# REQUEST FOR PROPOSAL TEMPORARY CERTIFIED BOILER OPERATOR

Issued by the State of New Jersey  
Department of Education—on behalf of  
Marie H. Katzenbach School for the Deaf

Issue Date: Thursday September 5, 2024

Responses Due By: 12:00 p.m. Eastern Standard Time on:

Wednesday, September 18, 2024

New Jersey Department of Education

100 Riverview Plaza

PO BOX 500

Trenton, NJ 08690

1. **PURPOSE AND INTENT**

This Request for Proposals (RFP) is issued by The State of New Jersey, New Jersey Department of Education (NJDOE) on behalf of the Marie H. Katzenbach School for the Deaf (MKSD). The purpose of this RFP is to solicit proposals from qualified vendors who have the expertise and capabilities to provide maintenance and services for the school’s boiler systems throughout the months - October 2024 through May 30, 2025, 6:30am to 3:00pm.

* 1. **BACKGROUND**

The Marie H. Katzenbach School for the Deaf is mandated by the Department of Labor and Workforce Development, Bureau of Pressure Vessel Compliance (N.J.A.C12:90) to have a Certified Boiler Operator on campus.

* 1. **PROPOSAL SUBMISSION**

**Proposals must be submitted via Email -** [purchasi@doe.nj.gov](mailto:purchasi@doe.nj.gov)

**Proposals must be received by 12:00 p.m. EST on Wednesday, September 18, 2024**

To be considered, the Proposal must be marked “**BOILER OPERATOR**” and received by the NJDOE at the appropriate location by the required time. The Date and Time are indicated on the cover page of the RFP and above. Any Proposal not received on time via e-mail, as indicated below, will be rejected. Submit Proposal via e-mail to [purchasi@doe.nj.gov](mailto:purchasi@doe.nj.gov) with the subject line: **BOILER OPERATOR**.

After the Proposal submission, all information submitted by Respondents in response to the Proposal solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law.

If it becomes necessary to clarify or revise this RFP, such clarifications or revision will be by Addendum. Any Addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

## **1.3 NJSTART**

Bidders interested in doing business with the State must be registered in NJSTART, New Jersey’s eProcurement system. Registration is easy and takes only a few minutes. Visit [www.njstart.gov](http://www.njstart.gov/) and click on “Register” to start the process.

## **1.4** **ADDITIONAL INFORMATION**

The documents listed below and attached must be completed prior to award:

**Ownership Disclosure Form**

**Disclosure of Investigations and Actions Involving Bidder Form**

**Disclosure of Investment Activities in Iran Form**

**Source Disclosure Certification Form Certification of Non-Involvement /Russia/Belarus**

**MacBride Principles Certification Form**

**Vendor Certification and Political Contribution Disclosure Form**

**Affirmative Action Supplement Form**

**Delegated Purchasing Authority Terms and Conditions**

NOTE: A copy of a valid New Jersey Business Registration must be submitted. If not already registered with the New Jersey Division of Revenue, registration can be completed online at the Division of Revenue website: <http://www.state.nj.us/treasury/revenue/index.html>

**2.0 SCOPE OF WORK**

The scope of services being sought from prospective vendors encompasses a range of responsibilities. These responsibilities include but are not limited to routine maintenance, emergency repairs, performance assessments and adherence to all safety and regulatory standards. Vendors should demonstrate their capacity to manage and maintain boiler systems efficiently, guaranteeing a warm and safe environment for the MKSD campus during the winter season. Below is a list of responsibilities:

* Operate and maintain high and low-pressure boilers.
* Troubleshoot potential problems and report them to the supervisor.
* Perform compression and safety tests.
* Conduct water sampling and treatment.
* Conduct preventative maintenance and arrange for outside services when necessary.
* Perform pipe repairs.
* Replace worn parts as required.
* Cleans and maintains heating and steam boilers and equipment.
* Prepare system for annual inspection.

## **3.0** **OVERVIEW**

The bidder shall describe its approach and plans for accomplishing the work outlined above in 2.0 RFP Scope of Services. The bidder must set forth its understanding of the requirements of this RFP and its ability to successfully complete the contract. This narrative should convince the State that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract.

## **4.0 QUALIFICATIONS**

Required Educational Background: High School Diploma or GED Required License: Applicants must possess a current, valid Black Seal Boiler Operator License of the appropriate type (high or low pressure) issued by the New Jersey Department of Labor and Workforce Development.

## **5.0** **COST**

All prospective vendors should provide a comprehensive breakdown of their hourly costs and any additional fees associated with their services as part of their proposal submission. This breakdown should include, but not limited to, the following details:

1. Hourly Labor Rates: Please specify the hourly labor rates for routine maintenance, emergency repairs, overtime, holiday, and any other services related to the maintenance of the boilers
2. Additional Service Fees: Disclose any fees that may be relevant to the scope of services offered.

**Please Note:**  MKSD is responsible for procuring all materials and supplies.