

***BID RESPONSE PACKET***  
***710-23-0002R***

## BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Accredited Lock and Door Hardware Company			
Address:	1161 Paterson Plank Road			
City:	Seracucus	State:	NJ	Zip Code: 07096
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit			
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American			
AR Certification #: _____ * See Minority and Women-Owned Business Policy				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION		
Provide contact information to be used for bid solicitation related matters.		
Contact Person:	Vincent Matraxia	Title: Bid/Sales Representative
Phone:	201-865-5015	Alternate Phone:
Email:	vmatraxia@acclock.com	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

**An official authorized to bind the Prospective Contractor to a resultant contract must sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Vincent Matraxia                      Title: Bid/Sales Representative  
 Printed/Typed Name: Vincent Matraxia                      Date: 07/28/2022

## SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

Vendor Name:	Accredited Lock and Door Hardware Co	Date:	7/28/2022
Signature:	Vincent Matraxis	Title:	Bid/Sales Representative
Printed Name:	Vincent Matraxis		

## PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

No installation performed by Accredited Lock

## DOCUMENTATION CHECKLIST

*As outlined in section 2.2 Minimum Qualifications in the solicitation document, please provide the following:*

- Registration with the Arkansas Secretary of State's Office Arkansas Secretary of State ✓
- Official Bid Price Sheet (*must be sealed separately*) ✓
- All documents provided in the bid response packet
- Copy of Vendor's Equal Opportunity Policy ✓
- Signed Addenda, if applicable ✓
- EO 98-04 Disclosure Form (Attachment A) ✓

To whom this may concern,

Accredited Lock Supply Co. has done business before in the State of Arkansas, specifically with the Arkansas Department of Corrections for the past 10 years. We were unaware that we needed a certification from the state to do business so we are actively trying to obtain it as quickly as we can. In the meantime, please accept this receipt as proof that we have submitted our credentials to the state in order to obtain the certification necessary to do business with you. If we are selected as winners of the solicitation, we will immediately send this certification to the responsible party as soon as we receive it. We did not want to risk missing the deadline for the submission of the bid especially being that we have to mail it from New Jersey. Hopefully this is acceptable as we await the certification from the state.

Sincerely,

Vincent Matraxia  
Bid/Sales Representative

See attached



Thank you. Your payment is complete.

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Payment Summary Form - F - 01

Amount Paid: \$258.00

**Arkansas.gov Total: \$270.00**

Payment Status: **Complete**

Order Date/Time: 07/29/2022 09:18 AM

Confirmation Number (Order Id): 20220729091808186

Name on card: Charles Weaver

Email Address: MAIL@ACCLOCK.COM

Phone Number: 201-865-5015

Billing Address: PO BOX 1442

SECAUCUS, NJ 07096

UNITED STATES

[Print Receipt](#) [Exit](#)

Contract Number 710-23-0002R

Attachment Number

Action Number

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☒ No Accredited Lock and Door Hardware Company

TAXPAYER ID NAME: 22-2054109

IS THIS FOR:

Goods? ☒ Services? ☐ Both? ☐

YOUR LAST NAME: Matraxia

FIRST NAME Vincent

M.I.:

ADDRESS: 1161 Paterson Plank Road

STATE: New Jersey ZIP CODE: 07096

COUNTRY: U.S.

CITY: Secaucus

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

### FOR INDIVIDUALS \*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☒ None of the above applies

### FOR AN ENTITY (BUSINESS) \*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☒ None of the above applies



Contract Number 710-23-0002R

Attachment Number

Action Number

## Contract and Grant Disclosure and Certification Form

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.*

**As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:**

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:  
*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

***I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.***

Signature Vincent Matraxia Title Bid/Sales Rep Date 07/28/2022

Vendor Contact Person Vincent Matraxia Title Bid/Sales Rep Phone No. (201) 865-5015

*Agency use only*

Agency 0710 Agency Department of Human Services Agency Contact Person Contact Phone No. Contract or Grant No.

State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203

**ADDENDUM 1**

**TO:** All Addressed Vendors  
**FROM:** Office of Procurement  
**DATE:** July 29, 2022  
**SUBJECT:** 710-23-0002R

The following change(s) to the above referenced IFB have been made as designated below:

- ☐ Change of specification(s)
- ☐ Additional specification(s)
- ☐ Change of bid opening date and time
- ☐ Cancellation of bid
- ☒ Other

**OTHER**

Page 2, Section 1.3 – Replace with the following:

**TYPE OF CONTRACT**

- A. A Term contract will be awarded to one (1) or more vendors.
- B. Any resultant contract of this Bid Solicitation shall be subject to State approval processes which may include Legislative review.
- C. The term of this contract shall be for one (1) year. The anticipated starting date for the contract is October 1, 2022. Upon agreement by the vendor and agency the contract may be renewed by the Office of Procurement (OP) on a year-to-year basis, for up to six (6) additional one-year terms or a portion thereof not to exceed a total aggregate contract term of seven (7) years.
- D. DHS, in its sole discretion, may award a contract to multiple Contractors, if it is in the best interest of the State to do so.

Page 6, Section 1.18.A.1 – Replace with the following:

**AWARD PROCESS**

**A. Vendor Selection**

1. Award(s) will be made to the Bidder(s) whose bid conforms to all conditions and requirements of the IFB, and consistent with the award criteria defined in this IFB Award priority will be made to lowest responsible, responsive bidders based on grand total. Consideration will only be given to those that bid all line items. Bidders must meet minimum qualifications. Bids must meet or exceed all defined specifications. Bids must meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.

It is the intent of DHS to receive items with the least overall expense to the state. Priority will be given to the lowest bidder and vendors will be contacted in ascending order from lowest price to highest price. However, DHS reserves the right to contact all vendors when other factors such as quality, selection of material and hardware, and availability requires a deviation from the established priority order. DHS, at its sole discretion, reserves the right to select the vendor that best meets the need of DHS.

DHS reserves the right to re-evaluate the priority order based on price changes and other relevant factors as determined by DHS.

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Buyer's name, Buyer's email address and phone number.

Vincent Matravia                      07/29/2022  
Vendor Signature                      Date  
Accredited Lock Supply Company  
Company

Accredited Lock and Door Hardware Company

1161 Paterson Plank Road  
Secaucus, New Jersey 07094

EQUAL EMPLOYMENT AND

AFFIRMATIVE ACTION PLAN

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I. PURPOSE OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION PLAN  
AND STATEMENT OF POLICIES

A. Purpose of Plan

The purpose of the Accredited Lock and Door Hardware Company\* Equal Employment and Affirmative Action Plan is to describe the application of key policies and procedures, and to assure the right of all persons to work and to advance on the basis of ability. The specific goals of this plan are:

1. To achieve the full use and equal treatment of minority groups and women at all levels and in all sectors of the work force;
2. To ensure compliance with applicable equal employment laws and government regulations;
3. To set forth mandatory steps to be taken at the company location; to maintain the existence of equal employment and affirmative action policies throughout the Company.

B. Statement of Policies

Equal Employment - The Company's employment policy is to make no distinctions in treatment, hiring, or advancement of applicants or employees on the basis of race, religion, color, sex, age, national origin, handicap status, sexual orientation, Vietnam era or disabled veteran status, or on any other basis prohibited by law.

Affirmative Action - The Company's Board of Directors, President, and all officers of the Company will affirmatively implement the policies and procedures in this Plan with regard to women, minorities, and protected class individuals and will regard those policies and procedures as contracts require.

\*Hereinafter referred to as The Company.

## II. DISSEMINATION OF THE PLAN AND POLICIES

### A. Internal

The Company will communicate to each executive, manager, supervisor, a copy of this Plan and its equal employment and affirmative action policies through the following procedures:

1. Upon request, the Company will give a copy of this Plan to any employee.
2. The existence and requirements of the Plan will be communicated to all employees from time to time through such internal publications as may be appropriate.
3. A copy of the Statement of Policies will be given to all applicants for employment upon their request for an employment application.
4. Implementation of the Plan will be discussed during management staff meetings.
5. Periodically, the Equal Opportunity Officer will meet with each manager and the manager's immediate staff to give them assistance in implementing the Plan.
6. The Company will communicate to union officials this Plan and its equal employment and affirmative action policies and procedures.
7. Posters and policies relevant to the Plan will be displayed in conspicuous places where employees are located, and particularly, in employment areas.
8. All "Help Wanted" advertisements carry the notice "Equal Opportunity Employer M/F," and this designation is included in recruiting brochures and literature.

### B. External

The Company will communicate the Plan and the Statement of Policies to the public by the following procedures:

1. Recruiting sources such as personnel agencies, community organizations, colleges, and training institutes will be informed of the basic aims of the Plan and the Statement of Policies and will be requested to include minorities, females and handicapped persons in their referrals.

2. Advertisements for employment will be placed in new media chosen to reach all qualified applicants, including minorities, women, and handicapped persons. All employment advertisements will contain the phrase "An Equal Opportunity Employer".
3. The Company will, in all solicitations or advertisements for employees placed by or on behalf of the Company, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, handicap status, Vietnam era or disabled veteran status.
4. The Company will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice advising the labor union or worker's representative of the Plan and policies.
5. The Company's recruitment and hiring practices will include:
  - a. The avoidance of any help-wanted advertising in sex-segregated columns in newspapers or other publications.
  - b. The avoidance in recruitment letters or other materials of any reference to "male" or "female" or any indication of preference for men or women in certain jobs.

### III. ADMINISTRATION

#### A. Responsibility

The Company's Board of Directors has the overall responsibility for the policies included in the Plan. The President of the Company has the primary responsibility for the successful implementation of the Plan.

The President has appointed Susanna Mujica as the Equal Opportunity Officer, to be the Company's Equal Opportunity Officer with delegated responsibility for program planning, direction, and operation.



1. The minority, female and handicapped persons populations in the area surrounding the Company and their proportion to the total.
2. The size of the minority, female and handicapped persons unemployment force in the area surrounding the Company.
3. The general availability of minorities, women and handicapped having requisite skills in an area where the Company can recruit.
4. The minorities, women and handicapped persons employed by the Company with the requisite skills for the job classifications involved.
5. The number and percentage of minorities, women and handicapped persons applying for employment.

B. Work Force Analysis

The Equal Opportunity Officer will develop an analysis of job titles and job classifications held by minorities and women which will include a listing in each job title including the wage rate or salary range, as it appears on Company payroll records, ranked from the lowest paid to the highest paid within an organizational unit and the total number of incumbents by sex and minority group in each job title.

C. Identification of Problem Areas

The Equal Opportunity Officer will be responsible for the periodic analysis of the entire employment process in order to identify problem areas. Among the subjects covered will be:

1. The recruitment process.
2. Concentration of women and minorities in various job titles and job classifications.
3. Selection standards and procedures.
4. Transfer and promotion policies.
5. Provisions and practices regarding seniority in union contracts.
6. Administration and validity of all tests for employment and promotional purposes.

7. Upward mobility systems, promotions, and training.
8. Terminations and disciplinary actions.
9. Utilization of qualified handicapped persons.

#### V. GOALS AND TIMETABLES

The final process in the utilization and work force analysis is the formulation of goals and timetables for employment of minorities and women. The Company will use the following process in establishing goals and timetables:

1. A goal will be established when the percentage of total minorities and women in a job classification within the Company is lower than the total percentage of minorities and women available in that job classification within the surrounding labor market area.
2. The goal will be stated as a percentage of the total employees in the job classification and will be equal to the percentage of minorities and women available for work in the job classification in the surrounding labor market area.
3. For each job classification with a goal, a specific timetable will be established for reaching the goal in the minimum feasible time period.

#### VI. EXECUTION OF THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

##### A. Recruitment

The Company will actively seek minorities, women, and handicapped persons for employment. The following techniques will be used to ensure that personnel practices of the Company are not discriminatory:

1. The Company will analyze and review recruitment procedures for each job title to identify and eliminate discriminatory barriers.
2. The Company will establish objective measures to analyze and monitor the recruitment process. These shall include:
  - a. Applicant records, including for each job applicant: name, race, sex, handicap status, Vietnam-era or disabled veteran status, referral source, date of application, position applied for, and whether a job offer was made.

3. Prior to filling any position for which goals and timetables have been established, the Equal Opportunity Officer will review the number of minority and women applicants who applied for the position.
4. Recruitment sources will be listed to ensure that the Company is making contact with recruitment sources that provide the widest range of applicants.

B. Selection Standards and Procedures

1. The Company will carefully review and evaluate every step of its hiring process to ensure that the job requirements, hiring standards, and methods of selection and placement do not discriminate, are job related, and contribute toward the goals of this Plan.
2. Having identified handicap status, reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant will be made, unless it can be shown that such accommodation would impose an undue hardship.

C. Upward Mobility, Promotions, Training

In order to assure the absence of discrimination against the employment of minorities, women and handicapped persons in all positions, the Company will review all practices - both formal and informal - affecting promotions and training opportunities to ensure that minorities, women, and handicapped persons are promoted and given training opportunities. The following records and procedures will be used, developed, and implemented in order to ensure compliance:

1. The number and percentage of minorities, women, and handicapped persons in all training programs for employees of the Company.
2. Employees will be informed of all job opportunities.

D. Layoffs, Discharge, Demotion, Disciplinary Action

The standards for deciding when an employee will be terminated, demoted, or disciplined will be the same for all employees of the Company and will not be applied differently for minorities, women, and handicapped persons. The Company will keep a record of:

1. All Terminations, including total, name, date, number of members of minority group, handicapped persons, and women by job category and reason for termination; and
2. All Layoffs and Demotions, indicating total, name, date, number of members of minority group, handicapped persons, and women by job category and reasons for action.

VII. AUDITS AND REPORTS

The Company will monitor appropriate personnel records and reports to ensure a policy of equal opportunity and to ensure compliance with Company goals and timetables. The Company will develop and implement a reporting procedure that will provide for the continued auditing, monitoring, and evaluation of Company offices. A formal audit of the Company will be made at least annually with periodic checks as deemed appropriate.

VIII. SUBCONTRACTORS, CONSULTANTS, SERVICES

The Company recognizes its responsibilities in the areas of equal opportunity and affirmative action with respect to subcontractors, consultants, and companies that supply materials and services to our Company. The Equal Opportunity Officer will develop and implement policies and procedures to ensure that those responsibilities are being met.

A. Utilization of Women and Minority Business Enterprises

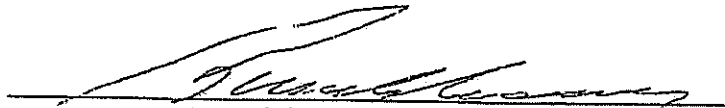
It is the policy of the Company that women and minority business enterprises shall have the maximum practicable opportunity to participate in the performance of contracts.

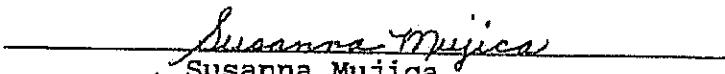
1. The Company will establish policies and procedures that will enable women and minority business enterprises to be considered fairly as subcontractors and suppliers under contracts.
2. The Company will develop and implement policies and procedures to recruit and give equal consideration to women and minority firms and consultants to provide personal services or supplies to the Company.

3. The Company will develop a listing of women and minority firms and consultants that provide services for which the Company normally contracts.
4. The Equal Opportunity Officer will periodically review and monitor the Company's use of subcontractors, suppliers, consultants, and services in order to assure fair use, consideration, and treatment of women and minority suppliers, subcontractors, consultants, and services.
5. The Company will endeavor to cause non-discrimination clauses in collective bargaining agreements and to endeavor to discover any present discriminatory provisions in said agreements and to modify and delete same.
6. When the Company contemplates subcontracting activities, a good-faith effort will be made to utilize women and minority firms or subcontractors for 10% of the total dollar amount of the contract.
7. The Company will not use a facility or any portion thereof that segregates because of race, religion, color, age, national origin, or sex. Further, the Company will not sponsor, endorse, or contribute to any association or establishment that excludes minorities, women, and handicapped persons.

IX. STATEMENT OF COMMITMENT

It is the policy of the Company to provide equal employment opportunity in all employment practices including but not limited to recruitment, advertising, hiring, layoff, rate of pay, training, termination, upgrading, demotion, transfer, fringe benefits, and use of facilities; without discrimination because of race, color, sex, age, religion, national origin, handicap status, sexual orientation, Vietnam era or disabled veteran status, or on any other basis prohibited by law. This Plan will be updated and revised to reflect experience, changes in laws and regulations, and better understanding of effective approaches that will assure equal opportunities for all.

  
\_\_\_\_\_  
Ronald Weaver  
President

  
\_\_\_\_\_  
Susanna Mujica  
Equal Opportunity Officer

7/24/20  
\_\_\_\_\_  
Date