

**Town of Guttenberg**  
**Hudson County, NJ**  
**Notice for R.F.Q. and R.F.P.**  
**(Request for Qualifications)**  
**(Request for Proposals)**

Request for Qualifications/ Requests for Proposals will be received by the **Town Clerk** of the Town of Guttenberg, in the County of Hudson, New Jersey, at the **Town Clerk's Office** in the Municipal Building, 6808 Park Avenue, Guttenberg, N.J. from **Friday, February 27, 2015 till March 20, 2015, 10:00 a.m. prevailing time** for the following titles, in accordance with the Request for Qualifications/Request for Proposals now on file in the office of the Town Clerk, Municipal Building, 6808 Park Avenue, Guttenberg N.J., where same may be obtained during office hours from 9:00 a.m. to 3:00 p.m.:

**Request for Proposals:**

**Computer Support Firms**

All RFQs /RFPs shall be submitted in sealed envelopes addressed to the Town Clerk of the Town of Guttenberg, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **“Request for Qualifications”** or **“Request for Proposals”** followed immediately below those words in letters not less than one half inch high: **“Request for Qualification/ Requests for Proposal of (insert whichever title you are submitting a response)”** and underneath that **“To be received on or before Friday, March 20, 2015.”** and underneath that the time (**“10:00 a.m.”**) **Qualification Statements will not be accepted by facsimile transmission or e-mail.**

If RFQs / RFPs are to be accepted by mail or courier, the RFQs / RFPs must be placed in an outer envelope, which on the top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the same information as set forth above and on the bottom left-hand side the name and address of the Respondent.

The burden is upon the Respondent to comply specifically with the directions in this “Notice for Request for Qualifications”/ “Request for Proposals”. The Respondents are put on notice that because of precautions resulting from terrorist’s threats; packages may be opened if directed to the wrong office of the Town.

Any RFQ / RFP not delivered in the manner as set forth in this “Notice for Request for Qualifications”/“Requests for Proposals” shall be declared void.

Qualification Statements are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and all other requirements set forth in the Request for Qualifications/ Requests for Proposals.

A Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual and concise in their presentation of information.

Respondents must submit an original and seven (7) copies use white 8 1/2 x 11 paper. Please also deliver one (1) copy to the office of Charles P. Daglian, attorney for the Town of Guttenberg at 34 Jones Street, Jersey City, New Jersey 07306. Qualification Statement to the designated contact person or designee:

Alberto Cabrera, Town Clerk  
Guttenberg Municipal Building  
6808 Park Avenue (Clerk's Office)  
Guttenberg, NJ 07093

The Town of Guttenberg reserves the right to waive informalities in Requests for Qualification/Requests for Proposal and to reject any and all Requests for Qualification/Requests for Proposal, if deemed in the best interest of the Town so to do.

By Mayor & Council of the Town of Guttenberg

Alberto Cabrera, RMC  
Town Clerk

**TOWN OF GUTTENBERG REQUEST FOR PROPOSALS  
FROM COMPUTER SUPPORT FIRMS INTERESTED IN PROVIDING  
COMPUTER SUPPORT SERVICES TO THE TOWN OF GUTTENBERG  
FOR THE PERIOD OF APRIL 1, 2015 TO MARCH 31, 2016**

**Introduction**

The Town of Guttenberg (“Town”) is a municipality of Hudson County, New Jersey. Pursuant to N.J.S.A. 19:44A-20.5 et seq, the Town seeks Requests for Proposals (“RFP”) from Computer Support Firms that wish to provide the following:

1. File Server Management:  
Daily on-line real time monitoring of critical functions. On-site and remote support.  
Complete service pack and patch updates on a regular basis. Review all ancillary programs, including but not limited to firewall, tape backup, antivirus programs etc. for updates and confirm system maintenance checks are being performed. Perform forced data backup on the application server.
2. Workstation Management:  
On-site and remote support. Complete patch management. Maintain properly functioning configurations.
3. General Consulting/IT services:  
Server, workstation, printer, network device consultation, configuration, and installation, software updates, network troubleshooting. On-site repairs and installation of printers, computers and other equipment as necessary.
4. Network Status:  
All hardware and software programs are to be reviewed and updated to protect the network server and workstations. Utilization of hardware, software, and services that check traffic, block restricted sites, and prevent cyber-attacks are to be reviewed and recommendations are to be made.

**Professional Information and Qualifications**

Each interested firm shall submit the following information:

1. Name of firm.
2. Address of principal place of business and all partners or firm’s offices and corresponding telephone and fax numbers. Please note specifically which partners will be assigned to work with the Town.
3. Prior computer support services.

4. Experience related to representation of public entities.
5. Examples of your record of success representing public entities.
6. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staffing).
7. Cost details; and
8. Any other information which the interested firm deems relevant.
9. New Jersey Business Registration Certificate.
10. Certificate of Employee Information Report.
11. Fully executed Non-Collusion Affidavit which is attached.
12. Fully executed Disclosure of Ownership form which is attached.
13. From the mandatory Equal Employment Opportunity Language (which is attached) one of the three documents requested in the attachment. Also, the interested firm, if awarded the contract, must include the mandatory Equal Employment Opportunity Language from the form.

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Cost competitiveness; and

5. Other factors, if demonstrated to be in the best interest of the Town.

All necessary documents can be downloaded from the official Guttenberg website, [www.guttenbergnj.org](http://www.guttenbergnj.org)

### **Submission Requirements**

RFP must be postmarked or hand-delivered no later than March 20, 2015 at 10:00 a.m. to:

Alberto Cabrera, Town Clerk  
Office of the Town Clerk  
Guttenberg Town Hall  
6808 Park Avenue  
Guttenberg, New Jersey 07093

Please submit one original and seven (7) copies to the RFP. Use white 8 ½ x 11 paper. Please also deliver one (1) copy to the office of Charles P. Daglian, attorney for the Town of Guttenberg at 34 Jones Street, Jersey City, New Jersey 07306.

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

#### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 or 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 forth provisions of this non-discrimination 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 subcontractors, 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 and subcontractor, where applicable, agrees to comply with the 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 and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

**The contractor and 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, and that it will discontinue to use of any recruitment agency which engages in direct or indirect discriminatory practices.**

**The contractor and 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.**

**The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:**

**Letter of Federal Affirmative Action Plan Approval**

**Certificate of Employee Information Report**

**Employee Information Report Form AA302**

**The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & 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.**

**TOWN OF GUTTENBERG**

**DISCLOSURE OF OWNERSHIP FORM**

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership”.

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or mor of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

**COMPLETE ON THE FOLLOWING STATEMENTS:**

1. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**II. No Stockholder or Partner owns 10% of more of the company providing this submission:**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**III. Submission is being provided by an individual who operates as a sole proprietorship:**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):**

\_\_\_\_\_ **Limited Partnership**                      \_\_\_\_\_ **Limited Liability Corporation**

\_\_\_\_\_ **Limited Liability Partnership**                      \_\_\_\_\_ **Subchapter S Corporation**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**TOWN OF GUTTENBERG**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY :  
: SS.  
COUNTY OF HUDSON :

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
, in the County of \_\_\_\_\_ and the State of New Jersey, of full age, being  
duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_

of the firm of \_\_\_\_\_ the  
Professional Service Entity making the submission for the above named Service, and that I  
executed the said submission with full authority to do so; that the Professional Service Entity  
has not, directly or indirectly, entered into any agreements, participated in any collusion, or  
otherwise taken any action in restraint of fair and open competition in connection with the  
above named Service; and that all statements contained in said submission and in this affidavit  
are true and correct, and made with full knowledge that the Town of Guttenberg relies upon  
the truth of the statements contained in said submission and in the statements contained in this  
affidavit in awarding the contract for said Service.

I am 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.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public  
State of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Signature or Professional)

\_\_\_\_\_  
(Type or print name of Affiant and Title  
under signature)