



**REQUEST FOR PROPOSALS**

*for*

**MANAGEMENT INFORMATION SYSTEMS SUPPORT**

**RFP-19-016**

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**2019**

**PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS**

John Bartlett, Director  
Cassandra "Sandi" Lazzara, Deputy Director  
Theodore "TJ" Best  
Bruce James  
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**Bid Document Checklist**

The following documents must be included with the Respondent's Bid:

<b>Document Description</b>	<b>Authority</b>
Acknowledgment of Receipt of Addenda	N.J.S.A. 40A:11-23.2 (e)
Statement of Corporate Ownership	N.J.S.A. 52:25-24.2
Non-Collusion Affidavit	N.J.S.A. 52:34-15
Bid Proposal	N.J.S.A. 40A: 11-4
Standard Questionnaire	N.J.S.A. 40A:11-26
Disclosure of Investment Activities in Iran	P.L. 2012, c. 25

The following documents must be submitted to the County prior to the contract being executed:

<b>Document Description</b>	<b>Authority</b>
Business Registration Certificate	N.J.S.A. 52:32-44
Bidders Safety Acknowledgement	Resolution R-12-330
Certificate of Bidder Showing Ability to Perform Contract	N.J.S.A. 40A:11-20
Form W-9, Department of the Treasurer Internal Revenue Service	Internal

**Name of Bidder** (Please Print): \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Title** (Please Print): \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*All documents required for the bid submission and prior to the execution of Agreement to the winning bidder are appended hereto and labeled accordingly. If any of the documents stated herein are missing, please contact the Passaic County Purchasing Agent immediately.*

**NOTE:** Bid document return envelopes must clearly identify the bid name, bid number, and bid opening date on the exterior of the common carrier or company mailing envelope.

**Notice to Bidders/Legal Notice**

Notice is hereby given that sealed proposals will be received on **July 2, 2019 at 10:30 AM** by the Passaic County Board of Chosen Freeholders for Management Information Systems Support, Project RFP-19-016 at the following location:

**Passaic County Purchasing Division**  
Passaic County Procurement Center  
495 River Street, 2<sup>nd</sup> Floor  
Paterson, New Jersey 07524

Proposals, plans, and specifications (hereafter "Bid Documents") may be obtained from the Passaic County Procurement Center during regular business hours between 8:30 AM and 4:30 PM. Bid proposals must be submitted on the forms supplied by the County. A bidder must submit one (1) original and two (2) copies of its bid. Bid Documents will not be mailed. However, if exigent circumstances exist, accommodations to overnight Bid Documents may be entertained at the bidder's cost. All proposals must be submitted on the forms supplied, in paper format with all original signatures, along with two (2) paper copies plus one (1) on CD or USB Flash Drive.

The County is seeking to retain an outside vendor to maintain and operate its Management and Information Systems Department. The Department was established approximately fourteen (14) years ago and provides service and support for the County's computer, software, and technological needs and operations. In a practical sense, the MIS Department shall operate as a de facto department of the County, yet shall be employees of the successful Respondent. The Respondent's employees shall be based in designated Passaic County facilities to perform the work as outlined herein.

Respondents must submit bid proposals by no later than **July 2, 2019 at 10: 30 AM**. The County is not responsible for bids delivered or otherwise not arriving on time. The County reserve the right under N.J.S.A. 40A:11-13.2 to reject bids for the reasons stated therein.

Respondents are required to comply with N.J.S.A. 10:5-31, et seq., P.L. 1975, c. 127, N.J.A.C. 17:27-5.2, and all other applicable laws, regulations, or ordinances concerning affirmative action goals and equal employment opportunity.

Pursuant to N.J.S.A. 40A:11-24, the Passaic County Board of Chosen Freeholders reserve the right to consider the bid proposals for sixty (60) days after the receipt thereof. Moreover, the Board reserves the right to reject any and all proposals in accordance with N.J.S.A. 40A:11-13.2, and waive minor informalities not considered material defects under N.J.S.A. 40A:11-1, et seq.

**Sherry Arvanitakis, QPA**  
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## I. Introduction

The County is seeking to retain an outside vendor to maintain and operate its Management and Information Systems Department. The Department was established approximately fourteen (14) years ago and provides service and support for the County's computer, software, and technological needs and operations. In a practical sense, the MIS Department shall operate as a de facto department of the County, yet shall be employees of the successful Respondent. The Respondent's employees shall be based in designated Passaic County facilities to perform the work as outlined herein.

## II. Passaic County Facilities Requiring Management Information Systems Support

The County's infrastructure and Management Information Systems Support needs span facilities throughout Passaic County. Specifically, the successful Respondent shall provide the services as set forth herein to the following County facilities: (1) Passaic County Administration Building, 401 Grand Street, Paterson, New Jersey 07505; (2) Passaic County Jail, 11 Marshall Street, Paterson, New Jersey 07505; (3) Passaic County Road Department, 317 Pennsylvania Ave, Paterson, New Jersey 07503<sup>1</sup>; (4) Preakness Healthcare Center, 305 Oldham Road, Wayne, New Jersey 07470; (5) Passaic County Public Safety Academy, 300 Oldham Road, Wayne, New Jersey 07470; (6) Passaic County Police Academy, 214 Oldham Road, Wayne, New Jersey 07470; (7) Passaic County Riverview Drive Office Complex, 930 Riverview Drive, Totowa, New Jersey 07512; (8) Passaic County Public Works Building, 1310 Route 23 North, Wayne, New Jersey 07470<sup>2</sup>; (9) Passaic County Park System (various locations, including but not limited to the Preakness Valley Park, 209 Totowa Road, Wayne, New Jersey 07470, Rifle Camp Park Environmental Center, 387 Rifle Camp Road<sup>3</sup>, Woodland Park, New Jersey 07424, Westervelt-Vanderhoef House, 794 Park Drive, Clifton, New Jersey 07013, Camp Hope, 1792 Union Valley Road, West Milford, New Jersey 07480, Lambert Castle, 3 Valley Road, Paterson, New Jersey 07503<sup>4</sup> and Passaic County Arts Center at the John W. Rea House, 675 Goffle Road, Hawthorne, New Jersey 07506); (10) Passaic County Sheriff Department and Passaic County Board of Taxation, 435 Hamburg Turnpike, Wayne, New Jersey 07470; (11) Passaic County Procurement Center, 495 River Street, Paterson, New Jersey 07524; and (12) Passaic County Prosecutor's Office, 30 King Road, Totowa, New Jersey 07512.

The successful Respondent shall take into account providing the services requested herein for the listed facilities, as well as any other facilities that may come on-line by the County over the course of the Agreement.

## III. Passaic County Network Operating Systems

The following is a summary of services, workstations, and application software in use throughout the County:

- a. **Servers.** Six (6) VMWare hosts with over ninety (90) virtual servers. The servers are a mix of Windows Server 2008, Windows Server 2012, Ubuntu Linux, and CentOS 6. MIS maintains the County's web server, exchange server, and enterprise server supporting a variety of mobile devices provided by major wireless providers. The main server room is located at the Passaic County Administration Building, 401 Grand Street,

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<sup>1</sup> The County facility located at 317 Pennsylvania Ave, Paterson, New Jersey 07503 will be sold prior to the expiration of the Agreement with the successful Respondent.

<sup>2</sup> The Passaic County Public Works Building is currently under construction and shall be completed on or around October 1, 2020.

<sup>3</sup> The Rifle Camp Park Environmental Center is currently under design and slated to be constructed in 2020.

<sup>4</sup> The Lambert Castle is slated to be rehabilitated beginning January 1, 2020 and may be under construction for the duration of the Agreement.

Paterson, New Jersey 07505. Additionally, MIS sustains a cluster of Cisco ASA firewalls that span data centers and provides automatic failover in the case of an outage and SourceFire 3D8140 firewall/IPS appliances. The County's internet connection at primary and secondary sites is one thousand (1,000) MBPS.

- b. **Workstations.** The predominant desktop operating system is Microsoft Windows 7 and Windows 10, using Microsoft Office 2013 as the main office suite. There are over one thousand (1,000) workstations across the County facilities listed herein.
- c. **Vertical Market Software.** The County uses the following software platforms:
  - i. Attendance Enterprise to record time and attendance;
  - ii. ADP;
  - iii. FoxPro database;
  - iv. PtMS, a GIS map based software for order taking, trip editing, automated scheduling, dispatching, billing, and reporting built on a SQL server database platform;
  - v. MDS from ADL and Geri-Menu, a clinical, residential, and accounting software;
  - vi. Facstore, a case management software;
  - vii. Application Extender, a document management software;
  - viii. GovQA, a remote government records request and contract management software;
  - ix. Sequoia, a remote election return software running on Win2k3 server with VPN connectivity to sixteen (16) municipalities for remote tally;
  - x. Visual Homes from Information & Systems Services, Inc., a comprehensive set of software modules specifically designed for the public housing industry;
  - xi. LANDEX, a program by Optical Storage Solutions, Inc. designed to record, image, index, and search land records;
  - xii. Edmunds, a software used for all aspects of accounting, purchasing, and requisitions – the County currently uses the latest JAVA version of Edmunds and is the company's largest client;
  - xiii. VITAL Resources software;
  - xiv. Landex, Preakness Valley Golf Course point of sale software;
  - xv. Pulse Secure VPN software;
  - xvi. NetMotion Mobility XE VPN software;
  - xvii. OPW/Phoenix for fuel management and storage tank monitoring; and
  - xviii. PubWorks for work orders, service requests, fleet maintenance, and other facility management functions.
- d. **Custom Designed Software.** As requested, the MIS Department will be asked to design custom software for County operations. Currently, the MIS Department is maintaining an access database for the Passaic County Department of Economic Development, an access database for the Passaic County Health Department to track and record health inspections, and a Passaic County Intra-net Portal run on Share Point.
- e. **Other Responsibilities of the MIS Department.** The MIS Department also write specifications for various requests for proposals and bids related to information technology and evaluates vendor responses, implement software as needed for operational efficiency, manage the County's low voltage security system, including cameras, door access, and identification badges, coordinate with implanting data

communications during rehabilitation and construction projects, expanding the use of the Private Fiber Optic Network for use by municipalities and boards of educations in Passaic County through shared services agreement, countywide Sophos Virus Defense, Websense software for internet and e-mail filtering, maintaining County computer related hardware and related software licensing, mobile email technology support, support managing the County's website and meeting manager software, mobile email technology support, maintaining and supporting two (2) data centers for server redundancy and disaster recovery, one (1) HP EVA 6100 SAN, one (1) HP EVA P6300 SAN, two (2) HP 3PAR StoreServ 7200 SANs, seventy five (75) Cisco 3750-X Switches, two (2) Cisco 7010 Switches, six (6) Cisco Catalyst 6500 Switches, and three (3) APC Symmetra LX UPS. Moreover, the Respondent must be familiar with Cisco Meraki MR-series Access points, Cisco Meraki MX-series firewalls, Cisco Meraki MS-series switches, Cisco Catalyst Series, Nexus 7000 Series and Nexus 9000 Series Switches, Cisco ACI Multi-Pod, Tier 1 support for Avaya CS1000 and Avaya CM Phone System, HP desktops and servers, and HP 3PAR Storage Arrays.

#### IV. MIS Department Staff Positions

The following staff positions are required. Respondents must include resumes for each employee designated to perform the duties described therein. Additionally, additional positions may be included to demonstrate the Respondent's abilities and experience to perform the services as described herein. All personnel shall be based in County facilities as designated by the Passaic County Administrator.

- a. **Department Coordinator (1)**. This person will be responsible for managing the MIS Department and report directly to the Passaic County Administrator. He/she must possess a minimum of ten (10) years' experience handling large governmental information technology operations and be well versed in all of the hardware and software platforms set forth herein. He/she must work cooperatively with other department heads and demonstrate an ability to perform in a team environment.
- b. **Senior Systems Administrator (1)**. This person is responsible for the day-to-day operations of all County networks and computer related equipment. He/she must be able to administer – on an advanced level – all of the County's servers and operating systems, and maintain the internal physical aspects of the WAN. At least five (5) years' experience is required supporting networks with more than five hundred (500) workstations. This person must be able to manage other staff members, scheduled projects and tasks, and manage a help desk. This person will be on site at the Passaic County Administration building on a full-time basis.
- c. **Staff Technicians (3)**. These individuals would be responsible for server and end user support and must possess basic knowledge of Microsoft Server products, Novell, and Microsoft Office Suites. The technicians must be able to work independently and resolve issues without direct intervention of the Senior Systems Administrator. Each technician must possess at least three (3) years' experience supporting networks with more than two hundred and fifty (250) workstations. These individuals will be on site in Passaic County facilities on a full-time basis.
- d. **MDS Specialist (3)**. The MDS Specialists are responsible for coordinating the medical billing at Preakness Healthcare Center. They will work on a full-time basis providing technical support and in-house training for the MDS software provided by ADP. This position requires a person with at least five (5) years of experience with MDS in a

hospital environment. These individuals will be designated at Preakness Healthcare Center.

Please include any relevant certifications that may be necessary for each position. The personnel described in a Respondent's proposals must be able to demonstrate experience with all of the hardware and software platforms mentioned herein. All designated staff must undergo a mandatory criminal background check.

#### **V. Deliverables and Requirements for Management Information Systems Support**

All respondents must include the following items in a proposal addressed to the Passaic County Board of Chosen Freeholders:

- a. An executive summary outlining your ability to perform the functions outlined herein;
- b. A narrative of how the MIS Department would be maintained and staffed – including staff levels and number of individuals required for each position;
- c. A list of past and present government clients and a description of the work performed;
- d. At a minimum, three (3) references, including contact and telephone number for individual listed;
- e. Names and resumes for the required personnel under Section IV;
- f. A description outlining the Respondent's qualifications and experience with the software platforms outlined herein;
- g. An outline of Respondent's ability to meet the County's custom software design and implementation needs; and
- h. An outline of Respondent's abilities to meet the responsibilities of the MIS Department as set forth in Section III.

#### **VI. Award of Contract via Competitive Contracting**

The successful Respondent will be awarded using the competitive contracting process as set forth in N.J.S.A. 40A11-4.1, et seq. Pursuant to N.J.S.A. 40A:11-4.4(b), the methodology for the awarding of a competitive contracts will be based upon the evaluation and ranking under the following categories: (1) technical; (2) management; and (3) cost. The proposals will be evaluated pursuant to N.J.S.A. 40A:11-4.5(d) by the Purchasing Agent, County Counsel, or Administrator, and shall prepare a report evaluating and recommending the award of contract to a Respondent.

Pursuant to N.J.S.A. 40A:11-4.5(e), the Board shall award the contract or reject all bids no more than sixty (60) days after the receipt of bids, except that the bids of any bidders who consent thereto may, at the request of the County, be held for consideration for such longer period as may be agreed.

#### **VII. Subcontracting**

Under no circumstances shall a Respondent sub-contract any part of the contract with the County of Passaic without prior written permission.

## VIII. Definitions

As used herein the following words have the following definitions, unless the context indicates otherwise:

- a. "Affiliate" means any entity that: (1) directly, indirectly, or constructively controls another entity; (2) is directly, indirectly, or constructively controlled by another entity; or (3) is subject to the control of a common entity if it owns, directly or individually, more than fifty percent (50%) in the entity.
- b. "Agreement" means the final contract awarded to the lowest responsible bidder as approved by the Passaic County Board of Chosen Freeholders.
- c. "Bid" means the submission by the respondent for the work as outlined herein for the Management and Information Systems Support
- d. "Bidder" means the respondent contractor submitting a proposal for the construction project as set forth herein.
- e. "Bid Documents" means any of the proposals, plans, and specifications as set forth herein for the completion of the Management and Information Systems Support
- f. "Bid Opening" shall mean the time as designated herein when bids are due and shall be unsealed as set forth herein and in accordance with applicable law.
- g. "Board" means the Passaic County Board of Chosen Freeholders.
- h. "Contract" means any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a respondent who agrees to perform the work as outlined herein, as defined by and subject to the terms of the bid documents, plans, and specifications set forth herein.
- i. "Contracting Unit" shall mean the County of Passaic.
- j. "County" means the County of Passaic.
- k. "Department" means Management and Information Systems Department.
- l. "MIS" means Management and Information Systems Department.
- m. "Project" means the Management and Information Systems Support
- n. "Purchase Order" means a document issued by the contracting agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the contracting unit, which, when fulfilled in accordance with the terms and conditions of a request of a contracting agent and other provisions and procedures that may be established by the contracting unit, will result in payment by the contracting unit.
- o. "Purchasing Agent" means the Passaic County Purchasing Agent.
- p. "Respondent" means the contractor submitting a proposal for the construction project as set forth herein.
- q. "Subcontractor" means any business organization that knowingly provides goods or services directly to a contractor or subcontractor in fulfillment of the Project issued by the County, where the value of goods exceeds the bid threshold as set by applicable law.

## IX. Procedures for Submitting a Bid

Respondent shall submit a bid for the Project either in person prior to the hour designated herein via regular mail, overnight delivery, or hand delivery to the following address:

**County of Passaic – Division of Purchasing**  
Passaic County Procurement Center  
495 River Street, 2<sup>nd</sup> Floor  
Paterson, New Jersey 07505

Bids delivered by regular mail, overnight delivery, or hand delivered prior to the date and time as set forth herein shall be inserted in a sealed envelope provided by the County. The name and address of the bidder is to be written on the outside of the envelope.

Any bidder who has mailed, overnight delivered, or hand delivered a bid to the County of Passaic Division of Purchasing may attend the bid opening for the reading of bids. However, the County is not responsible for any bid that is not received at the time of the bid opening.

Bidders must submit all required documentation as stated herein, including all of the items listed on the Bid Document Checklist. Please take note of the following:

1. A respondent's bid proposal shall not be considered responsive if submitted with any qualifying conditions or provisions.
2. The Statement of Corporate Ownership enclosed hereto and required under N.J.S.A. 52:25-24.2 must set forth the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock of any class, or any individual partners in a partnership who own a ten percent (10%) or greater interest therein.
3. The Non-Collusion Affidavit required under N.J.S.A. 52:34-15 must be signed and notarized.
4. If any discrepancies or omissions appear in the Bid Documents, the bidder shall notify the Purchasing Agent in writing of any such discrepancy or omission.

#### **X. New Jersey Business Registration Certificate**

Prior to the award of contract to the lowest responsible bidder, the Contractor shall provide a Business Registration Certificate (hereafter "BRC") pursuant to N.J.S.A. 52:32-44. A Business Registration Certificate is required for all contractors and any subcontractors performing work on the Project. Under N.J.S.A. 52:32-44, the following requirements are imposed on contractors or subcontractors that knowingly provide goods or perform services for a contractor fulfilling the services required herein:

1. The contractor shall obtain and provide the owner the BRC of subcontractors knowingly used on this Project.
2. The contractor shall maintain and submit to the County a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods and services rendered under the contract.
3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the N.J.S.A. 54:32B-1 et seq. on all taxable sales of tangible personal property delivered into the State.

Failure to submit the BRC with the bid is not a cause for rejection. However, the County prefers the BRC be submitted with the bid response. If it is not provided prior to execution of a contract the bidder's bid guarantee shall be forfeited and the contract shall be awarded to the next lowest responsible bidder.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of twenty five dollars (\$25.00) for each day of violation, not to exceed fifty thousand dollars (\$50,000), for each BRC not properly provided or maintained under a contract with the County.

A BRC is obtained from the New Jersey Division of Revenue and Enterprise Services. Information on obtaining a BRC is available by visiting [www.nj.gov/treasury/revenue/busregcert.shtml](http://www.nj.gov/treasury/revenue/busregcert.shtml) or by phone at (609) 292-2929.

#### **XI. Prompt Payment.**

All payments for work performed will be made by the County in compliance with N.J.S.A. 2A:30-1, et seq.

#### **XII. Discrimination in Employment**

The terms and conditions as set forth in the New Jersey Civil Rights Act, N.J.S.A. 10:1, et seq. are hereby made part of every contract entered into by the County of Passaic. Pursuant to N.J.S.A. 10:1, et seq., the bidder agrees to the following conditions:

1. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
2. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
3. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of fifty dollars (\$50.00) for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
4. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Pursuant to N.J.S.A. 10:5-32, no contract be awarded by the County, nor shall any moneys be paid thereunder to any contractor, subcontractor or business firm which has not agreed and guaranteed to afford equal opportunity in performance of the contract and, except with respect to affectional or sexual

orientation, and gender identity or expression, in accordance with an affirmative action program approved by the New Jersey State Treasurer.

Bidders are required to comply with the requirements of P.L.1975, c.127. The terms and conditions as set forth in N.J.S.A. 10:5-33 are hereby made a part of every contract entered into by the County of Passaic, specifically, that, during the performance of the contract, the contractor agrees as follows:

1. 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 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 contracting officer setting forth the provisions of this nondiscrimination clause;
2. 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; and
3. The contractor or subcontractor where applicable, will send to each labor union or representative of workers with which he 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.

Pursuant to N.J.S.A. 10:5-34, each prospective bidder is required to submit an Affirmative Action Plan to the New Jersey State Treasurer, as set forth in the law:

*Each prospective bidder on a public works contract or contracts and each subcontract bidder to a prime contract bidder shall formulate and submit to the State Treasurer his or its affirmative action program of equal opportunity whereby he or it guarantees minorities employment in all employment categories; the submission shall be accompanied by a fee in an amount to be fixed by the State Treasurer. For the purposes of this section, equal employment opportunity but not affirmative action is required with respect to persons identified solely by their affectional or sexual orientation and gender identity or expression. The State Treasurer shall notify the bidder of approval or disapproval of his or its program within 60 days of its submission; failure of the State Treasurer to so act within 60 days shall constitute approval of the program. Any existing federally approved or sanctioned affirmative action program shall be approved by the State Treasurer.*

*No subcontract bidder who has less than five employees need comply with the provisions of this section.*

### **XIII. Equal Opportunity for Individuals with Disabilities**

All bidders expressly agree to comply with the provisions of the American with Disabilities Act of 1990, 1990 Enacted S. 933, 101 Enacted S. 933, 104 Stat. 327, 101 P.L. 336, 1990 Enacted S. 933, 101 Enacted S. 933, and any amendments thereto, that established a clear and comprehensive prohibition of discrimination on the basis of disability. The rules and regulations promulgated under the American with Disabilities Act of 1990, and any amendments thereto, are hereby made a part of every contract entered into by the County of Passaic with the lowest responsible bidder.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Americans with Disabilities Act of 1990, and any amendments thereto, during the performance of the contract, the contractor shall indemnify, protect, and save the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, or whatever kind of nature arising out of claimed to arise out of an alleged violation.

### **XIV. Insurance Requirements of the Respondent**

The Respondent shall maintain insurance as set forth herein for the duration of the Project, including, but not limited to the following:

New Jersey Workers' Compensation pursuant to N.J.S.A. 34:15-1, *et seq.*;  
Generable Liability Insurance;  
Property Damage Liability Insurance; and  
Business Automobile Liability Insurance

The Respondent shall maintain a guarantee of such insurance in the following amounts:

Workers' Compensation	\$100,000 to \$300,000
General Liability Insurance	\$1,000,000
Property Damage Liability Insurance	\$500,000
Business Automobile Liability Insurance	\$250,000

The contractor is given the option to obtain a combined single limit insurance policy in the amount of one million dollars (\$1,000,000.00).

The County of Passaic shall be named as an additional insured on the insurance policies required herein. The contractor shall require a certificate of insurance upon execution of the contract. The certificates of insurance shall expressly state that the insurers will notify the County of termination of coverage no less than thirty (30) days prior to termination. In the event that any of the insurance policies herein lapse, the contractor shall notify the County of a lapse in coverage immediately.

In the event the contractor shall cause his insurance coverage to lapse, the contractor shall immediately notify the County of same. In addition, the insurance policy additional named insured provision naming the County as an additional insured on same shall contain language regarding the insurer to provide timely notification to the County about lapse in coverage.

The contractor shall also agree to indemnify and hold harmless the County for all claims, cost and judgments arising out of the allegations of negligence, errors, omissions, or allegations otherwise sounding in tort while performing within the scope of this agreement, to include but not limited to the actions of any subcontractors or suppliers.

The insurance requirements set forth herein may be supplanted and increased by the County pursuant to values as set forth in the supplementary specifications for the Project.

**XV. State and Federal Taxes**

Pursuant to N.J.S.A. 54:32B-9 and applicable federal law, the County of Passaic are exempt from sales and use tax and the federal excise tax for the purchase of fuel.

**XVI. Anti-Kickback Act**

The bidder must comply with 18 U.S.C. 874, the Anti-Kickback Act, and any other applicable regulations promulgated by the United States Department of Labor applicable to public works projects in the United States. The contractor shall include applicable provisions in any agreements with subcontractors retained for the Project to ensure compliance.

**XVII. Document Retention**

Pursuant to N.J.A.C. 17:44-2.2, the successful bidder shall maintain all documentation related to products, transactions or other services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**XVIII. Award and Execution of Contract**

Pursuant to N.J.S.A. 40A:11-24(b), the contract awarded to the selected Respondent shall be signed by all parties no later than twenty one (21) days after the award of the contract, Sundays and holidays excepted, after the making of an award. The contractor, upon written request to the County, is entitled to receive, within seven (7) days of the request, an authorization to proceed pursuant to the terms of the contract on the date set forth in the contract for work to commence, or, if no date is set forth in the contract, upon receipt of authorization.

**XIX. Dispute Resolution**

Prior to submitting a cause of action to a court for relief, by submitting a proposal bidder's are expressly agreeing to first submit to non-binding arbitration for resolve disputes that arise, as governed by N.J.S.A. 40A:11-50 and N.J.S.A. 2A:6-23B, *et seq.* The costs of arbitration shall be fully borne by the Respondent. The process as set forth in N.J.S.A. 2A:6-23A-1, *et seq.* are hereby made a part of every contract entered into by the County of Passaic.

**XX. Liquidated Damages**

In accordance with N.J.S.A. 40A:11-19, liquidated damages are hereby made a part of every contract entered into by the County of Passaic and the winning bidder. If the winning bidder fails to deliver any of the services as outlined herein, the County is entitled to one hundred and fifty dollars (\$150.00) per day as liquidated damages, and not as a penalty.

**XXI. Termination for Cause**

In the event that the contractor shall fail to comply with any of the conditions herein provided and as covered by the contract, the Purchasing Agent shall notify the contractor of such failure or default and demand that the same be remedied within five (5) days. In the event of the failure of the contractor to remedy the same within said period, the Purchasing Agent shall take steps to terminate the contract, and the performance bond shall be forfeited.

**XXII. Requests for Information**

All requests for information made by a bidder prior to the designated bid opening shall be made in writing to the following designated official:

**Sherry Arvanitakis, QPA**  
County of Passaic  
Purchasing Division  
Phone: (973) 247-3300  
Email: [sherrya@passaiccountynj.org](mailto:sherrya@passaiccountynj.org)

Requests for information by a bidder shall be shared with every contractor who has picked up the Bid Documents with corresponding answers.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following addenda:

Addenda Number	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Name of Bidder** (Please Print): \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Title** (Please Print): \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Signature is required only if an addenda is issued.

Check here if willing to provide the goods or services herein bid upon to Registered Members in System #38-PCCP 07-1 who have submitted estimates without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that order will be placed directly by the registered members identified herein by separate contract, subject to the overall terms of the contract to be awarded by the County of Passaic, that no additional service or delivery charges will be allowed, except as permitted by these specifications.

**STATEMENT OF CORPORATE OWNERSHIP**

*Check the applicable statement:*

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

I certify that no one (1) stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned.

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

*Check the applicable business entity in the space provided below:*

Business Entity	Check the applicable business entity
Partnership	
Corporation	
Sole Proprietorship	
Limited Partnership	
Limited Liability Partnership	
S Subchapter	
S Corporation	
Limited Liability Corporation	
Other:	

If the Bidder is either a Corporation, S Corporation, or Limited Liability Corporation, provide the date incorporated and the place of incorporation, if not, skip to next item:

**Dated Incorporated:** \_\_\_\_\_ **Place of Incorporation:** \_\_\_\_\_

**Business Address** (Please Print): \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

In accordance with N.J.S.A. 52:25-24.2, list below the names and addresses of all stockholders, partners, or individuals who own ten percent (10%) or more of stock of any class, or who own ten percent (10%) or greater interest therein. The disclosure shall be continued until the names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the ten percent (10%) ownerships criteria has been listed.

**Name** (Please Print): \_\_\_\_\_

**Address** (Please Print): \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Address** (Please Print): \_\_\_\_\_

**STATEMENT OF CORPORATE OWNERSHIP** *(continued)*

**Name** *(Please Print)*: \_\_\_\_\_

**Address** *(Please Print)*: \_\_\_\_\_

*\*Continue on additional sheet if necessary*

**Publicly traded parent company disclosure.** Submit the URL providing the last annual Security and Exchange Commission, or foreign equivalent filing:

\_\_\_\_\_

**Name of Bidder** *(Please Print)*: \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** *(Please Print)*: \_\_\_\_\_

**Title** *(Please Print)*: \_\_\_\_\_ **Date:** \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Passaic

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_ 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 \_\_\_\_\_, the bidder making this proposal for the bid entitled **MANAGEMENT INFORMATION SYSTEMS SUPPORT**, and that I executed the said proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named contract, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the County of Passaic relied upon the truth of the statements contained in said bid proposal and in this affidavit in awarding the Contract for the said bid proposal.

**Name of Bidder** (Please Print): \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Title** (Please Print): \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Notary Public**

**BID PROPOSAL**

**Name of Bidder** (Please Print): \_\_\_\_\_

*submits the following proposal for the*

**MANAGEMENT INFORMATION SYSTEMS SUPPORT**  
Project RFP-19-016

**To the Passaic County Board of Chosen Freeholders:**

The undersigned hereby declares that he/she has carefully examined the Bid Documents and that he will contract to carry out and complete said Project at the following prices:

a. **Base Agreement.**

<b>CONTRACT YEAR</b>	<b>START DATE</b>	<b>END DATE</b>	<b>COST</b>
Year One	September 1, 2019	August 31, 2020	\$
Year Two	September 1, 2020	August 31, 2021	\$
Year Three	September 1, 2021	August 31, 2022	\$
<b>TOTAL</b>	September 1, 2019	August 31, 2022	\$

b. **County Options to Extend Agreement.**

<b>OPTION YEAR</b>	<b>START DATE</b>	<b>END DATE</b>	<b>COST</b>
Option One	September 1, 2022	August 31, 2023	\$
Option Two	September 1, 2023	August 31, 2024	\$

**Name of Bidder** (Please Print): \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Title** (Please Print): \_\_\_\_\_ **Date:** \_\_\_\_\_

**STANDARD QUESTIONNAIRE**

**Name of Bidder:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

1. How many years have you been in business as a contractor as your present business name given above?

\_\_\_\_\_ Year(s)

2. How many years have you been the Principal Officer of a general contracting firm under a different name?

\_\_\_\_\_ Year(s)

3. List three (3) projects similar in nature previously completed by your organization:

<b>Name of Owner</b>	
<b>Project Manager</b>	
<b>Project Manager Phone #</b>	
<b>Project Type</b>	
<b>Project Location</b>	
<b>Amount of Contract</b>	\$
<b>Date of Completion</b>	

<b>Name of Owner</b>	
<b>Project Manager</b>	
<b>Project Manager Phone #</b>	
<b>Project Type</b>	
<b>Project Location</b>	
<b>Amount of Contract</b>	\$
<b>Date of Completion</b>	

<b>Name of Owner</b>	
<b>Project Manager</b>	
<b>Project Manager Phone #</b>	
<b>Project Type</b>	
<b>Project Location</b>	
<b>Amount of Contract</b>	\$
<b>Date of Completion</b>	

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Part 1: Certification**

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the State of New Jersey Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review the list prior to completing the certification below. Failure to complete the certification will render a bidder's proposal non-responsive.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed herein nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25. 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 of more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury'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**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**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 Passaic County is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County 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 Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

**Name of Bidder**(Please Print): \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Title** (Please Print): \_\_\_\_\_ **Date:** \_\_\_\_\_