

REQUEST FOR PROPOSALS

Automated Photo Enforcement System



Due Date And Time:

**Thursday
January 13, 2011
10:00 a.m.**

A request for sealed proposals has been advertised on
December 18, 2010

Township of Ocean
399 Monmouth Road
Oakhurst, NJ 07755

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Public Notice

Township of Ocean Monmouth County

NOTICE IS HEREBY GIVEN that the Township of Ocean will receive sealed request for proposals in the Township Manager's Conference Room located at 399 Monmouth Road, Oakhurst, New Jersey 07755 until 10:00 AM prevailing time, **Thursday, January 13, 2011** for the following:

AUTOMATED PHOTO ENFORCEMENT SYSTEM FOR THE TOWNSHIP OF OCEAN

Proposal and specifications may be obtained from the Township of Ocean Municipal Clerk's Office, 399 Monmouth Road, Oakhurst, NJ 07755 (732-531-5000 ext. 321)

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, the subject of the RFP (*Automated Photo Enforcement System*), date of the opening (**January 13, 2011**) and must be addressed to **Andrew G. Brannen, Township Manager, Attn: Township Clerk** at the place and hour mentioned above. Responses may be mailed or delivered in person. Mailed responses will be held and opened at the above specified date and time. Responses received by the Township after the time for opening will be returned unopened. The Township is not responsible for late or misdirected delivery by any third party carrier.

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. This RFP is being solicited through a Fair and Open Process in accordance with the "Fair and Open" process per N.J.S.A. 19:44A-20.4 et seq.

Vincent Buttiglieri
Township Clerk

Automated Photo Enforcement System

Proposal Format

Proposers shall include the following information in their proposals and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page. Proposals are to be placed in three ring binders.

Title Page: Title Page shall show the request for proposal's subject and title; the firm's name; the name, address and telephone number of a contact person, and the date of the proposal.

Table of Contents: The Table of Contents shall provide listing of all major topics, their associated section number, and starting page.

Transmittal Letter: The response shall contain a cover letter signed by a person who is authorized to commit the proposer to perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP.

Executive Summary: The Executive Summary of the proposal shall be limited to three single spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the proposer's ability to meet the requirements of the RFP.

General Information: Proposer's business history including any mergers and acquisitions, change or alteration in corporation name, and current purpose/function in the marketplace including financial stability.

Proposer Financial Strength: Appreciating the substantial capital investment required by a proposer to procure equipment, install and maintain a program and in response to the recent bankruptcies of various red light camera proposers; the Township requires a financial strong proposer. Financial strength will be determined by the proposer's financial statements. Proposers with demonstrated profitability and strong balance sheets will be given preference. Please include a copy of the company's most recent annual report, and the last three years of independent, external audits. Note if the company is privately held; enumerate the names of all shareholders who own in excess of 10% and their percentage of ownership.

Summary of Qualifications: Indicate the firm's background in providing these services to governmental entities. Provide a listing of comparable client references that are using the firm's professional services, (i.e., client name, address, telephone number, contact person and length of time service was provided) for comparable technology and processing requirements.

Technical Proposal: This section should follow the scope of work and technical sections of the RFP.

Proposed Schedule: Indicate a proposed schedule for this project once it has been awarded. To include specific time frames (Days, weeks, months) and color Gantt chart.

Proposed Cost: The system will be owned and operated by the successful proposer. Prospective Proposers shall submit a fee structure and implementation options. The goal of this project is to have an impact on the number of injury accidents by decreasing the number of red light violations. It is the desire of the Township for this project to be cost neutral, and that the project be self-supporting.

Detailed Requirements of Request for Proposal for Automated Photo Enforcement System

INTRODUCTION

The Township of Ocean is seeking proposals from qualified contractors with demonstrated experience in providing complete automated photo enforcement services. The Township desires to engage in a five-year (5) contract with a firm to implement and operate an automated photo enforcement program and may be renewed by the Township, if it wishes for an additional five (5) years.

The Township will not be liable for any costs incurred by the vendor in the preparation and presentation of proposals submitted in response to this RFP including but not limited to, cost incurred in connection with the vendor's participation in demonstrations or studies.

SCOPE OF WORK

- ♦ To meet the Township's objectives, the following minimum requirements must be met. The proposer is responsible for developing and submitting a scope of work that meets the goals and objectives of this project. This must include, but is not limited to, the following:
- ♦ Complete turnkey system, including supply, delivery, installation, implementation, and maintenance of all equipment necessary for the operation of an automated photo enforcement program and citation processing system that is fully compliant with State and local laws.
- ♦ Issuance of warnings, notices, citations, summonses, follow-up on notification, and past-due processing.
- ♦ Processing of all traffic citations and the preparation of evidence packages for Court.
- ♦ Operation of a toll-free telephone system for public inquiries. Public awareness / community relation education campaign (i.e., press releases, brochures, public service announcements, web site, etc.).
- ♦ Training for the Police Department, Municipal Court, Municipal Prosecutor, and other officials involved in the use of the system.
- ♦ Providing expert witness testimony in Court confirming the functionality and accuracy of the system.
- ♦ Provide for intersection traffic studies, violation studies, pre-installation site monitoring, and site selection services. (Final site selection will be mutually determined by the Township and the Proposer).
- ♦ Assist the Township of Ocean in completing the New Jersey Department of Transportation Red Light Running Photo Enforcement application necessary to implement the program.
- ♦ Provide a comprehensive traffic survey and analysis of the intersections identified by the Township for photo enforcement. To include establishing a baseline count of red light violations at selected intersections.
- ♦ Provide for a pre-selection conference with high impact presentation as an overview of the proposal, to include a power point-question/answer session for selected Township officials.

- ♦ Responsible for submitting requests and obtaining information for statistical data (crash or summons) from state, county, local or other agencies responsible for gathering such information.

TECHNICAL

Equipment

The Proposer shall provide, install, and maintain all equipment including, but not limited to poles, cabinets, cameras, wiring and operational equipment at selected intersections.

Red Light Camera System

The Proposer shall address the following proven equipment capabilities:

- ♦ The Camera System shall use a digital media. Film based systems are not acceptable. Preference will given to systems that utilize a combination of high resolution still images with an output in excess of 3000 x 2000 pixels per frame/image and full motion digital video technologies. Systems that use multiple cameras and integrated video/still cameras will be given preference. Single camera set-ups will not be considered favorable.
- ♦ All Camera System component operations shall be synchronized to a single, standard, independent, external and verifiable time and date source.
- ♦ The system must imprint violation information on the image at the point-of-capture. Information specific to the violation must include, but is not limited to: location, date, vehicle speed, duration of the red phase, duration of the amber phase and elapse time between images. Proposers that do not imprint this information on each image at the point of capture will not be considered.
- ♦ The Camera System shall apply different methods of violation detection; to ensure that intersection variances and geometries are optimally addressed. The applied detection method will also provide accurate vehicle speed calculations and have a low false trigger rate.
- ♦ The Camera System shall be modular in construction and will facilitate rapid Installation and maintenance.
- ♦ The Camera System shall generate secured violation evidence that can be communicated and processed using Proposer supplied or operated photo enforcement processing systems.
- ♦ The System shall be capable of being flexibly configured to address the specific number of lanes to be enforced at each direction of travel at the site, including straight through violations, left-turn, and double left-turn and right-on-red violations, simultaneous violations and consecutive violations.

Functional Requirements

- ♦ The system shall be capable of identifying vehicles traveling through a signalized intersection during the 'red' signal phase and recording a series of violation images that track the whole violation event from before the stop-bar and through to exiting the intersection.
- ♦ 'Scene' images will be captured to display the red signal in the vehicle's direction of travel.
- ♦ The System shall be capable of detecting and capturing evidence of violation by slow moving vehicles. There shall be no minimum 'threshold speed' for effective monitoring and evidence capture.
- ♦ In addition to monitoring straight through violations, the System shall be capable of detecting and recording evidence of left-turn and right turns violations, including violations by slow moving left-turn and right turn vehicles. (Please reference programs which demonstrate this capability).
- ♦ Record event-specific evidence to substantiate multiple, simultaneous and/or concurrent violations occurring during any red signal phase. (Please provide sample violation images to demonstrate this capability)
- ♦ System shall provide 24 x 7 "live" intersection monitoring and viewing capabilities and has ability to record and playback conditions at anytime when conditions are warranted.
- ♦ Proposer must detail the image quality specifications and provide real sets of violation image examples captured in day time, night time, and during inclement weather and during times where sunlight is pointing in the direction of the camera.
- ♦ Explain how the image and violation data is secured and transmitted to the processing center.
- ♦ Explain how the proposed camera unit produces an image set which contains the following data:
 1. Scene of location where violation occurred including the signal light, crosswalk and vehicle in proper position to prove the violation.
 2. All Camera System component operations shall be synchronized to a single, standard, independent, external and verifiable time and date source. Explain how each image captured is synchronized to the same time source (i.e. video and stills).
 3. Motor vehicle during violation.
 4. Display of rear license plate of vehicle.
 5. The day, month and year of the violation.
 6. The time of the violation in hours, minutes and seconds.

7. The amount of time that has passed since the light turned red.
 8. Duration of amber light.
 9. The duration of the event in 1/100 of a second.
 10. Location of violation.
 11. Frame sequence number.
 12. Imprint all the information along the bottom or top edge of the image - such data shall not obstruct the violation image.
- ♦ Explain how the proposed system can compensate for the effects of license plate covers.
 - ♦ Prosecutable Image Rate

The Township wants systems with higher prosecutable image capture rates. Proposer shall provide a detailed breakdown showing its proposed system's prosecutable image capture rate based on the last six months of operation from a reference jurisdiction most similar in size.

The data must reflect the results from cameras and systems, which are identical to the systems being proposed herein.

- ♦ Provide six (6) Sample Images of red light violations and attach in appendix A

Camera Unit Housing Shall Be:

- ♦ Sealed to be weather, dust, water and spray resistant.
- ♦ Securely lockable.
- ♦ Capable of being securely mounted to existing intersection infrastructures (other than mast arms) by agreement with the authority.
- ♦ Capable of being pole-mounted on a proposer supplied pole.
- ♦ Systems that require additional intersection mast arms will not be accepted.
- ♦ Camera enclosures must be vandal and tamperproof. All glass openings must be bullet resistant.
- ♦ Note height of pole mounting and if systems require bucket trucks for maintenance purposes.

Imaging Units:

- ♦ Each imaging unit's operation shall be microprocessor controlled and fully automatic.
- ♦ Units shall allow aperture adjustment.

- ♦ Each image should be full-color. IR-systems will not be considered due to color degradation.
- ♦ Systems utilizing no flash at night shall be less favorably viewed.
- ♦ Systems must have a brief flash system beyond relying on incandescent floodlights, IR light or ambient light at the intersection.

Violation Detection System -Any System to detect potential red light running violations shall be:

- ♦ Capable of providing the ability to select from several triggering options to include induction loops.
- ♦ Direction sensitive.
- ♦ Capable of capturing multiple-image sets that may be reviewed to confirm vehicle presence prior to the stop bar during processing.

Camera System Operations - The Camera System Shall:

- ♦ Be capable of on-site or remote activation and maintenance support.
- ♦ Record multiple-image sets for each scene with license plate evidentiary requirements required to prove a violation. All images in each set shall display data bars as specified.
- ♦ Be capable of on-site or remote activation and maintenance support.
- ♦ Count the number of violations.
- ♦ Allow a malfunction to be easily identified and debugged on-line.
- ♦ The system shall perform self-test on set-up. Simulate a violation being recorded for testing.
- ♦ Communicate error messages. Record date and time of system shutdown in the event of a malfunction.
- ♦ Record data pertinent to each violation in a flexibly configured data bar that is embedded with each scene, license plate and stop bar detection images that may be used to prove the violation.
- ♦ The data bar embedded to violation images shall include the following information for each violation:
 - ♦ Unique violation identifier incorporating the Township/County ID.
 - ♦ Date
 - ♦ Time (24-hour clock).
 - ♦ Direction of travel.
 - ♦ Traffic signal phase.
 - ♦ Time into the 'red' phase.

- ♦ Duration of the prior 'amber' phase.
- ♦ Vehicle lane of travel.
- ♦ Camera ID.

Violation Processing

The Proposer will provide a fully Internet enabled violation processing system for the jurisdiction to operate at the Township's discretion. There shall be no requirement to install proposer processing software on the Township's systems.

All accesses to the violation processing system for the purpose of pre-processing evidence, police authorization, notice printing, payments tracking, and generation of courts evidence packages shall be Internet enabled and shall be accessible 24 X 7 for authorized users.

The violation processing system shall provide the following functionalities:

- ♦ Web-enabled access and operation.
- ♦ Secure user log-in and access.
- ♦ Automatic presentation of images and data captured by the camera system onto review PC's.
- ♦ Easy review of violation evidence against local regulations.
- ♦ Ability to both 'play' full motion video and view multiple scene and plate images.
- ♦ Ability to 'crop' a license plate image area from the optimal license plate image in the multiple image license plate set to establish vehicle ID, and subsequently print the cropped plate area image to the notice.
- ♦ Ability to 'accept' or 'reject' violation sets and record rejection reasons.
- ♦ Ability to generate printed warning letters (during the first 30 days of program operations at the Township's discretion).
- ♦ Ability to automatically generate printed traffic notices.
- ♦ Ability to store and archive all processed violation evidence into a secured database.
- ♦ 24 x 7 ability to access any stored violation image from the system database subject to the Township's standard operating procedures regarding the accessing, sharing and utilization of all images on the system database.
- ♦ 24 x 7 ability to request and immediately view Courts Evidence Package image sequences displayed as video or as individual high resolution still shots, or send images to printing locally.
- ♦ 24 x 7 ability to immediately request, view and print both standard and user-defined reports.

Reporting / Record Keeping

The proposer's processing system shall be capable of immediately generating operations reports 24X7 including:

- ◆ Number of events and violations detected and recorded.
- ◆ Count of violations where notices not prepared.
- ◆ Count of violations where notices prepared and mailed.
- ◆ The total number of citations authorized and mailed, by month of issuance
- ◆ Status of notices issued (paid, outstanding, canceled, reissued and so forth).
- ◆ Audit trail of all voided and discarded images
- ◆ Monthly financial reports detailing monies collected by summons number

Describe the system's ability to capture and maintain traffic data for statistical analysis and its compliance with all NJ Administrative Office of the Court (AOC), Motor Vehicle Commission (NJMVC) and NJ laws, rules, regulations and guidelines.

The proposer shall also supply reports of:

- ◆ Camera equipment hours of service and hours lost.
 - Number and description of camera or other equipment malfunctions.
- ◆ Violation and Traffic Statistics:
 - Real-time traffic volume and vehicle counts.
- ◆ Real-time violation graphs and chart by individual lane:
 - Violations by time of day
 - Violations by day of week

Automated License Plate Reader

The following table outlines the general technical specifications desired.

Requirement:	
1.	The proposed system continuously and automatically scans, captures, interprets, and displays and stores images of license plates within range of the equipped intersection without any external action.
2.	The proposed system simultaneously processes images, reads, interprets and processes license plates from up to two cameras per location at a distance of up to 50 meters.
3.	The proposed system processes, or "matches," the captured license plate numbers against several target databases containing the license plate numbers of "vehicle of interest" (i.e. stolen, wanted, amber alerts, silver alerts, terrorist, suspicious, general broadcast, sex offender, etc.).
4.	The proposed ALPR client application both audibly and visually signals any signal or multiple assigned designees when a particular type of match, or "hit," occurs. It must also indicate the specific database from which the match is made.
5.	The proposed system will integrate with existing red light camera infrastructure and use existing poles, power, communications, etc.
6.	The proposed system captures, interprets, displays and stores a color overview image of the entire target vehicle, including the license plate.
7.	The system shall interpret and report only one license per scanned plate. Systems that provide multiple responses for each read are not acceptable.
8.	The proposed system provides the plate read location so that geographical data is available to be processed, read, and stored related to the license plate images. This would enable such capabilities as identifying suspicious "vehicles of interest" in the vicinity of schools, crime scenes, etc.

9.	The proposed system is capable of remotely notifying parties, when "matches, hits, or alerts" occur via wireless or radio communication, where available, and if desired by the agency using the system.
10.	The proposed system captures and stores the following data for all license plates scanned: vehicle license plate (infrared), interpreted license plate number, color license plate image, color overview of the identified vehicle, date stamp, time stamp, location of vehicle, type of offense or database (if a "match" or "hit" occurs on any of the target databases containing "vehicles of interest."
11.	The proposed system loads from external sources and stores multiple databases containing license plates of "vehicle of interest." It must also be capable of receiving locally generated databases as well.
12.	The proposed system retrieves new/updated license plate "target" files automatically on an agency-defined schedule without operator intervention.
13.	The proposed system will provide a complete back office data management system for analysis of plate read data available via password-protected web access.
14.	The proposed system provides for manual searches against recorded data, including the ability to search for partial plates
15.	The proposed system includes all required hardware, software and mounting equipment required to fully meet these requirements.
16.	The proposed system is "ruggedized" and is contained in environmental housing according to generally accepted standards for electronic equipment.
17.	The proposed system must be capable of connecting and/or interfacing with ALPR system used by the County of Monmouth with no additional charges. This will allow the data collected at the site to be matched or verified with the database on a county level.

Privacy

The Township seeks an Automated Photo Enforcement Program that is reliable, accurately and fairly captures red light violations while minimizing the invasion of privacy of drivers and passengers. The Proposer will maintain all images confidential and may not use any image for any other purpose other than its intended purpose.

Violation Processing System and Existing Township Systems

Proposer's system must be capable of importing and exporting data and images with other Township systems as required.

Citation Printing and Processing Center

The proposer must operate and maintain its own processing center to protect the chain of evidence. No subcontracting of the processing and printing of citations will be accepted.

Training Requirements

The Proposer will provide all training in the operation and servicing of the system to all necessary Township Personnel. The Proposer will provide the training to all personnel in a class room setting not to exceed fifteen (15) people per class.

Public Relations and Information

The Proposer will provide assistance with a public information campaign to include the production of PSA spots for radio and copy for print publications on an as-needed basis. The public relations campaign will be consistent throughout the contract period.

Expert Testimony

The Proposer will provide, at its own expense, witnesses, as may be needed by the Township, to testify as to the accuracy, operations, and reliability of the red light camera system and related equipment for contested violations.

Addendums

Any change to this RFP will be made in accordance with N.J.S.A. 40A:11-23.c.1) by formal written addendum issued by the RFP Coordinator and shall become part of this RFP

Evaluation Criteria:

The Township will evaluate the offers received based on the following criteria:

- ♦ Understanding of the project
- ♦ Financial Stability and Soundness of the Firm
- ♦ Experience with Similar Projects
- ♦ Qualifications of the Firm
- ♦ Experience and Qualifications of Staff
- ♦ Experience and Qualification of Subcontractors (if any)
- ♦ Project Organization
- ♦ Comprehensive Work Plan and Schedule
- ♦ Quality of Proposal
- ♦ Pricing Method
- ♦ Overall Quality of the Proposal

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of project manager and other staff; strength, stability, experience and technical competence of subcontractors; assessment by client references; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel; provide a detailed work plan and schedule for implementing an automated photo enforcement system at an intersection or street; and pricing models.

Political Contribution Disclosure:

"Contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us

Miscellaneous

1. The Township is exempt from any local, state or federal sales, use or excise tax.
2. The prices shall remain firm for the contract period(s). The prices shall include the delivery and furnishing of all materials, plant, equipment, tools, scaffolds, and all other facilities, and the performance of all labor and services necessary for proper completion of the work, except such as may be otherwise expressly provided in the Contract Documents.

3. Contractor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall have included this cost.
4. Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for shipping, handling, packing, crating, containers, etc. All transportation charges shall be fully prepaid by the Contractor. The township shall not be responsible for delivery costs of any type.
5. Contractor shall be responsible for the removal of all equipment and returning the intersection(s) back to their original condition should this program be discontinued. The Township shall not be responsible for any cost for this work.

Processing of Request for Proposals:

A. Questions

- ♦ Any questions regarding this request for proposal, the scope of work, or the need for additional data or information should be submitted in writing at least five days prior to the opening date to:

*Lt. Michael Resetar, Project Coordinator
Township of Ocean Police Department
399 Monmouth Road
Oakhurst, NJ 07755
Ph. 732-531-1800 ext. 270
Fax 732-531-4058
Email: mresetar@oceantwp.org*

B. Pre-Proposal meeting

- ♦ None to be held

C. Submission of Proposal

- ♦ Request for Proposals are due by **January 13, 2011** at 10:00am. Proposer's are to submit one (1) original proposal marked "original" and three (3) copies, each in its own three (3) ring binder.
- ♦ Each proposal must be enclosed in a sealed envelope, bearing the name and address of the bidder, the subject of the RFP (**Automated Photo Enforcement System**), date of the opening (**January 13, 2011**) and must be addressed to **Andrew G. Brannen, Township Manager, Attn: Township Clerk.**
- ♦ Responses may be mailed or delivered in person. Mailed responses will be held and opened at the above specified date and time. Responses received by the Township after the time for opening will be returned unopened. The Township is not responsible for late or misdirected delivery by any third party carrier.
- ♦ The Firm/Vendor must show proof of Liability Insurance if awarded a contract, Your Firm/Company will be required to comply with the requirement of N.J.S.A. 10:5 -31 et seq. and N.J.A.C.17:27"

VENDOR'S CONTACT PERSON

Please supply the name, number, fax number and email address of an employee that we may use as a Contact Person regarding this PROPOSAL if it is awarded to your company.

If awarded a contract, please advise us of any changes that may occur throughout the duration of your contract for the Contact Person listed below.

Name: _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Mailing Address: _____
(If different from above)

Phone Number: _____

Fax Number: _____

Cell Phone Number: _____

E-Mail Address: _____

How Many Years in Business: _____

Does your firm plan on using subcontractors? () Yes () No

If yes, please list name, address, contact person and phone number of each firm or company you intend to utilize in Appendix B

BUSINESS REGISTRATION CERTIFICATE (S)

N.J.S.A. 52:32-44

Effective September 1, 2004, all New Jersey and Out of State Vendors that do business with the Township of Ocean, are required to be registered with the State of New Jersey and provide proof of that registration to the Township of Springfield .N.J.S.A. 52:32-44(P.L. 2004c57),

The law affects all business organizations that do business with the Township of Ocean, including contractors, sub-contractors, professional services and individuals.

A contract includes a formal contract awarded by a public bid, or a purchase order.

A Contractor **must include** proof of its own business registration and *proofs of business registration of those subcontractors* required to be listed in the contractor submission (i.e. "named subcontractors"). The proof shall be in the form of a copy of the organizations "Business Registration Certificate" issued by the Division of Revenue. The Proof of business registration shall be provided at the time the bid or proposal is officially received and opened by the Township of Ocean

Registration is free and is a one-time action—there are no fees to register. To obtain the registration form or file on—line at:

www.state.nj.us/treasury/reventie/gettingregistered.htm#busentity

Any questions regarding said form should be directed to the Division of Revenue at 609-292-1730.

NOTE: Business Registration Certificate must be valid before vendor provide certificate with proposal. If certificate is found not valid by our office the vendor will be considered non-responsive and the bid will be rejected.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY,
DIVISION OF REVENUE
PO BOX 052
TRENTON, N.J. 08646-0252

TAXPAYER NAME: _____ TRADE NAME: _____
TAXPAYER IDENTIFICATION #: _____ SEQUENCE NUMBER: _____
ADDRESS: _____ ISSUANCE DATE: _____
EFFECTIVE DATE: _____

FORM-BRC(08-01)

Acting Director
John S. Tully

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

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 Submissions

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:

- Partnership Corporation Sole Proprietorship Limited Partnership
 Limited Liability Corp. Limited Liability Partnership 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:
Name:	Name:
Home Address:	Home Address:

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

(Notary Public)

My Commission expires:

_____ (Affiant)

_____ (Print name & title of affiant)

(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) (company submitting proposal)

_____ the bidder making this Proposal for

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

INSURANCE SPECIFICATIONS

SCHEDULE A

The Contractor, prior to commencing work, shall provide at its own expense, the following insurance to the **TOWNSHIP** together with evidence of such insurance as stated below. Thirty (30) days prior to cancellation or material change or notice of non-renewal of the policies, the Contractor shall give notice to the **TOWNSHIP** by registered mail, return receipt requested, for all of the following stated insurance policies. The Certificate of Insurance shall state:

“Should any of the above described policies be cancelled before the Expiration date thereof, the issuing company will mail thirty (30) days Written notice to the certificate holder named to the left.”

All notices shall name the Contractor and identify the Agreement. All policies with the exception of workers' compensation shall be endorsed naming the **TOWNSHIP** as additional insured. All policies shall require that the insured will pay all defense claims and any judgments entered therein. It is expected that all policies will be issued on an “occurrence” basis. The **TOWNSHIP** may waive or modify any requirement stated herein if the **TOWNSHIP**, in its sole judgment and discretion, deems it would be in its best interest to do so.

A. Workers' Compensation

The Contractor shall obtain Standard Workers' Compensation Insurance indemnifying the Contractor against any loss arising from liability or injuries sustained by any and all agents, servants or employees of the Contractor who shall be entitled to compensation under the Workers' Compensation Law of the State of New Jersey. If the contractor is incorporated outside the State of New Jersey, the said policy must include the "the Other States Endorsement."

B. General Liability

The Contractor shall obtain General Liability Insurance on an “occurrence” form with a one million dollar (\$1,000,000.00) combined single limit of liability per occurrence and a three million dollar (\$3,000,000.00) annual aggregate. The policy will include the ISO Simplified Occurrence Form, the policy will contain no endorsements that would limit or eliminate the coverage provided by the ISO version and will include ISO Form CG-25-03-11-85 Amendment-Aggregate Limits of Insurance (per project).

C. Automobile Liability

The Contractor shall obtain Automobile Liability Insurance with a minimum combined limit of liability of one million dollars (\$1,000,000.00) per accident. Said policy must include coverage for owned, non-owned and hired autos.

D. Umbrella/Excess Liability

Excess or Umbrella Liability Policy (to respond in excess of the commercial general liability, employer's liability and commercial automobile liability policies) at the limit of \$5,000,000.00 combined single limits per occurrence.

E. Policy Changes

If at any time, any of the foregoing policies shall be or become unsatisfactory to the Entity, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Entity, the Contractor shall, upon notice to that effect from the Entity, within thirty (30) days obtain a new policy, submit the same to the Entity of approval and submit a Certificate thereof as hereinabove provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this Agreement, at the election of the Entity, may be forthwith declared suspended, discontinued or terminated. Failure of the Contractor to take out an/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve the Contractor or any liability under the Agreement. All policies required above shall contain a thirty-(30) day notice of cancellation and/or non-renewal and shall require the insured to notify the Entity of its intent to either cancel or not to renew immediately

F. Insurance Companies

The Contractor shall use Insurance Company (ies) that has (have) an A.M. Best Rating of at least AX.

The **TOWNSHIP**, at its sole judgment and discretion, if it considers it appropriate to do so, may allow the Contractor to utilize and insure with a rating less than AX. All such requests must be forwarded to the **TOWNSHIP** for its review and approval. The Contractor shall use an insurance company (ies) that is (that are) authorized to underwrite insurance risks for the specific line(s) of coverage by the Department of Banking and Insurance of the State of New Jersey.

G. Hold Harmless Provision

Contractual Liability Insurance: The Contractor shall indemnify, defend, and hold harmless the **TOWNSHIP**, its consultants, its officers, agents, contractors, subcontractors, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, because of bodily injury, sickness, disease or death, sustained by any person or persons or injury or damages to, or destruction of, any property directly or indirectly arising out of, relating to, or in connection with the work, whether or not due or claimed to be due, in whole or in part, to the active, passive or concurrent negligence or fault of the Contractor, its officers, agents, servants, or employees and/or any other person or persons and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent. The Contractor shall furnish evidence to the **TOWNSHIP** that with respect to accomplishing the work in the Agreement, it carries said contractual Liability Insurance in the amounts specified in Paragraph B above.

Acknowledgement of Receipt of Addenda

The undersigned hereby acknowledges receipt of the following Addenda:

Addendum Number	Date Received	Method of Receipt (email, fax, delivered etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check if no addenda were received:

Acknowledged for: _____
(Name of Company)

Name: _____

Title: _____

Signature: _____

Date: _____

Proposal Price Sheet

*Automated Photo Enforcement System for
The Township of Ocean*

The following prices are hereby submitted in accordance with our proposal for a five (5) year contract with the Township of Ocean for the delivery, setup, installation, maintenance and support of an Automated Photo Enforcement System. We the undersigned propose to furnish and deliver the above services pursuant to the specification set forth herein.

Proposal #1 (Total per intersection)

Total Proposal Amount: _____

Total Price in words: _____

Proposal #2:

Fee per paid citation

\$ _____ Year 1-5

\$ _____ Year 5-10 (if contract is extended)

By signing below, I certify that I am authorized to act on behalf of the company/corporation in responding to requests for submissions of bids and proposals.

Company: _____

Address: _____

Phone #: _____ Fax#: _____

Name: _____

Title: _____

Signature: _____

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

(Affiant)

(Notary Public
My Commission expires:

(Print Name & Title of affiant)
(Corporate Seal)