

**TOWN OF GUTTENBERG REQUEST FOR PROPOSALS
FROM FIRMS INTERESTED IN PROVIDING
TO THE TOWN OF GUTTENBERG ELECTRONIC TICKETING (E-TICKET)
FOR THE PERIOD OF SEPTEMBER 1, 2014 TO AUGUST 31, 2017**

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 Firms that wish to provide Electronic Ticketing (E-Tickets) service to the Town of Guttenberg. The Town is seeking to obtain an Electronic Ticketing (E-Ticket) system. The total number of e-ticket systems shall consist of three police E-Ticket ready vehicles, properly equipped with printers, docks, port replicators, and all associated hardware as well as three mobile data computers, configured with the appropriate software and licensing to be used in the aforementioned E-ticket ready outfitted vehicles. The Department expects to write approximately 12,000 tickets annually. This contract will be awarded for a period of three years.

Technical Requirements

General

Proposed application must meet or exceed the technical requirements listed below.

Operational

Vendor's proposed E-Ticket system must be approved by the New Jersey Administrative Office of the Courts (AOC), and conform to all the requirements established in the E-Ticketing Client Application Implementation Guide published by New Jersey Office of Administrative Court (AOC).

AOC approval must be documented as part of the proposal package.

Vendor shall enclose, with the proposal packet, technical data and detailed specifications on all hardware and software being proposed for this installation. Vendor's proposed E-Ticket system must be compatible with Police Department' information technology (IT) infrastructure.

Vendor shall be responsible for ensuring the proposed system functions on existing IT hardware.

Annual maintenance must cover both software and hardware items up to and including replacement and re-installation. Maintenance must also cover all upgrades while maintenance is up to date. Vendor shall supply a detailed maintenance agreement.

Vendor's proposed E-Ticket system must be able to perform an auto populate from NJMVC and NCIC lookups from the existing Info-Cop software.

Electronic Ticket system must capture officer notes in E-Ticket application and officer must be able to retrieve the notes through a web browser based application along with images of the electronic tickets.

Vendor's proposed E-Ticket solution must not require the Town of Guttenberg to install or maintain any addition internal network server infrastructure.

Vendor's proposed E-Ticket solution must be able to share data with other police agencies on the same system.

Vendor's proposed E-Ticket system must provide detailed statistical reporting of all E-Tickets issued. Reporting statistics must be provided through Microsoft Excel with associated graphs and charts. Reports must be customizable to the needs of the Guttenberg Police Department.

Access to customizable statistical reports through a designated website with associated graphs and charts in addition to Microsoft Excel is highly desirable.

Vendor's proposed E-Ticket system data must be able to be exported daily issued ticket data in CSV or XML format manually and through a web service.

Vendor shall update any and all citation requirements or assist in doing so.

Vendor shall supply their company's equipment return policy.

Turnkey Solution

Vendor will be responsible to provide a turnkey application including all hardware, printers, software, paper, supplies, installation, all licensing and training onsite to the Guttenberg Police Department for the contracted period at no additional cost.

Hardware Requirements include total initial number of vehicles to be deployed with E-Ticketing of 3 vehicles, 3 mobile printers, 3 mobile data computers and all corresponding mounting and docking hardware.

Ongoing Support and Warranty

Vendor will be responsible to provide all onsite warranty 24x7x365 days a year with a 4hour response time for proposed E-Ticket solution for the contracted period at no additional cost.

Supplies

Police vehicle installed printers must be with an automatic paper cutter and paper rolls must be able to print at a minimum of 200 continuous tickets per roll. Installed vehicle printers must be installed with an approved mount supplied and installed onsite by the Vendor at no additional cost to the Guttenberg Police Department. All printers' repairs and warranty will be the responsibility of the Vendor at no additional cost.

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 experience in field;
4. A list of all public entities that you provided service;
5. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staffing);
6. Cost details;

In this section, please describe the timing and associated fees the Vendor is proposing for the implementation. Vendors should be sure to include all expenses associated with delivery, in addition to professional fees. If this section is not included or is incomplete, the proposal may be rejected as unresponsive. Pricing for the system shall be a combination of an up-front charge (not to exceed \$25,000.00) plus a per ticket charge based on actual tickets issued. Contracted up-front charge shall be payable upon acceptance of the installed system.

Per ticket charges shall be billed quarterly.

Proposals which specify payment upon contract signing will be deemed unresponsive and rejected.

The Town requires that the full implementation be completed within 60 days of contract award.

7. Any other information which the interested firm deems relevant.
8. New Jersey Business Registration Certificate.
9. Fully executed Non-Collusion Affidavit which is attached.
10. Fully executed Disclosure of Ownership form which is attached.
11. Mandatory Equal Employment Opportunity Language (if applicable).

Section 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

Submission Requirements

RFQ must be postmarked or hand-delivered no later than August 15, 2014 at 2:00 p.m. to:

Albert 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.

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

**E-TICKET FIRMS
ELECTRONIC TICKETING (E-TICKETS)
DUE DATE: AUGUST 15, 2014
2:00 P.M.
ALBERTO CABRERA
MUNICIPAL CLERK**

FORM OF PROPOSAL

Town of Guttenberg - Police Department

We, the undersigned company, agree to furnish to the Town of Guttenberg, an e-ticketing system for the Guttenberg Police Department for the prices as indicated below under the different pricing options for a contract period of three (3) years:

Upfront Cost:	\$ _____ (In numbers)	\$ _____ (In words)
Per ticket cost for 1 st 12,000 tickets	\$ _____ (In numbers)	\$ _____ (In words)
Per ticket cost for excess tickets (over 12,000)	\$ _____ (In numbers)	\$ _____ (In words)

If there are any out-of-scope services which are not covered in the main scope of services, please indicate here and attach a detailed list with prices: _____

In addition, the undersigned has read the technical specifications which are attached and made a part hereof, and agrees to furnish such service in the manner as indicated in the technical specifications.

Authorized Signature of Bidder: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Telephone #: _____

Fax#: _____

Email Address: _____

Date: _____

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:

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)