Credit And Criminal History Reports, For A Period Of Two (2) Years With Option For An Additional Year
Bid Opening Date: Wednesday, January 21, 2014 @ 11:00 A.M.

All bid openings will be held in the Conference Room of the Authority, 400 U.S. Highway #1, Marion Garden, Bldg. #7, Jersey City, New Jersey 07306. See www.jcha.gov.us for directions or for GPS use 406 Sip Ave. which will bring you to the Marion Gardens entrance, follow the green sign on the building for administrative office. No late bids will be accepted.

Bids or RFP documents may be obtained from our website www.jcha.gov.us by selecting Purchasing and then choosing the bid date to download the bid package. Any questions can be emailed to kpinnock@jcha.us or faxed to the Purchasing Department at 201-547-6643 between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday, (excluding holidays). TDD # 201-706-4695

The Authority reserves the right to reject any or all bids and to waive any informality in bidding.

Bids will be awarded only to the corporation or other entity under whose name qualifications and other documentation are submitted. Corporate affiliates, subsidiary or parent corporation or related entities are not automatically qualified.

Firms choosing to submit their bids via the "United States" mail are required to have said mail delivered prior to appointed bid opening time. Proper consideration must be given to allow for weekends and holidays.

The Authority will only accept original and originally executed bidding documents (including but not limit to the Bid, Affidavits, Qualification Questionnaire, Statement of Ownership, Statement of Compliance, HUD Directive, and Affirmative Action).

Prior to being awarded a contract the vendor must supply a copy of the organization's "Business Registration Certificate" issued by the Division of Revenue for award consideration.

Photocopies and or telefax copies of such documents will not be accepted in lieu of originals.

All bids must be enclosed in properly sealed envelope bearing on the outside the name of the bidder and the title of the bid contained therein.

The provisions of Affirmative Action Program (AAP) are incorporated herein. Full requirements of the program may be obtained with the bid documents.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the date of the bid without the consent of the Authority. Schedule of withdrawal and administrative charges are included with the bid documents.

Equal Employment Opportunity Employer for Minority/Women/Veterans/Handicapped Persons.

By:

Kenneth Pinnock Jr.
Purchasing Agent

For:

Patricia Madison
Acting Executive Director

PUBLICATION DATES: Tuesday & Wednesday, January 6 & 7, 2015