

**BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 1  
CITY OF BEVERLY  
446 BROAD STREET  
BEVERLY, NEW JERSEY 08010**

**REQUEST FOR QUOTATIONS**

The intent of this document is to obtain quotations for the hereinafter set forth project. Quotations are to be submitted to the Board of Fire Commissioners, Fire District No. 1, City of Beverly (hereinafter referred to as the "Owner"), 446 Broad Street, Beverly, New Jersey 08010, on or before 1:00 PM on Monday, September 16, 2019.

NO QUOTATIONS will be accepted after that time.

Quotations shall be submitted on the Quotation form provided.

Where brand name is used, an approved equivalent may be substituted.

Selected/Successful Contractor shall supply manufacturer's warranties.

All quotations and required documents shall be sent to the Board of Fire Commissioners' Office via email at: [firedept@beverlycityfire.com](mailto:firedept@beverlycityfire.com) or telefax at 609-387-3558. Any quotation received after the date and time above shall not be considered.

PROJECT: REPAIR ROOF

SITE: Beverly Fire Company No. 1  
440 Laurel Street  
Beverly, New Jersey 08010

Documents to be submitted with Quotation:

- A. Copy of contractor's Business Registration Certificate (BRC), pursuant to N.J.S.A. 52:32-44;
- B. Copy of Commercial Liability Certificate;
- C. Copy of Workers' Compensation Insurance Certificate; and
- D. A copy of Contractor's Registration Certificate, if applicable.
- E. Copy of IRS Form W-9 Request For Taxpayer Identification Number and Certification

Documents to be submitted if Contract is awarded:

- A. Certificate of Commercial Liability Insurance naming the Owner as additional insured.

**PAYMENT:** Payment shall be made directly to the Contractor at its principal office upon completion of the project, submittal of warranties, guarantees, owner's manual, satisfaction of all terms and conditions contractor undertook, other documents relative to the project, completion of training program and submittal of a signed purchase order (voucher) specifying goods and/or services provided. Payment shall be made in accordance with the Board's policy and procedures.

**CONTACT PERSON:** Mr. Joseph Robinson  
Board of Fire Commissioners  
Fire District No. 1  
446 Broad Street  
Beverly, New Jersey 08010  
609- 747-4091  
609-387-3558 (Fax)  
Email: firedept@beverlycityfire.com

**MISCELLANEOUS:**

1. Contractor represents:
  - a. All material and equipment supplied and/or work performed shall comply with the specifications;
  - b. Comply with the Americans with Disabilities Act of 1990;
  - c. Comply with the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.)
  - d. Comply with mandatory Equal Employment Opportunity.
2. By submitting the Quotation, Contractor represents:
  - a. Quotation is signed by authorized representative;
  - b. The costs and availability of all equipment, material and supplies associated with performing the services described herein have been determined and included in the quotations;
  - c. Contractor is aware of prevailing conditions associated with performing the services described herein; and
  - d. Quotation price is good for sixty (60) days.

**SPECIFICATIONS:**

1. Make necessary repairs, caulk, seal, cure, and replace failed roof materials causing water leaks and ponding
2. Contract term: Complete work within five (5) business days commencing within 48 hours of receiving written and/or email confirmation to begin work. The Board

reserves the option to modify the start of work under the same terms and conditions as the initial term;

3. The chosen Contractor shall provide the management, supervision, and manpower necessary to provide for the services detailed in this proposal. All work shall be performed in a professional and workmanlike manner; and
4. All equipment and materials in performing the scope of the contract shall be supplied by the Contractor. The Contractor shall include and provide a written warranty covering materials and workmanship.
5. The Contractor's invoice must be itemized as to parts and labor. Attached to each invoice shall be a copy of the parts suppliers' actual costs inclusive of shipping; vendor's mark-up shall not exceed fifteen percent (15%) of actual suppliers' costs inclusive of shipping. Shop supplies shall be included as part of Vendor's hourly rate. There shall be no payment for travel. No payment shall be considered without such documentation.
6. Pre-Inspection of the subject premises can be arranged with the Fire District office.



**QUOTATION PROPOSAL FORM**

**Board of Fire Commissioners, Fire District No. 1, City of Beverly**

**Quotations for: ROOF REPAIR PROJECT**

SITE: Beverly Fire Company No. 1  
440 Laurel Street Beverly, New Jersey 08010

The undersigned proposes to furnish and deliver the above services pursuant to the Request for Quotations attached hereto and made part hereof for:

**Total Price** \_\_\_\_\_  
Amount in words  
\$ \_\_\_\_\_  
Amount in Numbers

**Special Items (Describe)** \_\_\_\_\_  
\_\_\_\_\_  
Amount in words  
\$ \_\_\_\_\_  
Amount in Numbers

**Service Repair Rate** \_\_\_\_\_  
Amount in words  
\$ \_\_\_\_\_  
Amount in numbers

\_\_\_\_\_  
Company Name Federal I.D. # or Social Security #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Agent Type or Print Name

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Telephone Number Date

\_\_\_\_\_  
Fax Number E-mail address