

**THE TOWNSHIP OF BELLEVILLE REQUEST FOR PROPOSALS FROM  
FIRMS/INDIVIDUALS INTERESTED IN PROVIDING  
ELEVATOR SUB-CODE SERVICES  
FOR THE PERIOD JANUARY 1, 2026, THROUGH DECEMBER 31, 2027**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the Township seeks Request for Proposals (“RFP”) from firms/individuals that wish to provide Elevator Sub-Code Services for a contract period beginning on January 1, 2026, and ending on December 31, 2027.

All necessary documents can be downloaded from the official Belleville website, [www.bellevillenj.org](http://www.bellevillenj.org), Copies of this standardized submission requirements and selection criteria are also on file and available from the Office of the Township Clerk.

All candidates are required to comply with N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) prior to the award of contract but preferably with their proposal.

**SPECIFICATIONS FOR ELEVATOR SUBCODE/INSPECTIONS  
BY AN ON-SITE AGENCY**

All responses to the specifications shall be in the same sequence and order as listed.

Each of the specifications requires a narrative response. Failure to respond to each of the specifications fully and completely in narrative form will be considered non-responsive and cause for rejection.

In effort to show your agency’s quality and legitimacy of work, typewritten response on company letter head, signed by the owner of the company and attested to by a notary is required for the following specifications. Hand-written responses to these bid specifications are unacceptable. Hand-written responses will be cause for rejection of the agency’s bid.

The award shall be made to the agency whose response is most advantageous to the municipality all factors considered N.J.S.A.40A:11-6.1.

1. List the name and principal business address of the agency.
2. List the name of the person who will serve as the agency’s responsible official and representative if the agency is awarded the contract.

3. List a full listing of all agencies technical, field inspection and supervisory personnel, grouped by job classification and title. The listing shall include the technical, educational and licensure qualifications of each person.
4. Provide a résumé of the educational and professional qualifications of the individual who will serve as your agency's "Responsible Official" as described in N.J.A.C. 5:23-4.13(c).
5. List a full listing of the municipalities served by the agency. This list shall specifically identify the subcodes enforced in each case and the number of permits supervised and the number of inspections performed during an average month during the preceding year in each municipality.
6. List the name(s) of the sub-code officials and inspectors; list cell numbers for sub code officials and inspectors who will be providing sub code and inspection services to the municipality.
7. To maintain quality of work within our municipality as the bidder provides services in other municipalities, the bidder shall have at least five (5) full time staff members who are licensed to provide elevator subcode services and who will satisfy a background check.
8. In what other municipalities is/are the above listed sub code official(s) and inspector(s) performing sub code/or inspection services?
9. What are the anticipated numbers of inspections that will be required of each sub code official(s) or inspector(s) in any and all other municipalities on annual basis during the time of the contract with the municipality?
10. In addition to inspections performed by said sub code officials(s) or inspectors, to any other municipalities, describe any additional duties or requirements of any such municipality.
11. Describe in detail how said subcode official(s) or inspectors will service the municipality in conjunction with any other services to other municipalities.
12. Provide a table of organization for the agency, which is correlated by job title to the required personnel list.
13. Please state the manner in which each class of employee is compensated which shall be one of the following: full-time hourly or part-time salaried, part-time salaried, full-time hourly or full-time salaried, part-time salaried or part-time hourly.
14. Provide a narrative description of the arrangements of the agency plans to make for discharging its plan review obligations.
15. State the time in which the agency can perform, or has performed, plan reviews upon assignment by the construction official.

16. State any guarantees of time in responding to requests for required inspection or plan review established in these regulations. If an agency does not guarantee response time less than the maximum, the agency shall so state in its response to this question.
17. State the time in which the agency can respond, or has responded, to requests for required inspections from the construction industry
18. Provide a narrative description of the arrangements the agency plans to make for providing emergency inspection services, including response time of your inspection staff.
19. Cost details (including listing of all charges)
20. Business Registration Certificate (prior to contract award but preferably with the proposal)
21. Statement of corporate ownership (c.52:25-24.2) (form provided)
22. Letter of Qualification (form provided)
23. Letter of Intent (form provided)
24. Non-Collusion Affidavit (form provided)
25. Americans with Disabilities Act form (form provided)
26. Non-Collusion Affidavit (form provided)
27. Americans with Disabilities Act form (form provided)
28. Affirmative Action Compliance Notice (form provided)
29. Minority/Woman Business Enterprise form (form provided)
30. Disclosure of Investment Activities in Iran form (form provided); and
31. Any other information which the interested firm deems relevant.

## COMPANY HISTORY

The bidder shall submit responses to the following on company letterhead at time of bid:

1. Has the agency or any of its personnel, within the last ten years, been the subject of or named as a defendant in any legal action involving death, dismemberment or trauma as a result of elevator inspection services provided by your agency? Please indicate: YES \_\_\_\_\_ or NO \_\_\_\_\_

If YES, please provide all information including the names of the plaintiff(s), the address of the accident, the municipality, a brief description of the accident and the injuries sustained, in the case or cases. Was the Agency, or its insurance carrier, required to make settlement or pay a fine in the resolution of these cases?

2. Is/are there any legal action(s), currently pending against the agency, or its personnel involving death dismemberment or trauma as a result of elevator inspection services provided by your agency or its personnel? If so, please list the address(s) of the accident(s), the name(s) of the deceased, the municipality, and a brief description of the accident(s) and current status of legal action if any.

3. Has the agency or any of Subcode Officials of the agency been the subject of complaint or an investigation by the Department of Community Affairs with respect to improper code enforcement, or fees charged for elevator inspection and permit applications in any municipality, with which the agency was in contract? Please indicate: YES \_\_\_\_\_ or NO \_\_\_\_\_

If yes, please provide all information including copies of any complaints or findings due to the investigations by the Department of Community Affairs.

4. Has the Agency been the subject of investigation by the D.C.A. with respect to False and Misleading Statements in respect to staffing and/or quantity and/or quality of inspections being performed?

**QUESTIONS WHICH ARE NOT ANSWERED, OR IF ANSWERS ARE INCOMPLETE, THE AGENCY'S BID MAY BE CONSIDERED TO BE NON-RESPONSIVE AND REJECTED BY THE MUNICIPALITY.**

## **BIDDERS EXPERIENCE AND QUALIFICATIONS QUESTIONNAIRE**

The answers to this questionnaire must be submitted as part of the Proposal.

In effort to show your agency's quality and legitimacy of work, a typewritten response to this questionnaire must be on company letter head, signed by the owner of the company and attested to by a notary is required. Hand-written responses are unacceptable. Hand-written responses will be cause for rejection of the agency's bid.

Failure to submit this document or to provide factually any of the requested information is grounds for the rejection of the bid proposal.

1. Number of years in business under present name & address. If less than five (5) years, list previous names and addresses.
2. Within the last five (5) years has the business or any officer/ partner failed to complete a contract awarded to them. If yes, provide the details in a separate letter.
3. Have any liens and lawsuits been filed against the company in the past five (5) years. If yes, provide the details in a separate letter.
4. Provide references for five (5) similar work/services performed by the bidder in the past three (3) years. The list shall include username and the address.
5. The bidder shall list any pending violations and or claims against your Agency. The Municipality reserves the right to review all claims.

## **SPECIFICATIONS FOR ELEVATOR SUBCODE INSPECTIONS BY AN ON-SITE AGENCY PROCEDURAL REQUIREMENTS**

A written narrative response is required for the following specifications. Failure to respond in narrative form to each of the specifications will be considered non-responsive and cause for rejection.

In effort to show your agency's quality and legitimacy of work, a typewritten response to this questionnaire must be on company letter head, signed by the owner of the company and attested to by a notary is required. Hand-written responses are unacceptable. Hand-written responses will be cause for rejection of the agency's bid.

- A. The Agency's subcode official must deliver, in person, to our Building Department; within (15) days of the inspection all Inspection reports U.C.C. F310-1, U.C.C. F310-2 (rev. 3/96), completed Notices of Violation, and Certificate of Compliances for signature of the Construction Official. All "Unsatisfactory Conditions" shall include the proper code citation; code rule number and year code was adopted. We will only accept, U.C.C. F310 forms; for quality purposes. Additionally, all reports must be completed in triplicate and shall be typed, including the F310 form. Hand written forms will not be accepted. The F310 form shall indicate the installation year of the device, and the code year the device is inspected to. In building locations with more than one elevator car, we are requiring the state-mandated F310 form, as required by the U.C.C. Provide a copy of a typical inspection report, including addressed envelope, fully assembled and ready for disbursement to the appropriate parties. Provide example of a completed form for multiple, at minimum, 2 elevator and 2 escalator inspections, which your agency has performed.
  
- B. While it is understood that the Municipality through the Construction Official's office shall be responsible for the collection of all elevator inspection fees we require the agency to assist in preparing elevator fee notices for mailing to the owner/agent. The information will include an addressed envelope to the owner/agent, a cover letter of transmittal and invoice to the owner agent. All mailing will be done through the Building Department. The cover letter will carry the logo of the municipality, the Construction Official's name and phone number, the address of the owner / agent and the address of the elevator(s) to be inspected. The letter will instruct the owner agent and will cite the proper Uniform Construction Code regulations. The invoice shall have the date of the next regularly scheduled inspection, the type of inspection, annual or re-inspection, the proper U.C.C citation for the inspection fee(s) and administrative charges. The proper fees for the elevator devices and associated Oil buffers, Counterweight Governor Safeties and Auxiliary Power Generator and extended showing the total fees to be paid to the municipality. Additionally, each invoice shall have an invoice number and address of the municipality for proper mailing of the payment. All invoices will be prepared and mailed (30) days prior to the scheduled inspection. A duplicate copy of each invoice will be prepared by the agency for our office records. Provide a sample of your cover letter and

invoice, which will be for a minimum of three (3) elevators and will include oil buffers and counterweight governor safeties your agency plans to inspect.

- C. An agency licensed elevator inspector/subcode official will prepare all Notices of Violation, and Notice of Penalty, if required, in triplicate, for review and signature(s) with the Construction Official. The forms must be "U.C.C. F211" and "U.C.C F212" and shall reflect all the necessary information such as Name of Owner or Agent, Lot and Block numbers, Control Number, the name and address of the Board of Appeals, and the fee for application to the Board. All notice of violation forms F211 and notice of violation forms F212 shall be typed and must carry an original signature of the elevator Subcode Official. Please provide examples of both completed forms, including addressed envelope, your agency has issued.
- D. The subcode official/agency together with the control person and construction official, will track all non-payment of fees by owner/agents and prepare, in triplicate, Notice of Violation F211. If the inspection fees are not paid to the municipality after (30) days, the agency shall prepare a Notice of Penalty F212 for non-payment and signing with the Construction Official. After signing, the subcode official / agency will separate the three (3) copies and distribute as required. The agency will provide addressed envelopes, for mailing to the owner agent, by the Building Department. Submit examples of your agency's completed Notices of Violation and Notice of Penalty for non-payment, your agency has issued.
- E. Provide a fee schedule based on the Percentage your agency is bidding. The schedule shall specify the total fee the owner / agent will pay, the amount to be retained by the agency and the administrative fee due the municipality. We require an Administrative fee of \_\_\_\_\_%.
- F. The designated subcode official is to meet, in person, with the Construction Official every Tuesday and Thursday between the hours of 1 P.M. and 3 P.M. Please list your agency's subcode official.
- G. The subcode official, after all signatures are complete, must separate and prepare all forms for mailing to the Owner / Agent and filing in the municipality and the office of the on-site agency. The subcode official will enclose each report in an envelope, which will be addressed by the on-site agency. All mailing will be done by the municipality
- H. It should be understood that all of the services defined in these specifications will be performed at no additional cost to our municipality and we reserve the right to accept / reject the services, which are in the best interest of our municipality.
- I. Provide a résumé of the educational and professional qualifications of the individual who will serve as your agency's "Responsible Official" as described in N.J.A.C. 5:23-4.13(c).

- J. Provide Certificate(s) of Insurance demonstrating current coverage including the following required certificates of coverage: Worker's Compensation, Comprehensive General Liability, Professional Liability - Errors and Omissions, Automobile Liability, and Excess Liability of \$5,000,000.00.

### **Professional Information and Qualifications**

Each interested individual/firm shall also submit the following information:

#### **Selection Criteria**

The Township reserves the right to award a contract or contracts to the vendor(s) as determined to be in the best interests of the Township based upon the selection criteria.

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation
2. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter
3. Ability to always be available with the appropriate personnel necessary to accomplish the representation
4. The cost and expense that will be necessary to familiarize the attorney with the legal issues arising in the prosecution of municipal offenses
5. Cost competitiveness considering all of the above factors.
6. Experience and references
7. Other factors, if demonstrated to be in the best interest of the Township.

#### **Submission Requirements**

RFP must be delivered no later than Tuesday, October 14, 2025, at 11:00 am to:

Albert Cabrera, Township Clerk  
Office of the Township Clerk  
152 Washington Avenue  
Belleville, New Jersey, 07109

Please submit one (1) original unbound copy and one (1) electronic copy in the format of a thumb drive of the RFP. Use white 8 ½" x 11" paper.

