PUBLIC NOTICE

REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY is requesting proposals from providers of auto and truck repairs for the motor vehicles of the Town of Guttenberg for a period from January 1, 2015 to December 31, 2015. Copies of the documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained from the Municipal Clerk of the Town of Guttenberg by telephoning the Clerk at 201-868-2315 or by visiting his offices at 6808 Park Avenue, Guttenberg, New Jersey, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. Proposals will be accepted up to 2:00 p.m. (prevailing time) on Friday, November 21, 2014. All necessary documents may be downloaded from the official Guttenberg website, www.guttenbergnj.org

Alberto Cabrera
Town Clerk

REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG is accepting Proposals from providers of auto and truck repairs for the motor vehicles of the Town of Guttenberg for a period from January 1, 2015 to December 31, 2015. The approved vendor must provide the following services:

1. Tax Exemption

   Prices quoted in all bids shall include delivery (FOB destination) and exclusive of all Federal, State or local taxes from which the Town is exempt.

2. Contract Period

   The contract shall be for a period of twelve (12) months.

3. Estimates

   The quantity of the hours and or items listed in the technical section of this document are estimates. These estimates, to the best of the Town's knowledge, are accurate and concise. However, the Town makes no representation that these are the exact quantities required during the period of the contract.

4. Purchase of Necessary Parts or Equipment

Please include the percent discount off of the manufacturer's suggested list price of parts sold to the Town. The Town request a minimum ten (10) percent discount off of parts sold. Upon execution of this contract, relevant parts catalogues will be submitted to the Town's Administrator.

5. Trained Personnel

The successful bidder must satisfactorily furnish to the Town evidence that it has trained personnel with appropriate experience and knowledge to service the specific make and models identified. A certified, class A Mechanic must supervise all maintenance.

6. Service

The successful bidder will immediately respond to a Town request for corrective service the listed vehicles, during regular business hours for Town Departments, with the exception to the Police Department. Regular business hours are from 9:00 am to 4:00 p.m., Monday through Friday. The Town reserves the right to change its normal business hours upon immediate notice to the vendor. In the event the vehicle cannot be serviced by the successful bidder, it may be subcontracted, upon Town approval, to another vendor. The successful bidder will bill the Town the cost of the subcontractor plus an additional ten percent (10%) mark-up.

7. Location

The successful bidder must maintain its facility within a half hour (½ hour) from the Town Hall located at 6808 Park Avenue, Guttenberg, New Jersey.

8. Only Authorized Work Performed

Work may not begin on any vehicle until it has first been approved by an authorized representative of the Town. Any bill sent to the Town and not conforming to the requirement will not be paid. Bills will include, at minimum, service date(s), number of hours worked, and part(s) sold. A bill not be paid unless it includes these items.

9. Hourly Rate

The Town will be billed on an hourly rate to be in accordance with the Chilton Labor Rate guide (as per industry standard) for filling as previously state. The successful bidder will be the one submitting the lowest hourly rate for the

following service.

Front End & Wheel Adjustment
Replace Motors & Engine
Air Conditioning Repair
Electrical Work
Fuel Injection System
Other Miscellaneous Repairs

10. Vehicle Inspection

The successful bidder will be responsible to insure that the Town Fleet will pass the NJ Department of Motor Vehicles Inspection/NJ Department of Transportation Inspection.

11. Emergency Road Repair Service

The Town will be billed at the contracted hourly rate for emergency road repair service. Travel time will be included for emergency road repair service.

12. Towing

Please submit a proposal for towing vehicles to your facility. Please include a rate for light, medium and heavy tows. The rates should include a basic fee for light, medium and heavy tow, as well as any additional milage fee. These prices will not affect the bid calculations.

13. Review of Hours Worked

Services provided by the successful bidder and bills submitted for such work will be consistent with flat rate guides utilized by insurance companies for auto repair. If a bill for a particular service varies significantly from these insurance guides, the Town reserves the right to adjust a bill to reflect its consistency with these guides.

14. List of Vehicles

Attached is a list of Town vehicles. The vehicles are available for inspection at a convenient time determined by the Town.

PROPOSAL SUBMISSIONS:

All persons interested in submitting a proposal for the providing auto and truck repairs

shall submit a Proposal. Proposals shall be delivered to the Municipal Clerk at his office at the Town Hall of Guttenberg, New Jersey located at 6808 Park Avenue, Guttenberg, New Jersey on or about 2:00 p.m. (prevailing time) on Friday, November 21, 2014. All persons submitting a Proposal are encouraged to contact Alberto Cabrera, Municipal Clerk, in an effort to personally be advised of the necessary requirements to provide the services requested.

PROPOSAL FORMAT:

1. Must include a completed and signed Proposal outlining responses to conditions raised in services sought.

2. Must include a Certificate of Insurance.

3. Must include copies of relevant licenses necessary to provide said services.

4. Must provide a cost outline.

5. New Jersey Business Registration Certificate.

CONTRACT AWARD:

It is the intent of the Town of Guttenberg to award a Contract for the service required hereunder in accordance with competitive proposal procedures based on the best cost provided by the vendor who meets all of the cited requirements.

The Town of Guttenberg retains the right to reject any and all proposals or to award a Contract to the respondent whose proposal is deemed to be most advantageous to the Municipality, taking into consideration the factors cited above. Each unsuccessful offeror will be notified in writing promptly if a Contract award is made under this Request for Proposals, such notice will identify the successful contractor, and provide an opportunity for a debriefing meeting with the Municipality's Municipal Clerk to discuss any questions.

SUBMISSION OF PROPOSALS:

Proposals (original + 2) shall be delivered to the Municipal Clerk at his office located at 6808 Park Avenue, Guttenberg, New Jersey no later than 2:00 p.m. (prevailing time) on Friday, November 21, 2014. Same shall be addressed as follow:

Alberto Cabrera, Municipal Clerk
Town of Guttenberg
6808 Park Avenue

Guttenberg, New Jersey 07093

All proposals shall be submitted in sealed envelopes with the wording:

AUTO AND TRUCK REPAIRS

Alberto Cabrera
Municipal Clerk

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:**

   _____

   _____

   _____

   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 _____, 2014

_____
Notary Public
State of _____
My Commission Expires_____

_____
(Signature or Professional)

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

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 or age, race, creed, color, national origin, ancestry, martial 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.