

**BOROUGH OF LINCOLN PARK
MORRIS COUNTY
NEW JERSEY**

**REQUEST FOR SOLICITATION OF QUOTES TO MAINTAIN COMPUTERS,
PERIPHERALS AND SOFTWARE AT MUNICIPAL BUILDINGS**

FOR THE BOROUGH OF LINCOLN PARK

THE HONORABLE DAVID A. RUNFELDT, MAYOR

LINCOLN PARK BOROUGH COUNCIL

JAMES WILD, COUNCIL PRESIDENT

BUSINESS ADMINISTRATOR

Sean P. Canning

BOROUGH CLERK

Annette Maida – Smith

CHIEF FINANCIAL OFFICER

Kerry Geisler

BIDDER: _____

ADDRESS: _____

TEL. NO.: _____

Date Issued: November 5, 2009

Return Date & Time: Wednesday December 9, 2009 no later than 2:00 p.m.

Return To: Sean P. Canning
Borough of Lincoln Park
34 Chapel Hill Rd
Lincoln Park, NJ 07424

The Borough of Lincoln Park is soliciting proposals for an information technology (IT) service contract to support its Management Information Systems (MIS) effort.

The successful bidder will provide personal computer systems, software, networking and other service support. The length of the contract between the Borough of Lincoln Park and the successful bidder will be January 1, 2010, through December 31, 2010.

Proposals must be returned to:

Sean P. Canning, Borough Administrator
Borough Hall
34 Chapel Hill Rd
Lincoln Park, New Jersey 07035

I. INTRODUCTION

- A. The Borough of Lincoln Park is seeking proposals to hire a consultant to provide information technology (IT) services to the Borough of Lincoln Park information technology systems. Any consultant seeking a contract must have five (5) years experience providing IT service to municipal, county or state governments within the state of New Jersey.

II. SCOPE OF WORK

- A. Provide 24-7 coverage with four (4) hour emergency on site network and technical support when required to the Borough of Lincoln Park.
- B. Provide 24-7 phone support 24-7 remote monitoring and support; 24-7 email support.
- C. Provide a minimum of two (2) on site visits per week for the purpose of inspecting the network performance and all network connectivity and providing status reports to the Boroughs IT officer responsible for IT services.
- D. Provide timely and regular support and updates for the Microsoft Operating systems, Microsoft Office Suite, Microsoft Exchange Server, network firewall, system security, back-up appliance, Linux, anti virus and other software applications.
- E. Act as a point of contact for issues relating between the network and the Boroughs proprietary applications not limited to: CAD/RMS, MDT, NCIC, MCAS, MCS and other systems not completely listed herein.
- F. Must be experienced and proficient with state and federal criminal databases interfaces of NCIC, CJIS, AOC and Promis Gavel.
- G. Access to monitoring Internet web portal info service and work order ticketing electronically.
- H. The Borough has sixty-five (65) computers (which includes thirteen (13) laptop computers) at three (3) locations throughout Borough facilities.
 - 1. Includes standard Microsoft products
 - 2. Includes network connections to the three (3) locations in addition to three (3) other borough facilities
 - 3. The Borough possesses seven (7) servers and a backup appliance
 - 4. Primary support hours are Borough Hall – 8:00 AM to 4:00 PM
Police Department – 24/7
Public Works – 7:30 AM to 3:30 PM
Recreation – 8:00 AM to 4:00 PM
 - 5. It is strongly recommended any bidder make an appointment prior to bid submission to personally visit facility and meet with IT officer

- a. To make appointment:
 - Deputy Chief Thomas E. Andrascik
 - Lincoln Park Police Department
 - 973-694-5533 ext 2501

- I. Proposal must include no extra charge for installation of software and new computer setup. The Borough understands parts may be extra add-on charges.
- J. The vendor is expected to support all hardware and software including but not limited to desktop and lap top computers, monitors, printers, wireless routers, wired routers, servers and other peripherals as needed.
- K. The vendor will be provided with a one (1) year contract.
- L. Provide support and periodic updates for the Boroughs webpage

III. GENERAL REQUIREMENTS FOR VENDORS

- A. To be considered, the successful individual or organization must, at a minimum have the following:
 - 1. A valid driver's license
 - 2. Valid auto insurance
 - 3. Workman's Compensation Coverage
 - 4. General Liability coverage of at least \$1 million
 - 5. Proof of NCIC Clearance to work on Police Department systems and sign NJ State Police security Addendum.
 - 6. Be a New Jersey registered business entity and registered for contracts with municipalities and comply with all applicable state and federal laws and regulations.

IV. INSTRUCTIONS

- A. Interviews will be determined a week after closing date or proposals
- B. All proposals should include a cover letter and resume outlining candidate's credentials and experience.
- C. Proposals must be received no later than December 9, 2009 at 12:00 p.m., at the Borough Administrators Office.
- D. Three (3) copies are to be in sealed envelopes and delivered to:
Administrators Office
Borough of Lincoln Park
34 Chapel Hill Rd
Lincoln Park, N.J. 07035
Attention: Sean P. Canning

E. Questions of a technical nature should be directed to:

1. Deputy Chief Thomas E. Andrascik
Lincoln Park Police Department
973-694-5533

F. Questions as to the procedure of award of contract and submission questions should be directed to:

1. Sean P. Canning Borough Administrator
Borough of Lincoln Park
973-694-6100 ext. 2022

The Borough of Lincoln Park will be responsible for preparing a contract for signature by the successful bidder.

OWNERSHIP DISCLOSURE STATEMENT

To The Borough of Lincoln Park (Owner), we propose to furnish materials, equipment, labor and services in accordance with terms and conditions, as herein proposed under this contract between the Owner and the undersigned.

The undersigned as a bidder, declares that the only parties interested in this bid as principals are named herein, that its bid is made without union with any other person, firm, or corporation; and has examined the annexed proposed contract and the specifications therein referred to and it proposes and agrees that if this bid is accepted, it will contract with the Owner in the form of same deposited in the Owner's office and attached hereto.

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

RESIDENCE ADDRESS: _____

DATE: _____

SIGNATURE: _____

Listed below are the names and residences of all persons and parties interested in the foregoing bid as principals, and in accordance with Chapter 33 of the Public Laws of 1977, the names and addresses of all stockholders in the corporation or partnership who own 10 percent or more of its stock of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, as the case may be. If one or more of the stockholders or partners of the bidding entity is itself a corporation or partnership, the stockholders holding 10 percent or more of that corporations stock, or the individual partners owning 10 percent or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10 percent ownership criteria established by N.J.S.A. 52:25-24.2, has been registered.

STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM

Each bidder must submit and attach hereto the business registration certification for their business, and for any of their proposed subcontractors, as issued by the New Jersey Department of Treasury. Advisory Notice C57, Laws of 2004 (S1778 signed 6/29/04) expanded the State Contractor Business Registration program to local government contracts effective September 1, 2004. The law provided that a copy of the business registration certificate issued by the New Jersey Department of Treasury shall be provided at the time any bid is submitted.

If the bid does not include this certificate, the bid will be rejected by the Borough of Lincoln Park.

(ATTACH NEW JERSEY BUSINESS REGISTRATION CERTIFICATE HERE)

STATE PUBLIC WORKS REGISTRATION

Bidders must also comply, if applicable, with P.L. 1999 c. 238, "The Public Works Contractor Registration Act." "Public Works" is defined as "the construction, demolition, alteration, repair or maintenance of a public building regularly open to and used by the general public or a public institution, and includes any subcontractor of lower tier subcontractor as defined herein, except that, for purposes of the Act, no pumping station, treatment plant or other facility associated with utility and environmental construction, reconstruction, demolition, alteration, repair or maintenance shall be regarded as a public building regularly open to and used by the general public or a public institution." Bidders may contact the following office for registration application forms or questions on this compliance. Contractor Registration Unit, New Jersey Department of Labor, Division of Wage and Hour Compliance, Post Office Box 389, Trenton, New Jersey 08625-0389, telephone 609-292-9464.

If the bid does not include this certificate, the Borough of Lincoln Park will reject the bid.

(ATTACH NEW JERSEY PUBLIC WORKS REGISTRATION CERTIFICATE
HERE)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }
COUNTY OF _____ } ss:

I, _____ of the City of _____
in the County of _____ and the State of _____
of full age being duly sworn according to law on my oath depose
and say that I am _____ (name),
a _____ (title, position, etc.)
in the firm of _____

(the bidder making the proposal to **the Borough of Lincoln Park**) for work under:

**INFORMATION TECHNOLOGY SUPPORT AND MAINTENANCE
VARIOUS LOCATIONS WITHIN LINCOLN PARK BOROUGH**

and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that **the Borough of Lincoln Park** (Owner) relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding, except bona fide employees of the Contractor, and as may be permitted by law.

NAME: _____

SIGNATURE: _____

ACKNOWLEDGED AND SWORN BEFORE ME
THIS _____ DAY OF _____ 20____

NOTARY PUBLIC
MY COMMISSION EXPIRES _____

AFFIRMATIVE ACTION AFFIDAVIT

(N.J.S.A. 10:5-31 et seq.)

(TO BE COMPLETED BY FIRMS WITH LESS THAN 50 EMPLOYEES)

STATE OF NEW JERSEY }
COUNTY OF _____ } ss:

I, _____, of the (City, Town, Borough) of _____ in the County of _____, State of _____, of full age, being duly sworn according to law on my oath depose and say that:

- I am (President, partner, owner) of the firm of _____, a bidder making a proposal upon the above named project.
- _____, does not have 50 employees or more inclusive of all officers and employees of every type.
- I am familiar with the affirmative action requirements of P.L. 1975 C. 127, its rules and regulations issued by the Treasurer, State of New Jersey pursuant thereto.
- _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P.L. 1975 C. 127 and the rules and regulations issued by the Treasurer, State of New Jersey pursuant hereto.
- I am aware that if _____ does not comply with P.L. 1975 C. 127 and rules and regulations issued pursuant thereto, that no monies will be paid by the Borough of Lincoln Park until an affirmative action plan is approved. I am aware that the contract may be terminated and _____ may be debarred from all public contracts, for a period of up to five (5) years.
- In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information Report (AA-302).

NAME: _____

DATE: _____

TITLE: _____

SIGNATURE: _____

ACKNOWLEDGED AND SWORN BEFORE ME THIS _____ DAY OF _____ 20____ _____ NOTARY PUBLIC MY COMMISSION EXPIRES _____

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

_____ Information technology maintenance services
Name of Prime Contractor Project

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246, Part II, Section 203(b), (30 F. R. 12319-25). Any bidder or prospective Contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the prime or subcontractor has not filed a compliance report due under applicable instructions, such Contractor shall be required to submit a compliance report.

CONTRACTOR’S CERTIFICATION

Contractor's Name: _____

Address _____

- 1. Bidder has participated in a previous contract subject to the Equal Opportunity Clause.

Yes _____ No _____

- 2. Compliance reports were required to be filed in connection with such contract or subcontract.

Yes _____ No _____

If Yes, state what reports were filed and with what agency.

- 3. Bidder has filed all compliance reports due under applicable instructions, including EEO-1.

Yes _____ No _____

If answer to Item 3 is NO, please explain in detail on reverse side of this certification.

Certification – The information above is true and complete to the best of my knowledge and belief. A willfully false statement is punishable by law. (U.S. Code, Title 18, Section 1001)

NAME: _____

DATE: _____

TITLE: _____

SIGNATURE: _____