

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that proposals will be received by the Board of Commissioners of the City of Union City, County of Hudson, State of New Jersey on November 13, **2014 at 2:00 P.M.** prevailing time in the City Clerks Office, second floor, 3715 Palisade Avenue, Union City, New Jersey, 07087 at which time and place the proposals will be opened and read in public for:

INFORMATION TECHNOLOGY MANAGEMENT AND COMPUTER CONSULTING SERVICES FOR COMPUTERS, PROGRAMS AND PERIPHERAL COMPUTER EQUIPMENT THROUGHOUT THE DEPARTMENTS OF THE CITY OF UNION CITY

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et. seq. the City seeks Requests for Proposals (RFP) for the position of consultant for computers, programs and peripheral computer equipment throughout the department of the City of Union City for a contract period of January 1, 2015 and ending on December 31, 2015 or December 31, 2016 if a 2 year contract is awarded. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended (Affirmative Action). The successful candidate will have the knowledge and experience set forth below and provide the City with services related but not limited to:

TECHNICAL SPECIFICATIONS

The City of Union City is seeking sealed written proposals from authorized information technology and computer consulting service providers for computers, programs and peripheral computer equipment throughout the departments of the City of Union City for a one (1) or two (2) year contract.

I. If you are interested in performing the services for the City of Union City, you must submit a written, sealed proposal, original and 2 copies, with qualification statement. The qualification statement submitted shall be in writing and shall contain the following information:

The name and principal business address of the Proposer.

1. The name and telephone number of the person who shall serve as primary contact person for computer/information technology consultation ("the contact"), contact's responsible official and representative if the proposer is awarded the contract. The City shall be able to contact this person at any time if needed.
2. A complete list of all of the proposer's technical, field service technicians, and supervisory personnel, grouped by job classification and title. This list must also contain the technical, educational, certification numbers and any applicable licensure

qualifications of each person named.

3. A complete list of all municipalities served by the proposer and specifically identifying services provided to each municipality as well as a copy of the contract therewith.
4. The manner in which each class of employee is compensated, which shall be one of the following only: full-time salaried, part-time salaried, full-time hourly or part-time hourly. If employees of a given class are compensated more than one way, a percentage breakdown must be provided.
5. The complete address of each office of the proposer that is open and staffed at least 35 hours per week by salaried or hourly agency employees.
6. The Proposer will be responsible to maintain the City's computer system, programs and peripheral equipment including but not limited to:

Servers:

UCNJ001 Virtual Server running Windows server 2000

Exchange Server New Dell Power Edge R420 Server running Windows server 2012 & Exchange 2013

UCNJ2k Old Dell Server running Windows server 2003

UCVMHOST Dell Power Edge 420 running server 2012 R2 Hyper-V running all the VM servers

Workstations:

80-100 Dell workstations including remote offices (Dell, IBM desktops and laptops)

Windows 7 Pro as well as 5 Copiers, and 25-30 HP Type Printers.

Internet:

Cablevision with 5 static IP Addresses

Firewall:

Sonicwall TZ210 Firewall

Routers:

One (1) Router

Faxes:

- Approximately 12-15 fax machines

Scanners:

- Some departments have a copier that is also a scanner but none of them are on the network.

Software

Filemaker

Edmunds

Unix

Taxesys

Microsoft Office 2010

MS Exchange 2012

MS Server 2003

MS Server 2012

MS Hyper-V

Mitchell Humphrey Building Code Software

Fire Official Software

Please note that the City has implemented a new Edmunds software system for the Finance and Tax departments for Union City and Contractor will be working with the City to maintain these systems. Also the Contractor will work with the City's web site developer as needed.

The successful candidate will be responsible for servicing, maintaining and providing technical support to the above listed computers, servers, peripherals and programs as well as any other computers, servers, peripherals and programs which may be acquired prior to the award of the contract or during the course of the contract term. The Contractor will provide timely written reports that track progress toward implementation of improved technology delivery, network stability and upgrade, hardware and software integration.

The City seeks Technology support service for the computer equipment as specified for approximately 520 hours per year. The City also requests the hourly rate for this service in excess of the 520 hours per year as needed. There is no minimum amount for these services or holiday rates. Additionally a representative of the proposer shall be available to be in Union City, City hall at least 2 days per week , as needed.

The City seeks to either have a one year or two year contract for these services. Please provide a proposal for a one year or two year contract.

Insurance Requirements:

- a. The Contractor shall be required to carry full insurance including comprehensive general liability; product liability; workman's compensation insurance; which shall cover all operations of the Contractor, its employees, agents and servants hereunder, and; motor vehicle and equipment used by the Contractor in connection with the Contractor's operations under the Contract. Said insurance, by endorsement, shall fully protect the City of Union City from liability.
- b. Certificates naming the City of Union City as an additional named insured, and evidencing such insurance coverage, shall be filed with the City Clerk prior to the commencement of operations hereunder by the Contractor.

The following Certificates of Insurance must be furnished:

- I. Worker's Compensation;
Part Two - Statutory
- II. Comprehensive General Liability:
 - A. Minimum limits: \$1,000,000.00;
Combined Single Limit Coverage to include: Premise /Operations;
Independent Contractors;
Product / Completed Operations;
Contractual;
Personal Injury;
Broad Form Property Damage;
City of Union City as additional insured.
 - B. Comprehensive General Liability must be maintained for at least one year after completion of the contract and its acceptance by the City of Union City.

The certificate of insurance shall designate the City of Union City as an additional insured and shall contain a thirty (30) day notice of cancellation whereby the City Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.

It is understood and agreed that the Contractor is an independent Contractor and not an employee of the City of Union City.

The Contractor agrees to indemnify and hold harmless the City of Union City, the Mayor and Board of Commissioners of the City of Union City, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including reasonable attorneys' fees, to which the City of Union City may be put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's

operations under this Contract, or by or in consequence of any neglect or omission on the part of the Contractor in the performance of operations under this Contract, whether such operations, or in the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.

The Contractor shall hold the City of Union City harmless for damages to the Contractor's Equipment utilized during the term of this Contract.

Programs of self-insurance are not acceptable.

The bidder is directed to provide a copy of the insurance requirements as described in item 19 to their insurance broker to determine that this requirement can be satisfied. A contract will not be awarded until proof of the aforementioned insurance requirements in a form of an insurance certificate is submitted after the bid opening and before the award of the contract.

2. Bidder must include a copy of the State of New Jersey Business Registration Certificate, as required by New Jersey P.L. 2001, Chapter 134 with its bid, including business registration certificates for any named and listed sub-contractor.
29. The City is inviting these proposals through a fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.5 et seq.
30. As of January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
31. Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq) prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities. Bidders are required to read Americans with Disabilities language that is included in Appendix B of this specification and agrees that the provisions of Title II of the Act are made a part of the Contract. The contractor is obliged to comply with the Act and to hold the owner harmless.
33. The City reserves the right, at its option, to terminate this contract upon giving thirty (30) days written notice to the Contractor.

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THE DEPARTMENTS OF THE CITY OF UNION CITY**

Please attach a proposed schedule of rates and provide anticipated contract amount for services identified herein.

PROPOSAL

Year One

- 1) For service of equipment as specified in the technical specifications
for 520 hours per year. \$ (Annual Fee)
- 2) Hourly rate (in excess of 520 hours per year) as needed \$
(no minimum, no holiday rate).

Year Two

- 1) For service of equipment as specified in the technical specifications
for 520 hours per year. \$ (Annual Fee)
- 2) Hourly rate (in excess of 520 hours per year) as needed \$
(no minimum, no holiday rate)

Respectfully Submitted,

Signature: _____

Print Name and Title _____

Company Name _____

Company Phone Number _____

Company Address _____

Company Fax Number _____

City, State, Zip _____

Federal Tax Identification Number _____

CERTIFICATE OF AUTHORITY IF BIDDER IS A CORPORATION

, the undersigned, as Secretary of the corporation submitting the foregoing Proposal, hereby certifies that under and pursuant to the bylaws and resolutions of said corporation, each officer who has signed said proposal on behalf of the corporation is fully and completely authorized so to do.

(Corporate Seal)

Signature

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