

Township of Ocean, Monmouth County
Request for Proposals for Alarm Administration Services
Bid Date and Time: Friday, December 3, 2010 at 10:00 AM
Expiration Date: 24 Months from Date of Award

NOTICE TO BIDDERS

The Township of Ocean shall receive sealed proposals for the furnishing of **Alarm Administrative Services** in the Township Manager's Conference Room located at 399 Monmouth Road, Oakhurst, New Jersey 07755 until 10:00 AM prevailing time, Friday, December 3, 2010. *Three copies of the proposal shall be supplied.*

The award of this contract shall be made in accordance with the "Fair and Open" process per N.J.S.A. 19:44A.

Copies of the specifications are on file and open to the public inspection at the Police Department and may be examined and a copy obtained by request from the Chief of Police.

Each proposal must be made upon the prescribed forms furnished by the Township of Ocean and must be enclosed in a sealed envelope, bearing the name and address of the bidder and must be addressed to **Andrew G. Brannen, Township Manager, attention Police Department**, at the place and hour mentioned above.

Proposals will be evaluated by the Township of Ocean on the basis of the most advantageous proposal, qualifications, price and other factors considered. The evaluation will consider: (1) Experience and reputation in the field, (2) Payment processing capabilities, (3) Experience in educating the public about the issue of false alarms, (4) ability to accurately identify and register alarm sites within the Township, (5) Pricing and other expenses, (6) Other factors if demonstrated to be in the best interest of the Township of Ocean.

PROPOSAL MUST BE ENDORSED: Alarm Billing Services for the Township of Ocean

Any inquiries or questions regarding the request for proposal should be directed to Lieutenant Michael Resetar of the Police Department at 732-531-1800 Ext. 270

Business Registration Certification must be supplied with the proposal.

Bidders are required to comply with the requirements of N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27

SPECIFICATION AND PROPOSAL FOR ALARM BILLING SERVICES FOR THE TOWNSHIP OF OCEAN

INTENT:

The Township of Ocean, New Jersey recently enacted a comprehensive Alarm Ordinance that provides for the annual registration of all burglar alarm systems located in our jurisdiction, establishes annual fees and sets penalties for false alarm activations. It is estimated that the number of active burglar alarm systems is in excess of 2,300. Historically, the Police Department responds to approximately **2400** alarm calls annually, with the majority of them proving to be false. This has a significant effect on the operations of the Police Department. Thus, a goal of this program and the services provided by the vendor is to substantially reduce the number of false alarms.

Because of the volume of alarm systems and the number of false alarm activations, the Township is seeking proposals from qualified companies that are experienced in providing administrative and billing services for alarm ordinances. The primary responsibilities will include registering residences and businesses that maintain alarm systems, providing billing services to these properties for the annual registration period, tracking false alarms that are generated by alarm users, providing contact information for alarm users 24 hours per day and billing for false alarm activations as required under our ordinance.

The Township of Ocean proposes an initial contract term of two years with an additional two year option with either party having the option to terminate the contract with one hundred eighty (180) days written notice of its intention to terminate.

In addition, be aware that:

1. The Township of Ocean reserves the right to hold clarification discussions with all proposers prior to selection.
2. By submitting a proposal, the proposer certifies that he or she has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed.
3. The proposer shall furnish such additional information as the Township of Ocean may reasonably require. The Township of Ocean reserves the right to make reasonable inquiries of the qualifications of the proposer, as it deems appropriate.
4. The Township of Ocean reserves the right to reject any/or all proposals, and the right to accept the proposal that it considers most favorable to the Township of Ocean's interests. In addition, the Township of Ocean reserves the right to seek new proposals when such a procedure is in its best interests to do so.

Minimum Mandatory Company Qualifications

Proposals will only be considered from companies that have a minimum of three years of demonstrated experience in providing this type of service to a minimum of three other governmental entities within the State of New Jersey. Alarm administration within the State of New Jersey is a specialized function and interested companies must not have any involvement in the security alarm business.

The Township requires the services company to provide all aspects of the services desired and not outsource any part of them, as well as offer background checks and random drug screening to all employees within the company.

Required Information

Interested companies shall provide responsive information to the following questions:

1. Provide the full name and address of your company along with necessary contact information. List names of all officers if a corporation and partners if a partnership.
2. Completely describe your company and all of its services. Is alarm tracking and billing administration the only service that your company provides? (Do not list partial services, subcontractor services or products)
3. How long has your company been involved in alarm billing services?
4. Have you ever had a contract for alarm billing services cancelled? If so, state specifics
5. Please describe staff services that will be required from the Township of Ocean to support the alarm administration process.
6. Please describe how you would support citizen inquiries about our alarm ordinance, registrations, fines, etc.
7. Please describe the methods that you would use to maximize the identification and registration of alarm sites within our jurisdiction and what assistance would be required from the Township to accomplish this.
8. Please describe your company's experience in educating the public and what methods you would use to educate the public about the issue of false alarms, including integrating information on the Township's website.
9. Please describe how you would support the appeals process and your experience supporting this process.
10. Please list references in the State of New Jersey that we can contact about your services. (It is important that you have experience in the State of New Jersey where we are located. Please do not list references of customers that only use your software as the Township wants to clearly understand your ability for alarm administration services)
11. Provide contact names and phone numbers of the references mentioned in # 10 where these services are provided.
12. Please describe your system and what makes it unique for the tracking and billing functions of our program?
13. Please describe your company's account management process and how you would handle and process payments for us.

14. Please describe your company's account management process, including options for the collection and bank deposit of fees/penalties that are collected.
15. Please describe your company's pricing options for providing this service.
16. If selected to provide this service, indicate the expected timelines for full implementation of the program. Implementation should be broken down by specific date for each stage of the implementation.
17. What expenses are included in your pricing proposals and what, if any, expenses would be the responsibility of the Township. Please be detailed in your response.
18. Describe your willingness to provide a main point of contact for your company for the duration of the contract?

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 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 Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

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 \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,
- 4) 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 Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

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 \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

.(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

.OR

.(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

.OR

.(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours. The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to affectional or sexual orientation, 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 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 Public Agency Compliance Officer setting for the 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 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 Americans 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 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 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 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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.

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

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

OR

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

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list

below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My commission expires:

(Corporate Seal)

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 bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so 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 Township of Ocean 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 for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to before me this day _____ of _____, 20____

Signature

(Type or print name of affiant under signature)

Notary Public of

My commission expires _____

(Seal)