

**TOWNSHIP OF NORTH BERGEN  
County of Hudson  
State of New Jersey**

**REQUEST FOR PROPOSALS (RFP)**

**FAIR & OPEN PUBLIC SOLICITATION PROCESS**

**PROFESSIONAL SERVICE: VARIOUS (SEE PROFESSIONAL SERVICES SOLICITED SECTION)**

**Submission Date:  
DECEMBER 10, 2013  
10:00 A.M. prevailing time**

**TOWNSHIP OF NORTH BERGEN  
HUDSON COUNTY, NEW JERSEY**

**PUBLIC NOTICE FOR THE SOLICITATION OF  
REQUEST FOR PROPOSALS FOR  
PROFESSIONAL SERVICE CONTRACTS**

**JANUARY 1, 2014 – DECEMBER 31, 2014**

**NOTICE IS HEREBY GIVEN** that sealed request for proposal submissions will be received by the Township of North Bergen Purchasing Agent for the services set forth below in accordance with the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq.:

<u>RFP#</u>	<u>PROFESSIONAL SERVICE</u>
➤ RFP2014-01	Substance Abuse Prevention and Education for a Drop-in Center – 208 Hours
➤ RFP2014-02	Substance Abuse Prevention and Education to Developmental Disabled Adolescents – 45 hours
➤ RFP2014-03	Professional Property Appraisal Services
➤ RFP2014-04	Professional Planning Services
➤ RFP2014-05	General Engineering Services
➤ RFP2014-06	Third Party Claims Administrator
➤ RFP2014-07	Grants Consultant
➤ RFP2014-08	Professional Appraiser and Representation Services
➤ RFP2014-09	Animal Control Services
➤ RFP2014-10	Risk Management Consultant
➤ RFP2014-11	Maintenance and Hosting of Township’s Official Website
➤ RFP2014-12	Software Maintenance Services for Township’s Tax, Finance and AS400 Systems
➤ RFP2014-13	General Architectural Services
➤ RFP2014-14	Consultant for Community Development Block Grant

Submission package may be examined or obtained at the Township Purchasing Office, Township of North Bergen, 4233 Kennedy Boulevard, Room 211, North Bergen, NJ, 07047 (phone 201-392-2040), Monday through Friday during business hours, 9:00 a.m. to 4:00 p.m. or downloadable on the Township’s website [www.northbergen.org/notices](http://www.northbergen.org/notices).

Request for proposals (“RFP”) responses shall be submitted to Suzanne Taylor, Purchasing Agent, Township of North Bergen, 4233 Kennedy Boulevard, North Bergen, NJ, 07047, on or before December 10, 2013, at 10:00 am prevailing time, at which time said responses will be publicly opened and read in the Municipal Chambers.

Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) the RFP# and Title of the Professional Service for which the response is submitted; and (3) “**Sealed RFP Response**”. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Township of North Bergen by the date and time set forth above. No late responses will be accepted.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Contracts will be awarded based on the most advantageous responses. The Township of North Bergen reserves the right to reject any or all responses.

Suzanne Taylor  
Purchasing Agent

## INVITATION TO SUBMIT PROPOSALS

Proposals are being solicited through a fair and open process in accordance with *N.J.S.A. 19:44A-20.1, et seq.*

Copies of Request for Proposals (RFP) will be available at the Township Purchasing Office, located at 4233 Kennedy Boulevard, Room 211, North Bergen, NJ as of November 26, 2013.

These proposals are being sought pursuant to the Local Public Contract Laws.

Sealed RFP responses must be received by the Purchasing Agent no later than 10:00 a.m. on December 10, 2013. Proposals (one original and one copy) shall be submitted in a sealed envelope to:

Suzanne Taylor, Purchasing Agent  
Township of North Bergen  
4233 Kennedy Boulevard  
North Bergen, NJ 07047

Respondent will be selected based upon an evaluation of the most advantageous proposal, price, and other factors.

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP shall be submitted in writing no less than 5 days prior to the due date of the proposal. All interpretations and clarifications considered necessary by the Township's representative in response to such comments and questions shall be responded to no less than 5 days prior to the due date of the proposal and will be posted online at [www.northbergen.org/notices](http://www.northbergen.org/notices).

The Township assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the Township shall be limited to the terms and conditions of the contract. Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the Township, are not to be billed and will not be paid.

Any contract entered into between the Respondent and the Township must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The Respondent must agree to comply with the nondiscrimination provisions and all other laws and regulations applicable to the performance of services there under. The Respondent shall sign and acknowledge such forms and certificates as may be required by this section.

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

The Township shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the Township to the Respondent for the purpose of assisting the Respondent in the performance of this contract. All such items shall be returned immediately to the Township at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the Township, be disclosed to others or used by the Respondent or permitted by the Respondent to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the Township pursuant to this contract shall belong exclusively to the Township. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the Township upon completion of the project. The Respondent shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Township. All information supplied to the Township may be required to be supplied on CD-ROM media compatible with the Township's computer operating system, windows based, Microsoft Office Suite 2003 or 2007.

Termination: If, through any cause, the Respondent shall fail to fulfill in a timely and proper manner obligations under the contract or if the Respondent violates any requirements of the contract, the Township shall have the right to terminate the contract by giving written notice to the Respondent of such termination at least thirty (30) days prior to the proposed effective date of the termination, unless the contract contains more favorable terms to the Township. Such termination shall relieve the Township of any obligation for the balances to the Respondent of any sum or sums as set forth in the contract.

The right to reject any or all proposals and to waive immaterial formalities is reserved by the Township.

## **SCOPE OF SERVICES & EVALUATION CRITERIA**

The Township of North Bergen (“Township”) is soliciting proposals to provide for the following Professional Services:

### **RFP2014-01: Substance Abuse Prevention and Education for a Drop-in Center – 208 Hours**

#### **Scope of Services:**

Provide the Township of North Bergen with 208 hours of substance abuse prevention and education program services for the residents of North Bergen. The Drop-In Center program will provide didactic lecture workshops for the benefit of adolescents referred to the program.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field, including a Certified Drug and Alcohol Counselor (CDAC);
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Familiarity with both governmental and societal issues, and the Substance Abuse education within the Township of North Bergen and the County of Hudson;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal

### **RFP2014-02: Substance Abuse Prevention and Education to Developmental Disabled Adolescents—45 hours**

#### **Scope of Services:**

Provide the Township of North Bergen with 45 hours of substance abuse prevention and education program services for the benefit of developmental disabled adolescents and their families and/or significant others.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field, including a CDAC - Certified Drug and Alcohol Counselor;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Familiarity with both governmental and societal issues, and the Substance Abuse education within the Township of North Bergen and the County of Hudson;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal.

### **RFP2014-03: Professional Property Appraisal Services**

#### **Scope of Services:**

Provide the Township of North Bergen with appraisal services based on the following types of property:

- Properties which have an equalized assessment of \$500,000 and under
- Properties which have an equalized assessment between \$500,001 - \$2,500,000
- Properties which have an equalized assessment between \$2,500,001 - \$5,000,000
- Properties which have an equalized assessment between \$5,000,001 - \$7,500,000
- Properties which have an equalizes assessment over \$7,500,000

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to provide professional appraisal services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;

- d. Availability to accommodate any required meetings of the Township;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal.

Note: Compensation proposal should include estimated fees based on the following criteria:

<b>Appraisal Fee Summary</b>
Properties which have an equalized assessment value of \$500,000 and under
Properties which have an equalized assessment value between \$500,001 and \$1,000,000
Properties which have an equalized assessment value between \$1,000,001 and \$2,500,000
Properties which have an equalized assessment value between \$2,500,001 and \$5,000,000
Properties which have an equalized assessment value between \$5,000,001 and \$7,500,000
Properties which have an equalized assessment value over \$7,500,000

Also, compensation proposal should include an hourly rate for items not included in appraisal fee.

**RFP2014-04 Professional Planning Services**

**Scope of Services:**

The work shall consist of providing consulting Planning Services with respect to the implementation of suggested revisions to the Township Zoning Regulations and review of specific study areas as set forth in the Periodic Master Plan Re-examination Report and consulting on an as-needed basis regarding proposed redevelopment or development projects.

Services shall include, but not be limited to the investigation of various areas as identified in the Periodic Master Plan Re-examination Report and the preparation of appropriate planning reports regarding same. In addition, the Planner will provide review recommendations and reports related to proposed development and re-development projects and assist the Township in revising various development regulations.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township and the Township’s Planning Board;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal

**RFP2014-05 General Engineering Services**

**Scope of Services:**

The Engineer shall be an engineering firm with a licensed New Jersey Professional Engineer and is responsible for the preparation and supervision of project plans for the Township and the coordination with other professionals when such projects require specialized training and experience. The Engineer is the advisor to the Township on engineering matters.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the authority;
- d. Familiarity with North Bergen’s topography and physical infrastructure;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal must reflect and include the following components:

1. An annual fee for the provision of a qualified representative and necessary and appropriate support personnel for the performance of field inspections, office engineering work as required by the Township, weekly engineering meetings to be held at Town Hall, responses to inquiries both by telephone and in person concerning sewers, utilities, tax maps, and other engineering questions, incidental sketches and reports as requested by Township Officials, and necessary services in connection with litigation involving the Township other than court appearances, appearances at depositions and preparation for same.
2. Design fees: Fees provided for design services should be based on a percentage of construction costs for work involving new construction and/or the rehabilitation of existing facilities. Additionally, if a topographic or a utility survey is required for a project the design fee provided should be based on a percentage of the construction cost of the project.
3. In addition to the above mentioned design fees, provide fees for inspection and supervision of construction. Such fees should be based on a percentage of construction costs for jobs involving resurfacing of roads, emergency sewer repairs, facility projects, and other projects. Note: On NJDOT projects the fee for inspection and related services shall be to the extent permitted by and eligible for reimbursement by the NJDOT.
4. Fees for any work which is not within the scope of work described above should be provided based on an hourly rate schedule.

This contract will begin on January 1, 2014 and expire on December 31, 2014. However, design and construction administration projects may be for the length of the project, if the project extends past the annual contract completion date.

The Township reserves the right to approve additional engineering firms for design and construction administration (supervision and inspection) as set forth in items 2, 3 and 4 of this RFP.

#### **RFP2014-06 Third Party Claims Administrator**

##### **Scope of Services:**

Serves as Third Party Administrator of the Township's Liability and Worker's Compensation self-insurance program. Manage and administer all such claims that occur during the contract period.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Experience in municipal self insurance programs, regulations and Joint Insurance Funds;
- e. Experience in the management and administration of the types of claims filed against the Township such as general liability, automobile liability, law enforcement liability and workers compensation;
- f. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- g. Compensation proposal.

#### **RFP2014-07 Grants Consultant**

##### **Scope of Services:**

Serves as grants consultant to the Township of North Bergen, including but not limited identifying grant opportunities, research, grant development, negotiations with funding sources, prepare and submit applications, grant reporting and followup.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;

- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Knowledge and experience with preparing Federal, State and County grant applications including research and planning to pursue these opportunities.
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal.

### **RFP2014-08 Professional Appraiser and Representation Services**

#### **Scope of Services:**

- Provide professional appraisal services and representation on all tax matters and appeals before the Hudson County Board of Taxation.
- Professional appraisal services and representation on all tax matters and appeals before the New Jersey State Tax Court.
- Assist the Tax Assessor's Office in the inspection of all building permits and inspections of any properties identified by the Tax Assessor.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal.

### **RFP2014-9 Animal Control Services**

#### **Scope of Services:**

Animal Control Services performed within the borders of the Township of North Bergen by NJ licensed Animal Control Officers for mainly five (5) days a week, 8:00am to 4:00pm, but also as needed on Saturday, Sunday, holidays, nights, and emergencies. Emergency services are defined as the care of injured animals, trapped animals, sick animals, animals whose lives are endangered or animals that are providing a danger to humans. For the purposes of these services crocodiles, alligators, whales, porpoises, feral cat colonies, and dead deer are specifically excluded from the category of animals.

The services shall also include the transportation, control and sheltering of animals as needed. The contractor shall be responsible for providing his/her own transportation for animals that are taken to a licensed and or approved shelter, or for veterinarian services. The contractor must have an existing contract with a licensed shelter, or have an approved shelter. Contractor shall have access to emergency veterinary services as needed.

Contractor shall issue summonses to owners when possible, for animal control violations. When called upon by the Township, contractor shall impound or attempt to impound any stray dog or cat, or any animals posing potential danger to humans or other animals. Such animals must be humanely disposed of in accordance with New Jersey Law. Contractor shall be responsible for rabies quarantine and compliance with those procedures. Any services provided by the contractor for private owners shall not be paid for by the Township, but shall be subject to an agreement between those parties.

The successful candidate will be required to comply with the following insurance requirements:

- a) The Contractor shall be required to carry full insurance including comprehensive general liability; workman's compensation insurance; which shall cover all operations of the Contractor, its employees, agents and servants hereunder, and; motor vehicle and equipment used by the Contractor in connection with the Contractor's operations under the Contract; Contractor shall provide professional liability

(errors& omissions) insurance for claims arising from any negligent performance of contractors' services pursuant to the agreement in the amount of \$1,000,000 per claim. Said insurance, by endorsement, shall fully protect the Township of North Bergen from liability.

- b) Certificates naming the Township of North Bergen as an additional named insured, and evidencing such insurance coverage, shall be filed with the Township Clerk prior to the commencement of operations hereunder by the Contractor.

The following Certificates of Insurance must be furnished:

- Worker's Compensation;  
Part Two – Statutory
- Comprehensive General Liability:
  - i. Minimum limits: \$1,000,000.00; Combined Single Limit Coverage to include: Premise / Operations; Independent Contractors; Product / Completed Operations; Contractual; Personal Injury; Broad Form Property Damage; Township of North Bergen as additional insured.
  - ii. Comprehensive General Liability must be maintained for at least one year after completion of the contract and its acceptance by the Township of North Bergen.
  - iii. Professional Liability Insurance (Errors & Omissions)
    - 1. Contractor shall provide professional liability (errors & omissions) insurance for claims arising from any negligent performance of contractors' services pursuant to the agreement in the amount of \$1,000,000 per claim.

The certificate of insurance shall designate the Township of North Bergen as an additional insured and shall contain a thirty (30) day notice of cancellation whereby the Township Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.

It is understood and agreed that the Contractor is an independent Contractor and not an employee of the Township of North Bergen.

The Contractor agrees to indemnify and hold harmless the Township of North Bergen, the Board of Commissioners of the Township of North Bergen, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including attorneys' fees to which the Township of North Bergen maybe put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this Contract, or by or in consequence of any neglect or omission on the part of the Contractor in the performance of operations under the Contract, whether such operations, or in the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.

The Contractor shall hold the Township of North Bergen harmless for damages to the Contractor's Equipment utilized during the term of this Contract.

Programs of self-insurance are not acceptable.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. New Jersey State licensure, experience, references and reputation in the field;
- b. Qualifications of the individuals who will perform the tasks outlined in the scope of services, and the degree of their respective participation;

- c. Ability to address, complete, and facilitate all items stated in the above scope of services;
- d. Knowledge of the Township of North Bergen and the candidate's ability to provide such services in a timely manner (including staffing, familiarity and location of key staff);
- e. Availability to accommodate any required meetings of the Township and or Health Department;
- f. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- g. Compensation proposal (including proposed compensation on Saturdays, Sundays, Holidays, nights and emergencies).

Professional information required to be submitted with proposals:

1. Name of firm or individual.
2. Copy of Candidate's current contract with NJ licensed animal shelters or qualified organization where stray animals are to be placed by candidate.
3. Address of principal place of business and all other offices and corresponding telephone and fax numbers.
4. Names of personnel that will be assigned to perform the work outlined in the scope of services.
5. Description of candidate's and staff's education, experience, qualifications, number of years with the firm, and a description of their experience with providing such services for other municipalities.
6. References indicating experience with municipalities.
7. Compensation details, including the hourly rates of each of the individuals who will perform such services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount.
8. Any other information that the candidate deems relevant.
9. Statement of corporate ownership (c.52:25-24.2).

### **RFP2014-10 Risk Management Consultant**

#### **Scope of Services:**

- The Risk Management Consultant shall assist the Township in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
- Assist the Township in understanding and selecting the various coverages available from the New Jersey Self Insurers' Joint Insurance Fund.
- Review with the Township any additional coverages that the Risk Management Consultant feels should be carried but are not available from the Fund, and subject to the Township's authorization, place such coverages outside the Fund.
- Assist the Township in the preparation of the application, statements of values and similar documents requested by the Fund. This does not include any appraisal work by the Risk Management Consultant.
- Review the Township's assessment as prepared by the Fund and assist in the preparation of its annual insurance budget.
- Review the loss and engineering reports and generally assist the Safety Committee in its loss containment objectives.
- Assist where needed in the settlement of the claims, not including work normally done by a public adjuster.
- Any other services required by the Fund's Bylaws.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Experience in Municipal Self Insurance Programs, Joint Insurance Funds, by-laws of Joint Insurance Funds, and compensation procedures of Joint Insurance Funds;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal.

## **RFP2014-11 Maintenance and Hosting of Township's Official Website**

### **Scope of Services:**

The work shall consist of maintaining and hosting the Township's and the Police Department's and official websites. Such maintenance and hosting tasks must include, but not be limited to: Maintaining easily updated on-line functionality including photos, forms, and content submitted by Township staff members; search function for easily finding information on the website; menus that allow for easy navigation; calendar of events functionality and the posting of breaking news; monthly website usage reports; any required data processing; security to protect website from alterations by unauthorized parties and protection from cookies, spyware and pop-ups; maintenance of a complete and current copy of the website on a server located at a remote location; hosting website and providing back-up services and statistics; provision of trouble-shooting and technical assistance to Township staff; weekly on-site visits throughout the term of the contract; posting changes as needed; special event photography and website posting; maintaining availability of website to users to be 99% of the time during any period of time; maintaining of bandwidth for website's connection to the internet to be sufficient such that operating at peak capacity shall not be compromised more than 60 minutes in any one month period; provision of telephone help desk support for Township staff.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Compensation proposal (please also include an hourly rate of compensation for any work that might occur outside of the referenced scope of services);
- f. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

## **RFP2014-12 Software Maintenance Services for Township's Tax and Finance Systems**

### **Scope of Services:**

The work shall consist of, at a minimum, performing services of an annual maintenance contract for the Township's data processing systems which include tax collection, finance and purchasing software. Such maintenance may include, but not be limited to: Performing minimum programming to existing software as needed, correcting malfunctions in the software, re-sizing of files, any required data processing, changes to programs, telephone support of operation procedures, training, and assisting users with data processing problems that occur during daily operations.

Other services that may be required over and beyond the annual maintenance contract may include: System installation services such as cabling, system configurations, PC set-ups, new release information and customization of existing software.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Compensation proposal;
- f. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

## **RFP2014-13 General Architectural Services**

### **Scope of Services:**

The successful firm will provide the Township with architectural services relating to but not limited to the planning, designing, bidding and construction oversight phases of various projects deemed to be in the best interest of the Township. Additionally, the successful firm will provide architectural services for the Township's Abandoned Properties Program which conforms to the Abandoned Property Rehabilitation Act (N.J.S.A. 55:19-78 et seq). Such services will include but not be limited to the development of property conditions reports, bidding specifications for property rehabilitation and/or demolition contracts, bidding oversight, and property rehabilitation oversight.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Familiarity with North Bergen's topography and physical infrastructure;
- e. Familiarity and experience with abandoned properties conditions reports and rehabilitation projects that are guided by the provisions of N.J.S.A. 55:19-78 et seq;
- f. Compensation proposal must reflect and include the following components:
  1. Design fees: Fees provided for design services should be based on a percentage of construction costs for work involving new construction and/or the rehabilitation of existing facilities. Additionally, if a topographic or a utility survey is required for a project the design fee provided should be based on a percentage of the construction cost of the project. (Please provide a range of percentages based on various ranges of estimated construction costs.)
  2. In addition to the above mentioned design fees, provide fees for inspection and supervision of construction. Such fees should be based on a percentage of construction costs for such facility projects, and other projects. (Please provide a range of percentages based on various ranges of estimated construction costs.)
  3. Fees for any work which is not within the scope of work described above should be provided based on an hourly rate schedule.
  4. **State fees for property inspections and conditions reports with a fixed rate for residential properties and a fixed rate for commercial properties.**
- g. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

This contract will begin on January 1, 2014 and expire on December 31, 2014. However, design and construction administration projects may be for the length of the project, if the project extends past the annual contract completion date.

The Township reserves the right to approve additional architectural firms for design and construction administration (supervision and inspection) as set forth in items f1, f2, and f3 and f4 of this RFP.

## **RFP2014-14 Consultant for Community Development Block Grant**

### **Scope of Services:**

Consultant shall execute all necessary facets of the CDBG process for entitlement communities including: preparation of the Consolidated Annual Performance and Evaluation Report; coordination with Hudson County in development of Township plan as part of consortium; preparation of Environmental Review Record, assistance with the Integrated Disbursement and Information System (IDIS) relating to all Township Projects.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;

- e. Experience and knowledge of the following: Preparation of Consolidated Annual Performance and Evaluation Report, coordination with Hudson County in development of Township plan as part of consortium, knowledge and preparation of required documentation for entitlement funding and amendments, knowledge and preparation of Environmental Review Record, knowledge and assistance with the Integrated Disbursement and Information System (IDIS) relating to all Township projects and knowledge of HUD rules, requirements and U.S. Office of Management and Budget (OMB) requirements for an entitlement community.

## PROPOSER'S RFP REMINDERS

### The Most Critical Things to Keep in Mind When Responding to The Request for Proposals for the Township of North Bergen

- **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
- **Note the procurement officer's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information for any questions you may have.
- **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Township of any ambiguities, inconsistencies, or errors in the RFP.
- **Take advantage of the “question and answer” period.** Submit your questions to the procurement officer by the due date listed in the Schedule.
- **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
- **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the Township or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Township. The proposals are evaluated based solely on the information and materials provided in your response.
- **Use the forms provided**, i.e., cover page, sample budget form, certification forms, etc.
- **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
- **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

**This checklist is provided for assistance only and should not be submitted with Proposer's Response.**

**SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>DATE</b>
<b>RFP Issue Date</b> .....	11/26/13
<b>RFP Response Due Date</b> .....	12/10/13

## SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

### 1.0 PROJECT OVERVIEW

The Township seeks Proposals to provide the professional services listed herein.

### 1.1 CONTRACT TERM

The contract term is for a period beginning January 1, 2014 through December 31, 2014.

### 1.2 SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until a proposer is selected and the selection is announced by the procurement officer, **proposers may not communicate with any Township staff, commissioners or officials regarding this procurement, except at the direction of Suzanne Taylor**, the procurement officer in charge of the solicitation. Any unauthorized contact may disqualify the proposer from further consideration. Contact information for the single point of contact is as follows:

Procurement Officer: Suzanne Taylor  
Township of North Bergen  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
Phone: 201-392-2040  
Fax: 201-392-7694  
E-mail: STaylor@northbergen.org

### 1.3 REQUIRED REVIEW

**1.3.1 Review RFP.** Proposers should carefully review all instructions, mandatory requirements, specifications, standard terms and conditions set out in this RFP and promptly notify the procurement officer identified above in writing, fax or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP. This should include any terms or requirements within the RFP that either preclude the proposer from responding to the RFP or add unnecessary cost.

This notification must be accompanied by an explanation and suggested modification and be received by the deadline for receipt e-mailed inquiries set forth below. The Township will make any final determination of changes to the RFP.

**1.3.2 Form of Questions.** Proposers with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing, via e-mail, to the procurement officer referenced above on or before 12/5/13. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

**1.3.3 Township Response.** The Township will provide written answers to proposers' questions. Any other form of interpretation, correction, or change to this RFP will not be binding. Proposers must sign and return any addendum with their RFP response. Responses will be posted online at [www.northbergen.org/notices](http://www.northbergen.org/notices).

### 1.4 PRE-PROPOSAL CONFERENCE

No pre-proposal conference is scheduled.

### 1.5 GENERAL REQUIREMENTS

**1.5.1 Acceptance of Standard Terms and Conditions/Contract.** By submitting a response to this RFP, proposer agrees to acceptance of the standard terms and conditions as set out in this RFP. Much of the language included in the standard terms and conditions reflects requirements of New Jersey law. Requests for additions or exceptions to the standard terms and conditions including any necessary licenses, or any added provisions must be submitted to the procurement officer referenced above by the date for receipt of written/e-mailed questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the proposer's ability to respond to the RFP or perform the contract. Any material exceptions requested and granted to the standard terms and conditions language will be addressed in any formal written addendum issued for this RFP and will apply to all proposers submitting a response to this RFP. The Township will make any final determination of changes to the standard terms and conditions.

**1.5.2 Resulting Contract.** This RFP and any addenda, the proposer's RFP response, including any amendments and any clarification question responses, shall be included in any resulting contract. The Township's contract contains the contract terms and conditions which will form the basis of any contract between the Township and the selected proposer. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract, along with any attachments prepared by the Township, will govern in the same order of precedence as listed in the contract.

**1.5.3 Mandatory Requirements.** To be eligible for consideration, a proposer *must* meet the intent of all mandatory requirements. The Township will determine whether a proposer's RFP response complies with the intent of the requirements. RFP responses that do not meet the full intent of all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive.

**1.5.4 Understanding of Specifications and Requirements.** By submitting a response to this RFP, proposer agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

**1.5.5 Proposer's Signature.** The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The proposer's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude the Township from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

**1.5.6 Offer in Effect for 60 Days.** A proposal may not be modified, withdrawn or canceled by the proposer for a 60-day period following the deadline for proposal submission as defined in the Schedule of Events and proposer so agrees in submitting the proposal.

## **1.6 SUBMITTING A PROPOSAL**

**1.6.1 Organization of Proposal.** Proposers shall organize their proposal into sections that follow the format of this RFP, with tabs separating each section. A point-by-point response to all numbered sections, subsections, and appendices is required. If no explanation or clarification is required in the proposer's response to a specific subsection, the proposer shall indicate so in the point-by-point response or utilize a blanket response for the entire section with the following statement:

**“(Proposer's Name)” understands and will comply.**

**1.6.2 Failure to Comply with Instructions.** Proposers failing to comply with these instructions may be subject to point deductions.

**1.6.3 Copies Required and Deadline for Receipt of Proposals.** Proposers must submit one (1) original proposal, one (1) copy to the Township. Proposals must be sealed and labeled on the outside of the package. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) the RFP# and Title of the Professional Service for which the response is submitted; and (3) “Sealed RFP Response”. *Proposals must be received by Suzanne Taylor, Purchasing Agent, prior to 10:00 AM, local time, December 10, 2013.*

**Forward proposals to:** Township of North Bergen  
Suzanne Taylor, Purchasing Agent

**Via U S Postal Service:** 4233 Kennedy Boulevard  
North Bergen, NJ 07047

**Via Courier Service:** Same address as above

**1.6.4 Late Proposals.** *Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.* It shall be the proposer's sole risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and will be returned to the proposer at the expense of the proposer or destroyed if requested.

## **1.7 COST OF PREPARING A PROPOSAL**

**1.7.1 Township Not Responsible for Preparation Costs.** The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the Township are entirely the responsibility of the proposer. The Township is not liable for any expense incurred by the proposer in the preparation and presentation of their proposal or any other costs incurred by the proposer prior to execution of a contract.

**1.7.2 All Timely Submitted Materials Become Township Property.** All materials submitted in response to this RFP become the property of the Township and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the Township and proposer resulting from this RFP process.

## **2.0 AUTHORITY**

This RFP is issued under the authority of the Township of North Bergen. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. No other evaluation criteria, other than as outlined in the RFP, will be used.

## **2.1 PROPOSER COMPETITION**

The Township encourages free and open competition among proposers. Whenever possible, the Township will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the Township's need to procure technically sound, cost-effective services and supplies.

## **2.2 RECEIPT OF PROPOSALS AND PUBLIC INSPECTION**

**2.2.1 Public Information.** All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing after the time for receipt of proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the Township; (3) any company financial information requested by the Township to determine vendor responsibility, unless prior written consent has been given by the proposer and (4) other constitutional protections, or not subject to disclosure according to OPRA guidelines.

**2.2.2 Procurement Officer Review of Proposals.** Upon opening the proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the proposal.
- The proposal does not contain confidential material in the cost or price section.
- An affidavit from a proposer's legal counsel attesting to and explaining the validity of any trade secret claim asserted by the proposer.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Proposers must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

## **2.3 CLASSIFICATION AND EVALUATION OF PROPOSALS**

**2.3.1 Initial Classification of Proposals as Responsive or Non responsive.** All proposals will initially be classified as either "responsive" or "non responsive". Proposals may be found nonresponsive any time during the evaluation process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be nonresponsive, it may be subject to point deductions.

**2.3.2 Determination of Responsibility.** The Township will determine whether a proposer has met the standards of responsibility. Such a determination may be made at any time during the evaluation process if information surfaces that would result in a determination of non-responsibility. If a proposer is found non-responsive, the determination must be in writing, made a part of the procurement file and mailed to the affected proposer.

**2.3.3 Evaluation of Proposals.** The Township will evaluate the proposals and recommend whether to award the contract to the firm determined to best meet the needs of the Township or, if necessary, to seek discussion in order to determine the firm to be selected. All responsive proposals will be evaluated based on stated evaluation criteria. The Township may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing quality and contractual factors. These will be used to determine the most advantageous offering to the Township.

**2.3.4 Completeness of Proposals.** Selection and award will be based on the proposer's proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by proposers outside the formal response or subsequent discussion may not be considered.

**2.3.5 Opportunity for Discussion and/or Oral Presentation/Product Demonstration.** After receipt of all proposals and prior to the determination of the award, the Township may initiate discussions with one or more proposers should clarification be necessary. Proposers may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, proposers should be prepared to send qualified personnel to the Township of North Bergen to discuss technical and contractual aspects of the proposal. Oral presentations/demonstrations, if requested, shall be at the proposer's expense.

**2.3.6 Contract Award.** Contract award, if any, will be made to the proposer who the Township determines who best can provide the services required and provides all required documents. A formal contract incorporating this RFP, including Attachments A and B and the selected proposal, will be executed by all parties.

## **2.4 TOWNSHIP'S RIGHTS RESERVED**

While the Township has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the Township to award and execute a contract. Upon a determination that such action would be in its best interest, the Township, in its sole discretion, reserves the right to cancel or terminate this RFP; reject any or all proposals received in response to this RFP; waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal; not award if it is in the best interest of the Township not to proceed with contract execution; or if awarded, terminate any contract if the Township determines adequate funds are not available.

## **SECTION 3: PROPOSER QUALIFICATIONS**

### **3.0 REFERENCES**

Proposer shall provide a minimum of three (3) references that are using services of the type proposed in this RFP. The references may include county government, municipalities or universities where the proposer, preferably within the last three years, has successfully completed three contracts of this type. At a minimum, the proposer shall provide the entities name, the location where the services were provided, contact person(s), contact's position, customer's telephone number, a complete description of the service type, dates the services were provided, and cost of services. These references may be contacted to verify proposer's ability to perform the contract. The Township reserves the right to use any information or additional references deemed necessary to establish the ability of the proposer to perform the conditions of the contract.

### **3.1 RESUMES/COMPANY PROFILE and EXPERIENCE**

Proposer shall specify how long the individual/company submitting the proposal has been in the business of providing services similar to those requested in this RFP and under what company name. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract.

### **3.2 DETAIL AND SUPPORTING DOCUMENTATION**

Proposer will provide sufficient detail, information, supporting documentation or examples of the following:

- 3.2.1 Name of Individual assigned primary responsibility for the project.
- 3.2.2 Names, addresses and telephone numbers of anticipated sub-contractors
- 3.2.3 Firm's experience with governmental agencies: Federal, State, County and Local.
- 3.2.4 Detail experience in administering similar projects. Explain the extent of your experience, how each element is addressed and whether the service is done in-house or contracted out.
- 3.2.5 Describe how your firm ensures good communication with clients (client report mechanisms, etc.).
- 3.2.6 Has proposer worked with New Jersey counties or municipalities on previous projects?

### **3.3 GENERAL ABILITIES/METHOD OF PROVIDING SERVICES**

Proposer should provide a description of the work plan and the methods to be used that will convincingly demonstrate to the Township what the proposer intends to do, the ability to accomplish the work, and how the work will be accomplished.

- 3.3.1 The proposal submitted in response to the RFP may be used as an example of a professional document produced by the contractor.
- 3.3.2 The contractor should have experience in all aspects of administering similar projects. Contractor and staff must be familiar with Federal and State statutes, regulations and procedures.
- 3.3.3 The contractor must have the ability to work with the government agencies at various levels, Federal, State and Local. History of good working relationships with counties and municipalities, specifically in New Jersey is helpful.

## **SECTION 4: PAYMENT TERMS**

Although total contract costs will not be the determining factor, budget or allocations of funds will be considered.

**4.0** Bidder must provide itemized invoices to the Township. A Purchase Order will be processed and sent to you for signature. Payment will only be made following the formal approval on the claims list by the Township of North Bergen at its subsequent regular meeting.

**5.0 EVALUATION CRITERIA**

The Township will review all proposals to determine if they satisfy the RFP requirements and evaluate the proposals based upon the Evaluation Criteria. The respondent determined to best meet the Township needs will then be recommended to the governing body for award of contract, based on price and other factors.

**5.1 EVALUATION PROCEDURE**

The evaluation committee will evaluate the proposals and determine whether to award the contract to the best proposal or to seek discussions before awarding a contract. Selection and award will be based on the contractor's proposal and other items outlined in this RFP. Responses must be complete and address all the criteria listed. Information or materials presented by contractors outside the formal response or subsequent discussion will not be considered.

**5.2 EVALUATION CRITERIA**

The evaluation committee will review and evaluate the offers as specified in the "Scope of Services and Evaluation Criteria" section as well as the following criteria:

**5.2.1. Qualifications/General Abilities.** Proposer shall demonstrate the ability to provide the capacity and personnel to provide those services required by specifications in the RFP. Demonstrate ability to deliver work products on time and on-budget.

Experience and training of proposer employees shall meet the specific needs of the RFP. Identify staff assigned to the project; staff can provide a wide range of professional training, certification, education and experience specific to the needs of the Township. Numbers of personnel available to service the contract are sufficient.

Proposal provides sufficient detail to establish expertise the required services. References and work experience are sufficient, demonstrating that the contractor has the experience and the ability to provide services at the required level for the duration of the contract. Specific experience with Federal, County and local government agencies is preferred.

Proposal is professional in appearance. Information is organized, complete and meets RFP requirements for content and format.

**5.2.2 Understanding of Project Scope/Proposed Methods/Procedures.** Proposer's analysis of the needs detailed in the RFP and proposed actions are thorough and demonstrate proposer's ability to evaluate data and develop a reasonable response.

**5.2.3 Prior Experience and Familiarity.** Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. Respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in their proposal. Contractor response addresses experience, training, preferred methods, and perspectives which provide unique advantage to the firm.

**5.2.4 Management/Organization/Accessibility.** Proposer provides general compliance and responsiveness to the Township's needs and requests issued in the RFP.

Proposer presents procedures that ensure sufficient personnel are available to respond to unusual or unanticipated circumstances Contractor personnel are available for discussions and review. One or more methods of contacting proposer personnel are identified and a clear detail is provided for notification of a responsible individual.

## Registering a Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

**To register:** Businesses must complete **Form NJ-REG** and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm). Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at [www.nj.gov/treasury/revenue/revprnt.htm](http://www.nj.gov/treasury/revenue/revprnt.htm).
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit [www.nj.gov/treasury/revenue/filecerts.htm](http://www.nj.gov/treasury/revenue/filecerts.htm), or call 609-292-9292.

**Registering as an individual:** There is a simplified registration process for individuals doing business with any New Jersey government agency. The form can be downloaded from the web at [www.nj.gov/treasury/revenue/pdfforms/rega.pdf](http://www.nj.gov/treasury/revenue/pdfforms/rega.pdf). To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

**Questions?** Call 609-292-1730 or submit e-mail: [www.nj.gov/treasury/revenue/revcontact.html](mailto:www.nj.gov/treasury/revenue/revcontact.html).

### How do I receive the proof of registration certificate?

- **New registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online: Item 17; Paper Form: Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- **Previously Registered Businesses.** Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

**What information does the proof of registration contain?** The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

**CORPORATE DISCLOSURE STATEMENT**

The undersigned is an - Individual - Partnership - Corporation  
(Please indicate with circle)

Under the laws of the State of \_\_\_\_\_

Having principal offices at \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RESPECTFULLY SUBMITTED BY \_\_\_\_\_  
(Name of Corporation, Partnership or Individual)

WITNESS: ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

S/ \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_ POSITION: \_\_\_\_\_

SSAN (If Individual): \_\_\_\_\_

FED ID# (IF Incorporated): \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** If Contractor is a **CORPORATION**, this proposal must be executed by its president, attested to by its secretary or assistant secretary, with the corporate seal affixed thereto. This proposal may be executed and attested to by other than the aforesaid corporate officers if they have been duly authorized to so act in behalf of the Contractor, pursuant to a resolution of the Corporate Board of Directors, or other authorization equivalent thereto. In that event, a certified copy of said resolution or authorization shall be attached to this proposal.

If Bidder is a **PARTNERSHIP**, then this proposal must be signed by at least one partner.

If Bidder is an **INDIVIDUAL**, please indicate Social Security Number in space provided above.

**OWNERSHIP STATEMENT**

List the names and addresses of all stockholders who own ten (10%) percent or more of its stock. If none, so state.

If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed, in full compliance with Chapter 33 of the New Jersey Public Laws of 1977.

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Legal Name of Bidder: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Percentage of Ownership \_\_\_\_\_%.

*(Note: Attach additional pages if necessary)*

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_,

COUNTY OF \_\_\_\_\_.

\_\_\_\_\_ (name) being first duly sworn, deposes and says that he is

\_\_\_\_\_ (give title) of \_\_\_\_\_ (Bidder), that such Bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement of collusion, communication or conference with any person to fix the bid price of the bidder or any other bidder for the written contract, or to fix any overhead profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Township, or any other person interested in the proposed Contract; and that all statements contained in said Bid are true; and further, that the Bidder has not, prior to the official opening of the Bid, directly or indirectly, submitted this Bid, or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof, or to any person who is not an employee of the Bidder, except the Surety which furnished Bid Security and consent of Surety for purposes of the making of this Bid, all in accordance with N.J.S.A. 52:34-15.

\_\_\_\_\_  
(Signature of Affiant)

Sworn and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)

My Commission expires: \_\_\_\_\_.

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 AND N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All goods, professional service and general service contracts are required to submit evidence of appropriate affirmative action compliance to the Township of North Bergen and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township of North Bergen, prior to the execution of the contract, **one** of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Township of North Bergen and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally approved or sanctioned EEO/AA program?**                      Yes  No

**If yes, please submit a copy of such approval.**

**-OR-**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C 17:27-4 or 4.3 The vendor must provide a copy of the Certificate to the Township of North Bergen as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificate must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?**                      Yes  No

**If yes, please submit a copy of such certificate.**

**-OR-**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Township of North Bergen. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to the Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM**

*Unless otherwise stated in the "Scope & Evaluation Criteria" section, the following insurance is required upon award of contract:*

Certificate(s) of Insurance shall be filed with the Township upon award of contract.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000 aggregate each policy period.

***Acknowledgment of Insurance Requirement:***

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**(Signature)**

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**(Date)**

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**(Printed Name)**

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**(Title)**