

**MOUNT HOLLY TOWNSHIP
BURLINGTON COUNTY**

PUBLIC NOTICE

**NOTICE OF REQUEST FOR QUALIFICATIONS/
REQUEST FOR PROPOSALS FOR COMPUTER & NETWORK
MAINTENANCE/CONSULTING**

PLEASE BE ADVISED that the Township of Mount Holly will accept proposals for Computer and Network Maintenance for the Mount Holly Township Municipal Building and Mount Holly Township Police Department.

To obtain a copy of the RFP, contact Township Clerk, Nikima S. Muller, 23 Washington Street, Mount Holly, New Jersey 08060, telephone number (609) 845-1101 or visit our website at www.twp.mountholly.nj.us. All proposals submitted to the Township must be submitted pursuant to the said RFP.

To be considered, a proposal for the above referenced position must be received on or before **March 15, 2017 AT 3:00 P.M.** Please submit one (1) original and one (1) unbound copy in a sealed envelope marked **“Submission Qualifications/Proposal for Computer & Network Maintenance/Consulting”** clearly marked on the outside. Proposals should be submitted to Mount Holly Township, Attention: Township Clerk, Nikima S. Muller, 23 Washington Street, Mount Holly, New Jersey 08060.

Proposals will not be accepted after the time specified for submission. Proposals received after the appointed hour will be deemed invalid and returned unopened to sender.

Contractors are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) and N.J.S.A. 10:5-31.

Contractors are required to comply with the requirements of P.L. 1999, c. 238, where applicable.

Nikima S. Muller, RMC/CMC
Township Clerk
Mount Holly Township

**MOUNT HOLLY TOWNSHIP
COMPUTER & NETWORK MAINTENANCE/CONSULTING
REQUEST FOR PROPOSALS**

General Information

The work involves annual computer support services to the Township's computer network located in the Township of Mount Holly's three story Municipal Building at 23 Washington Street, Mount Holly, New Jersey 08060. The consultant must be licensed and registered to do business with governmental agencies in the State of New Jersey. The contract period will be 2 years (24 consecutive months) from date of execution of the contract with two one year options to renew. The contract will be subject to the availability of funds. **Payment shall be made to the vendor in two equal installments six months apart.**

Technical Information

The network consists of:

19 Desktop computers with Windows 7 Pro (32 and 64bit) operating systems
23 Desktop computers with Windows XP operating system
9 Savin Laser printer/copier/fax
1 Xerox Laser printer/copier/fax
1 Samsung 52" LCD Television
7 Hewlett Packard desktop in jet printers (various models)
10 Desktop laser printers. Various models color and black/white.
5 Dell E6410 ATG Laptop computers in use as MDTs in vehicles Windows XP operating system
5 Acer travel mate 3200 Laptop computers used as MDTs in vehicles, Windows XP operating system
5 Epson 675 receipt printers
1 Oki Micro line dot matrix printer
3 Net Gear switches
1 UTM-Edge Sofa Box
2 Cisco ASA 5500 Firewalls
2 Cisco 1/100 24 port switch
1 Lynksys 24 port switch
2 HP Procurve J4950 1Gb 24 port switch
2 HP Proliant ML 350 Servers with MS Server 2003 operating system
1 HP Proliant ME 150 Server with MS Server 2003 operating system
1 HP Compaq Server with XP Pro SP 3
1 Buffalo I Tb External Hard drive auto back up
1 S Sierra Wireless Raven XE UPS modems
1 Net Gear CN 150 wireless router
Miscellaneous peripherals and cabling

Email Hosting to include less than 500 email addresses / 50 GB Space

Scope of Work.

The proposed scope of work for the project includes the following:

1. Network Management responsibility including maintenance of network operating system, anti-virus protection, firewall protection, remote access, software updates including service packs and patches, and license administration.
2. Perform recommended maintenance for software and hardware on networked desktop computers.
3. Make sure computers on the system are hacked-up on a regular basis to protect against the loss of data and program files.
4. Provide recommendations on the replacement of hardware and the upgrading or purchasing of new software.
5. Provide call back no more than 1 hour and on-site no inure than 4 hours.
6. Perform regularly scheduled site visits in order to maintain the network and monitor its performance.
7. Assist with computer setup and software installation as needed.
8. Respond to any computer problems, whether software or hardware related, and troubleshoot problems in order to restore normal computer and network operability.

Requirements to Qualify:

To be eligible vendor must demonstrate expertise in the following areas:

Installation and support of:

- Microsoft Windows Server 2003 R2 and 2008 R2.
- Desktop computers running Microsoft Windows 2000, 7 Pro, 10.
- Edmunds proprietary software.
- Mitchell Humphrey's Construction Project Manager.
- The State of New Jersey EDRS.
- National Time System
- Microsoft Office 2003, 2007, 2010.
- IBM 5250 AS400 emulation software over WAN
- New World WAS
- Aegis Mobile
- IBM 3270 Mainframe Emulation over WAN
- VPN including scripting.
- Installation and support of MidAtlantic Great Lakes Organized Crime Network software
- NCIC crime database connection using both Windows 7 and windows 0/S
- XML printing
- New World Documents and Photo interface.
- LIM's and Regional Data Sharing
- Active Directory Trust over WAN
- IBM Client Access and IBM 3270 printing session
- CDMA/GSM
- NJ CAIRE

Must pass a criminal background check

Must conform to Attorney General's guideline for outside vendor with access to National Crime Systems Networks

Must have knowledge of State Attorney General's security requirements for CJIS and NCIC

All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive contract(s) in excess of \$50,000 from public entities, including Burlington County. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

Proposal Content Requirements

Firms submitting a proposal should submit the following:

1. Statement of qualifications and experience of firm.
2. Statement of qualifications and experience of person(s) to be directly involved with the work and what specific responsibilities will be assigned to those individuals. Include names and resumes.
3. Description of your proposed approach and methods for complying with the described Scope of Work.
4. Hourly fee for project personnel and proposed hours per month for regularly scheduled site visits in order to maintain the network and monitor its performance.
5. List of client references with contact name and telephone number.
6. A copy of the New Jersey Business Registration Certificate.
7. Executed Disclosure of Investment Activities in Iran (copy enclosed)
8. Executed Non-Collusion Affidavit (copy enclosed)
9. Executed Mandatory Equal Employment Opportunity Language (copy enclosed)
10. Completed Statement of Ownership Disclosure (copy enclosed)
11. Executed Americans with Disabilities Act of 1990 Language (copy enclosed)
12. Completed Insurance Requirements and Acknowledgement (copy enclosed) The Township requires the firm to be paid in two equal installments six months apart.

Proposal Submission Requirements

Two (2) copies of the sealed proposal should be submitted by 3:00 p.m., Wednesday, March 15, 2017. Sealed proposals should be mailed or delivered to:

Township Clerk, Nikima S. Muller
Mount Holly Township
23 Washington Street
Mount Holly, NJ 08060

All quotations received by the date and time noted above will be publicly opened and the name of the individual and fees shall be announced.

Evaluation of Proposals

The evaluation of proposals will be based on the following factors:

1. Experience of the firm with similar job sites.
2. Experience and qualifications of the individuals assigned to the Township.
3. Responsiveness to scope of work and proposed tasks.

The proposal should address all of the items in the scope of work, how the firm proposes to address the various tasks to be undertaken for each item in the scope of work.

4. Hourly rate proposed and projected cost for regularly scheduled site visits in order to maintain the network and monitor its performance.
5. Client recommendation and performance experience.

Award of Contract

The Mayor and Council shall award the contract for Computer and Network Maintenance to a vendor whose response, in the discretion of the Township is most advantageous, price and other factors considered, at a duly advertised meeting of the governing body.

**MOUNT HOLLY TOWNSHIP
BURLINGTON COUNTY**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (Pl. 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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 terms 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 American with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contract 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 applicable 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, 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:

1. Letter of Federal Affirmative Action
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature

Date

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of Mount Holly, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. § 12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title

(Print): _____

Representative's

Signature: _____

Name of

Company: _____

Telephone No.: _____

Date: _____

TOWNSHIP OF MOUNT HOLLY
INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT
FORM

Certificate(s) of Insurance shall be filed with the Township Clerk’s Office upon award of contract by the Township Council.

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

Professional Liability Insurance

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

*Vendor / Firm shall not commence operations until Township has been furnished original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.

Acknowledgement of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation 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, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IVCertification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

MOUNT HOLLY TOWNSHIP
NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the Professional Service Entity making the submission for
the service entitled _____, and that I executed the said proposal with
(Name of Professional Service)
full authority to do so that said; that said Professional Service Entity has not, directly or indirectly entered
into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open
competition in connection with the above named service; and that all statements contained in said submission
and in this affidavit are true and correct, and made with full knowledge that the Township of Mount Holly
relies upon the truth of the statements contained in said submission and in the statements contained in this
affidavit in awarding the contract for said Service.

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 for a commission, percentage, brokerage, or contingent fee,
except bona fide employees or bona fide established commercial or selling agencies maintained by:

Name of Professional Service Entity

Subscribed and sworn to before me this day

This _____ day _____ of _____, 20_____

Notary public, State of _____

(Signature of Professional)

My Commission expires _____

(Type or Print name of affiant and Title under

signature)
(Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____ Bidder/Offeror: _____

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____
Title: _____ Date: _____

RFP COST PROPOSAL

Year 1 – 2017/2018 for Mount Holly Township and Police Department

\$ _____

Written amount

Year 2 – 2018/2019 for Mount Holly Township and Police Department

\$ _____

Written amount

Year 3 (Option) 2019/2020 for Mount Holly Township and Police Department

\$ _____

Written amount

Year 4 (Option) 2020/2021 for Mount Holly Township and Police Department

\$ _____

Written amount

Name of Firm or Individual (Print)

Date

Signature