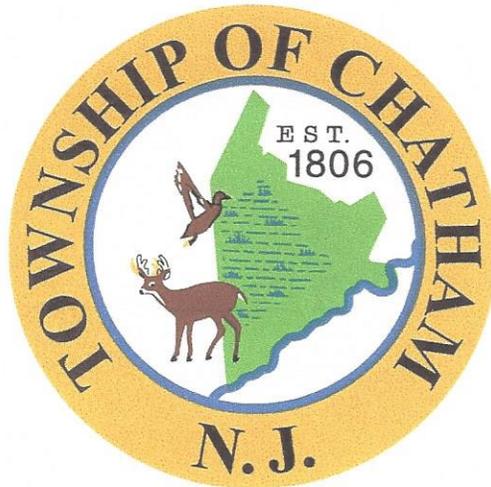


TOWNSHIP OF CHATHAM



REQUEST FOR PROPOSAL (RFP)

**INFORMATION TECHNOLOGY CONSULTING, SUPPORT
AND INSTALLATION OF HARDWARE AND SOFTWARE
BID**

FOR 2020 AND UP TO A SEVEN (7) YEAR PERIOD

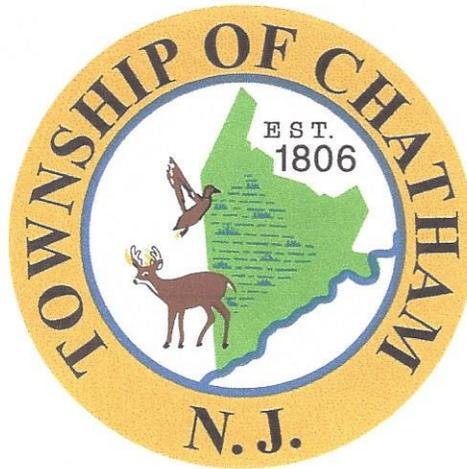
RFP # 2019-04

**BID OPENING WEDNESDAY, OCTOBER 30, 2019
AT 10:00 A.M. PREVAILING TIME**

AUTHORIZED BY RESOLUTION 2019-064

**PREPARED BY:
DEBRA A. KING - CFO/QPA #2020
ROBERT S. HOFFMANN – TOWNSHIP ADMINISTRATOR/QPA #1008
TOWNSHIP OF CHATHAM
58 MEYERSVILLE ROAD
CHATHAM, NEW JERSEY
07928**

TOWNSHIP OF CHATHAM
MORRIS COUNTY, NEW JERSEY



TOWNSHIP OF CHATHAM REQUEST FOR PROPOSAL FOR:

**INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

ISSUE DATE:

Wednesday, October 2, 2019

PROPOSAL DUE DATE:

Wednesday, October 30, 2019 Prevailing Time

TOWNSHIP OF CHATHAM
COUNTY OF MORRIS

NOTICE IS HEREBY GIVEN that sealed Request for Bids submissions shall be received by the Township Clerk of the Township of Chatham for **INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF HARDWARE AND SOFTWARE**. The bid submissions will be publicly opened and read in the Township Committee Chambers in the Municipal Building at 58 Meyersville Road, Chatham Township, New Jersey 07928, County of Morris, on the Submission Deadline of *Wednesday, October 30, 2019 at 10:00 a.m.*, or as soon thereafter, local prevailing time. All proposals must be clearly marked **“Request for Bids: INFORMATION TECHNOLOGY, SUPPORT AND INSTALLATION OF HARDWARE AND SOFTWARE”**.

Sealed proposals are being solicited in accordance with the Local Public Bidding Law and Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27-1 et seq. The Request for Bids documents may be obtained from the Township Clerk’s Office Monday through Friday during the hours of 8:30 a.m. to 4:30 p.m. The Request for Bids may also be obtained at the official Township of Chatham website:

www.chathamtownship-nj.gov on the main page top click on the “Government” tab, then link to “Public Bids & RFQs.”

The Township Committee reserves the right to reject all submissions and/or award any and all contracts to a qualified vendor through the public bid process in accordance with law.

Publication Date:

By: Gregory LaConte
Township Clerk

DEBRA A. KING - CFO/QPA #2020
ROBERT S. HOFFMANN - TOWNSHIP ADMINISTRATOR/QPA#1008
TOWNSHIP OF CHATHAM
58 MEYERSVILLE ROAD
CHATHAM, NEW JERSEY 07928

TOWNSHIP OF CHATHAM
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ADMINISTRATIVE DOCUMENTS

<i>Required by Township of Chatham</i>	<i>Item</i>	<i>Initial each entry, and submit the required form if the box contains an <input checked="" type="checkbox"/></i>
<input type="checkbox"/>	Legal Notice to Bidders - READ	
<input type="checkbox"/>	Insurance Requirements - READ	
<input checked="" type="checkbox"/>	Business Registration Certificate - SUBMIT	
<input type="checkbox"/>	Mandatory Equal Employment Opportunity Language Exhibit A - READ	
<input checked="" type="checkbox"/>	Ownership Disclosure Certification Form - SIGN AND NOTARIZE	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit Form - SIGN AND NOTARIZE	
<input checked="" type="checkbox"/>	Acknowledgement of Principal - SIGN AND NOTARIZE	
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language - READ	
<input checked="" type="checkbox"/>	Disclosure of Investment Activities In Iran - COMPLETE	
<input type="checkbox"/>	Bid Guarantee in the amount of 10% of total bid or as specified in the Legal Notice to Bidders - COMPLETE	NOT REQUIRED
<input checked="" type="checkbox"/>	Addenda Acknowledgement Form - SIGN	
<input type="checkbox"/>	Technical Specifications - READ	
<input checked="" type="checkbox"/>	Bidders Information Sheet - COMPLETE	
<input checked="" type="checkbox"/>	Bid Proposal Form - COMPLETE, SIGN, AND SEAL	
<input checked="" type="checkbox"/>	Signed Agreement - SIGN & SEAL	
<input checked="" type="checkbox"/>	Certificate of Insurance - SUBMIT WITH EXECUTED CONTRACT	
<input type="checkbox"/>	Performance Bond	NOT REQUIRED

A. List any deviations from the specifications on attached pages. If no deviations or exceptions are applicable, state "No Exceptions".

B. The undersigned hereby acknowledges and has submitted the above required documents.

Business Name:

Representative's Name:

Representative's Signature:

Date:

Phone:

Representative's Email:

TOWNSHIP OF CHATHAM
Acknowledgement of Receipt of Changes

ADDENDA

Pursuant to the N.J.S.A. 40A:11-23. 1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the Township's record of notice to bidders shall take precedence and that failure to include provisions of changes in the bid proposal may be subject for rejection of the bid.

Title of Addendum/Revision	Received Via (email, fax, etc.)	Date Received

ACKNOWLEDGEMENT OF BIDDER

Name of Bidder: _____

Bidder's Signature: _____

Printed Name & Title: _____

Date: _____

**TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF
HARDWARE AND SOFTWARE**

GENERAL CONDITIONS

SECTION I - SUBMISSION OF BIDS

- The Township of Chatham, Morris County, New Jersey (hereinafter referred to as "OWNER") invites sealed bids pursuant to the Notice to Bidders. Said Notice Bidders is to be attached to and is considered as a part of these General Conditions.
- Sealed bids will be received by the Township Clerk or designee of the Township at the time and place stated in the Notice to Bidders, and at such time and place will publicly open and read aloud all bids received.
- The bid proposal form shall be submitted on the prescribed form with appropriate spaces properly filled in and with all required supporting documentation, in a sealed envelope:
 - Addressed to the Township of Chatham
 - Bearing the name and address of the bidder written on the face of the envelope
 - Clearly marked "RFP" with the contract title and/or RFP # being identified
- **It is the bidder's responsibility to see that the bid is presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in the third bullet point, above, must also appear on the outside of the delivery company envelope. All mailed bids must be delivered and signed for by the Administration Office Staff ONLY. Bids received after the designated time and date will be returned unopened.**
- Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.
- **All prices and amounts must be written in ink or preferably typewritten in a word format on the bid form provided. Any discrepancies between the words and numbers, the written word price shall prevail.** Bids containing any conditions, omissions, unexplained erasures or alternation, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Township. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
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- Bidders must insert prices for furnishing of the specified equipment, materials or supplies, or for all of the materials and/or labor required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor F.O.B. destination and placement at locations specified by the Township. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience.
- The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In case of rejected materials, the vendor will be responsible for return freight charges.

SECTION II - BID SECURITY / CONTRACT SECURITY

- The following provisions if indicated shall be applicable to this bid and be made a part of the bidding documents:

_____ Bid Guarantee

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the Township of Chatham. When submitting a Bid Bond, it shall contain a Power of Attorney for the full amount of the Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the Township of Chatham. The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A: 11-21. **If required, failure to submit is a mandatory cause for rejection of bid in accordance with NJSA 40A:11-23.2.**

_____ Consent of Surety

Bidder shall submit with the bid proposal a Certificate (Consent of Surety) to guarantee that the Surety company will furnish the Township with the bonds required by the contract documents within the time periods and in the amounts so specified. The Surety shall be authorized to do business in the State of New Jersey. The Consent of Surety shall be in a form acceptable to the Township and accompanied by (a) duly executed acknowledgements of the respective parties; (b) a duly certified copy of a Power of Attorney (where the Consent of Surety is executed by an agent or other representative of the surety); (c) a duly certified extract from the By-Laws or resolutions of Surety under which the Power of Attorney was issued; and (d) a duly certified copy of the latest published financial statement of asset and liabilities of Surety. **If required, failure to submit is a mandatory cause for rejection of bid in accordance with NJSA 40A:11-23.2.**

_____ Performance Bond

The successful bidder shall execute and deliver to the Township within ten (10) days after notification of award of the contract, a satisfactory surety bond or bonds in an amount equal

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF
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to 100% of the contract prices, upon the form prepared for and used by the Township in statutory form with such surety companies as shall be approved by the Township Committee and qualified and authorized to do business under the laws of the State of New Jersey. The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied and any maintenance bonds required have been executed and approved by the OWNER.

The proposal shall also be accompanied by a Consent of Surety wherein the surety consents and agrees that if the Contract for which the proposal is made be awarded, that it will become bound as Surety and guarantor for its faithful performance. **If required, failure to submit may be cause for rejection of bid in accordance with N.J.S.A. 40A:11-23.2.**

_____ Labor & Material Payment Bond

Successful bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract. **If required, failure to submit may be cause for rejection of bid in accordance with N.J.S.A. 40A:11-23.2.**

_____ Maintenance Bond

Successful bidder shall upon acceptance of the work submit a maintenance bond in the amount of 100% guaranteeing against defective quality of work or materials for the period of:

_____ 1 year

_____ 2 years

If required, failure to submit may be cause for rejection of bid in accordance with NJSA 40A:11-23.2.

_____ Payment Deferral

As an alternate performance guarantee, no payment shall be made for any part of this contract until the entire contract is completed to the satisfaction of the Township.

- o Workmanship Guarantee – Contract Retention

The Contractor shall guarantee all labor and materials for a period of six (6) months from the date of acceptance of the work by the Township, and they shall make all needed repairs on the work as it progresses and during this guarantee period, except those due to ordinary wear and tear. The Contractor agrees that, during the said guarantee the Township may retain, out of monies payable to him under this agreement, the sum of two (2) percent of the amount of the contract; and that, should he fail to make the necessary repair at once after due notice from the Township Administrator, the Chief Financial Officer, or the Chief of Police, the Township may expend the same or so much thereof as may be required to make the needed repairs; provided, however, that in case of emergency, where in the opinion of the Administrator or the Chief Financial Officer it would cause serious loss or damage, the Township Administrator, the Chief Financial Officer or the Chief of Police may make repairs without previous notice and at the expense of the Contractor.

TOWNSHIP OF CHATHAM
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The Contractor may provide a Maintenance Bond equal to ten (10%) percent of the contract value in a form approved by the Township Attorney.

If an alternate guarantee provision is contained in the Detailed Specifications then this alternate guarantee provision shall prevail.

SECTION III - INTERPRETATION AND ADDENDA - BIDDERS RESPONSIBILITIES

- The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.
- Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the Township Administrator. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.
- No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid. In order to be given consideration, written requests for interpretation must be received at least seven (7) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with N.J.S.A. 40A: 11-23. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.
- Discrepancies in the Bid
 - If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
 - In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the Township of the extended totals shall govern.
- Site Investigation & Representation

The bidder acknowledges that they have satisfied themselves as to the nature and location of the work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of material, and quantity of equipment and facilities and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the bidder to acquaint himself with all the available information concerning these conditions shall not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. *Note: A non-mandatory Bidders Conference will be held on Wednesday, October 16th at 3 p.m. in the Municipal Building.*

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
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- Deviations

All bidders shall clearly identify any deviations from the specifications at the time the bids are opened and examined. After the contract has been entered into, no consideration shall be given for any misunderstanding as to work, materials set forth therein specified and indicated on drawings, it being mutually understood that tender of a proposal carries with it an agreement to this and other obligations set forth in the contract and further implies full understanding of the contract document.

SECTION IV - BRAND NAMES, PATENTS AND STANDARDS OF QUALITY

- Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.
- It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The Township reserves the right to evaluate the equivalency of an item(s) which, in its deliberations, meets its requirements.
- In submitting its bid, the bidder certifies that the merchandise or software to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the Township harmless from any damages resulting from such infringement.
- Wherever available products designed or manufactured in the United States, shall be used or given preference for this contract pursuant to N.J.S.A. 40A: 11-18.
- Wherever practical and economical to the Township, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.
- Workmanship

All workmanship shall be in every respect in accordance with the best current practice. When available skilled and certified technicians fully qualified in the various disciplines required, shall be used.

SECTION V - INSURANCE AND INDEMNIFICATION

- Insurance Requirements
 - Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$100,000.

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- General Liability Insurance

This insurance shall have limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 aggregate for property damage, and shall be maintained in force during the life of the contract by the bidder.

- Automobile Liability Insurance

This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

- Certificate of Insurance

The successful bidder shall provide Certificates of the Required Insurance as listed above along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the Township as an additional insured. Said Certificates of Insurance shall state specifically that the Indemnification cited below is guaranteed by the policy. If such statement is not included in the body of the policy shall be typed on the face or back of the certificate.

- Indemnification

Successful bidder will indemnify and hold harmless the Township of Chatham from all claims, suits or action and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, including attorneys fees and costs relating to the defense of such claims, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement. The Township of Chatham shall be named "Additionally Insured" on the Contractor's insurance policy.

SECTION VI - PREPARATION OF BIDS

- The Township of Chatham is exempt from any local, state or federal sales, use or excise tax. Exemption certificates will be provided when required
- Estimated Quantities (Open-end Contracts)

The Township of Chatham has attempted to identify the item(s) so that a replacement schedule of equipment can be prepared. However, past experience shows that the amount ordered over time may be different than that submitted for bidding during the life of this proposed agreement. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J. A.C.5:34-4.9. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

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- Successful bidder 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 include this cost in the bid price agreement, unless stated specifically otherwise in the Technical Specifications.

SECTION VII - STATUTORY AND OTHER REQUIREMENTS

- The Contractor shall familiarize himself and comply with all Federal, State and local laws, ordinances and regulations, which in any manner affect those engaged or employed in the, work, the materials or equipment to be used, or the conduct of the work. No plea or misunderstanding will be considered because of ignorance of the law.

If the CONTRACTOR observes that the Specifications are at variance therewith, they will give the Township prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If the CONTRACTOR performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Township, he will bear all costs arising there from.

The following is a list of some Laws/Regulations which MAY impact on this contract. This list is not intended to be inclusive and is in addition to other requirements, statutes, regulations cited in these General conditions:

- Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of *N.J.S.A 10:5-31 et seq. & N.J.A.C 17:27*. Procurement, Professional and Service Contracts

All successful vendors must submit, upon award the contract or the receipt of the contract, one of the following:

- A photocopy of a valid letter for an approved Federal Affirmative Action Plan, or
- A photocopy of an approved Certificate of Employee Information Report, or
- If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

- Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful bidder is required to read Americans with Disability language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful bidder is obligated to comply with the Act and to hold the Township harmless.

- Prevailing Wage Act (if applicable)

Pursuant to N.J.S.A 34:11-56.25 et seq., successful bidders on projects for public works

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construction, repair or alteration which exceed the statutory minimum value shall adhere to all requirements of the New Jersey Prevailing Wage Act. All workmen employed by the Contractor or his subcontractors shall be paid not less than the prevailing wage rate for that particular craft. If any workmen employed by the Contractor or his subcontractors have been paid less than required, then the Township may terminate the Contractor's or subcontractor's right to proceed with the work. The Contractor or his subcontractors and their sureties would be liable to the Township for any excess costs occasioned by this action.

Prevailing wage rates shall be posted by the contractor and subcontractors and the wage records for the contract shall be accessible to the Township and State officials at reasonable hours. All such records shall be retained for a minimum of two years.

The Contractor and his subcontractors shall be required to submit a certified payroll record to the Township within ten (10) days of the payment of the wages. The Contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The Contractor shall submit said certified payrolls in the form set forth in NJAC 12:60-6.1(c). It will be the Contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the Office of Administrative Law, CN 049, Trenton, New Jersey 08625 or the New Jersey Department of Labor, Division of Workplace Standards.

Contractor and his subcontractors are required to provide a certification as to the required wages then due to any and all workmen for the contract prior to receipt of final payment and final payment will not be made until these wages have been paid or the Township is satisfied that the wages will be paid with the receipt of the final payment.

The prevailing wage rate as determined by the New Jersey Department of Labor and Industry applicable to this contract is on file in the office of the Township or Clerk and is available for inspection at all reasonable hours.

- **Stockholder Disclosure**

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

- **The New Jersey Worker & Community Right to Know Act**

The manufacturer or supplier of a substance or mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name. The manufacturer and supplier must properly label each container. Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheet- must be furnished.

- **Non-Collusion Affidavit**

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and

**TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
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submitted with the bid proposal.

- Safety & Protection

The Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. He will take all necessary precautions for the safety of; and will provide the necessary protection to prevent damage, injury or loss to all employees on the work and other persons who may be affected by the work and all public/private property at the site or adjacent to the work area. The Contractor will be solely responsible for compliance with all relevant State and Federal Law and Regulation governing construction activities and practices.

- Other Related Statutes

- TITLE 40A, Chapter 11, Public Contract Law.
- TITLE 34, Chapter 2, concerning employment of child labor; Chapter 5, concerning safety codes for workers in the construction industry together with the rules and regulations of the State Department of Labor and Industry, Chapter 10, concerning establishment of an eight-hour working day for laborers, workmen and mechanics.
- TITLE 52, Chapter 34, concerning the payment of commissions, percentage, brokerage or contingent fees to solicit or secure the contract.

- Release of All Liens

Prior to the final payment the Contractor shall provide a certification that all liens relating to the contract have been satisfied or will be satisfied through the receipt of the final payment.

- Public Works Contractor Registration Act

All Contractors, subcontractors and sub-subcontractors must register with the Department of Labor prior to bidding or engaging on certain public works contracts (construction, reconstruction, demolition, alteration repair or maintenance of a public building regularly open to and used by the general public or a public institution). A copy of this registration must be provided with any bid proposal.

- New Jersey Business Registration Certification

All Contractors and businesses must submit with their bid proof that they are properly registered with the Department of Treasury of the State of New Jersey pursuant to Chapter 57 of the laws of 2004. This certificate must be provided in accordance with current applicable New Jersey State Law. For any proposal involving subcontractors, the Business Registration Certificate must be provided for both the Contractor and each subcontractor required to be listed in the bid document. See attached detailed information on this requirement.

The Contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the Contractor. Before final payment is made the Contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used. For the term of the

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contract, the Contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, N.J. Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into the State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

- **New Jersey Anti-Discrimination**

The contract for this bid shall require that the Contractor agrees not to discriminate in employment and agrees to abide by all the anti-discrimination laws, including but not limited to N.J.S.A 10:2-1 as included in this packet.

- **Pay-to-Play Legislation**

Pursuant to P.L. 2005, c.271, s3 any business entity that has received \$50,000 or more in a calendar year through agreements or contracts with public entities, must file an annual disclosure statement with the Commission. The Business Entity Annual Statement (Form BE) and filing instructions can be found at www.elec.state.nj.us.

- **Disclosure of Investment Activities in Iran**

N.J.S.A. 52:32-55 prohibits state and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors in Iran. Bidders must indicate if they comply with the law by certifying the form Pursuant to N.J.S.A. 40A:11-2.1 the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

**TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF
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SECTION VIII - BID OPENING / ANALYSIS & AWARD

- Acceptance of Bids

The Township of Chatham reserves the right to waive any immaterial defect or informality in any bid and reserves the right to accept that bid or portion thereof which, in its judgment is in the best interest of the Township. The Township of Chatham also reserves the right to reject any or all bids. Any bid received after the time and date specified shall not be considered.

- Bid Opening

All Bidders or their authorized agents are invited to be present when the bids are opened and read publicly. All bids may be inspected at this time. No bid may be withdrawn after the specified opening time and date. Once opened, all bids become the property of the Township of Chatham and will not be returned to the bidders.

All supply/ service contracts shall be for a minimum of twelve (12) consecutive months unless otherwise noted in technical or supplemental specifications.

The Township of Chatham may award the work on the basis of the Base Bid, or the base bid combined with such Alternates as selected, until a net amount is reached which is within the funds available.

If the award is to be made on the basis of Base Bids only, it will be made to that responsible bidder who's Base Bid, therefore, is the lowest. If the award is to be made on the basis of a combination of a Base Bid with Options, it will be made to that responsible bidder whose net bid on such combination is the lowest.

The Township of Chatham may also elect to award the work on the basis of line items or unit prices, whichever results in the lowest total amount.

When two or more bids are equal in all respects, award may be made at the discretion of the Township by "flip of the coin" (\$.025 United States currency coin) which shall be witnessed by at least three (3) persons and which may be attended by the Bidders or their representatives.

- Contract Award

Should the Township decide to award the contract, it shall notify the successful bidder in writing within sixty (60) days of receipt of bids. Should a successful bidder fail or refuse to execute and deliver such contract, certificates of insurance, required stated documentation and bonds within ten (10) days after receipt of Notice of Award, or within such other time period as specified in the technical specifications, the Township may revoke the acceptance of his proposal and the bidder shall become liable for any difference in the proposal awarded and the amount of the contract which the Township may be obliged to award to another because of the refusal or omission of a successful bidder to execute and deliver the contract and bonds aforementioned, together with any sums which the Township may be obliged to spend by reason for the default of the bidder

The successful bidder will not assign any interest in this bid and shall not transfer any interest in the same without the prior written consent of the Township.

**TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF
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SECTION IX - REJECTION OF BIDS

- Rejection of Bid

The Township of Chatham reserves the right to reject any and all bids for any one or more of the following reasons.

- Qualifications of Bidders

The Township of Chatham may make such investigation as it deems necessary to determine the ability of the bidder to perform the contract and the bidder shall furnish to the Township all such information and data for this purpose as may be requested. The right is reserved to reject any bid if evidence submitted by, or investigation of, such bidder fails to satisfy the Township that such bidder is properly qualified to carry out the obligations of the contract.

- Availability of Funds

Pursuant to statutory requirements, any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually.

- Multiple Bids Not Acceptable

More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

- Unbalanced Bid

In any bid which contains more than one item or unit price, the Township shall reserve the right to reject a bid where the unit prices are not balanced so as to reflect the actual cost of the work to be performed or the materials supplied.

- Unsatisfactory Past Performance

A Bid received from bidders who have previously failed to complete contracts within the time scheduled therefore, or who have performed prior work for the Township in an unacceptable manner, may be rejected.

- Failure to Enter into Contract

Should the bidder, to whom the contract is awarded, fail to enter into a contract within 10 days, Sundays and holidays excepted, the Township may then, at its option, accept the bid of the next lowest responsible bidder.

- Conditional bids will not be accepted.

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
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SECTION X - CONTRACT ADMINISTRATION

- Contract Documents

The Contract documents shall consist of the Contract, the Specifications, and all modifications and addenda incorporated prior to execution of the Contract. All the documents are intended to supplement each other and together constitute a complete set of specifications.

The specifications are intended to require and include all work, equipment, and materials necessary for proper completion of the work contemplated. If in any case the specifications do not show, note or otherwise require some work, equipment or material necessary for that purpose, the Contractor shall, nevertheless, provide same to fulfill the true intent and purpose of the specifications.

- Inspection

The Township Administrator, the Chief Financial Officer, the Chief of Police, or the Township Clerk shall have the right to inspect all materials and work done.

- Authority to Withhold Payment

The Township Administrator, the Chief Financial Officer, the Chief of Police or the Township Clerk, because of subsequently discovered evidence, may cause to be withheld or cause to be nullified, the whole or a part of any payment to such extent as may be necessary to protect the Township from loss because of

- Defective work, materials or equipment not corrected; improper work performed; disapproved substitution of material or equipment specified.
- Claims filed or reasonable evidence indicating the probability of claims being filed.
- Failure of the Contractor to make payments properly to subcontractors or for material or labor.
- A reasonable doubt that the contract can be completed for the balance then unpaid.
- Damage to another contract, agency, municipality, corporation or person.
- When the above grounds are removed, payment shall be made for amounts withheld because of them.

- Financial Procedures

Payment in full shall be made upon the completion of the contract requirements of the specifications. Partial payments shall be made if the required work or equipment can be completed in stages and if previously agreed to by the Administrator. All payments shall be approved by the Township Committee at their bi-monthly meeting. Vouchers shall be submitted at least 10 days prior to this meeting for inclusion upon the agenda. Only properly executed Township vouchers may be used for payments.

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
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Partial payment shall be made on the basis of a certified and approved estimate of work completed. Ten percent (10%) of the amount of each invoice shall be retained by the Township as security for faithful performance and completion of work.

- Timeliness
 - Commencement of Work

The Contractor shall commence work on the project within five (5) working days from the date of execution of the contract by the Township. (Working days excludes Saturdays, Sundays and Designated Township Holidays) or at a date that has been agreed to by the Contractor and Township Administrator. As an example, January 1, 2020.

- Term of Contract – Liquidated Damages

The terms of this contract shall be completed within the time specified for completion of the work. The Township reserves the right to extend this term of the contract upon application by the Contractor providing evidence of circumstances beyond the control of the Contractor preventing his successful completion of the contract.

In the case the Contractor shall fail to complete the work within the time fixed for such completion, or within the time to which such completion may have been extended, the Contractor shall pay to the Township in the sum of one hundred (\$100) dollars for each and every working day that the Information Technology System is not up and running. Starting at twelve (12 o'clock) midnight of the date set for completion of the contract, which said sum, in view of the difficulty or accurately ascertaining the loss which the Township will suffer by reason of delay in the completion of the work hereunder is hereby fixed and agreed as the liquidated damages that the Township will suffer by reason of such delay, and not as a penalty. The Township will deduct, and retain out of the monies which may become due hereunder, the amount of any such liquidated damages.

- The successful bidder/ Contractor shall not assign transfer, convey, sublet or otherwise dispose of any interest in this contract without the prior written consent of the Township.

SECTION XI - TERMINATION OF CONTRACT

- If through any cause, the successful bidder shall fail to fulfill in a timely and proper manner obligations under this contract or if the contractor shall violate any of the requirements of this contract, the Township shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any obligation for balances to the contractor of any sum or sums set forth in the contract.
- Notwithstanding the above, the Contractor shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the contract by the Contractor and

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
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the Township may withhold any payments to the Contractor for the purpose of compensation until such time as the exact amount of the damage due the Township from the contractor is determined.

- The Contractor agrees to indemnify and hold the Township harmless from any liability to subcontractors / suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the Township under this provision.
- In case of default by the successful bidder, the Township may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.
- The Township shall have the right to declare the Contract in default in any of the following eventualities:
 - The Contractor becomes insolvent or a voluntary or involuntary petition in bankruptcy be filed by or against the Contractor.
 - The Contractor makes an assignment for the benefit of creditors pursuant to the Statutes of the State of New Jersey.
 - The Contractor fails to commence work when notified to do so by the Township Administrator, Chief Financial Officer and Chief of Police.
 - The Contractor shall abandon the work.
 - The Contractor shall refuse to proceed with the work when and as directed by the Township Administrator, Chief Financial Officer or Chief of Police.
 - The Contractor shall without just cause, reduce their working force to a number which, if maintained, shall be insufficient, in the opinion of the Township Administrator, to complete the work in accordance with the approved Progress Schedule, and shall fail or refuse to sufficiently to increase such working force when ordered to do so by the Township Administrator.
 - The Contractor shall sublet, assign, transfer, convey or otherwise dispose of this Contract other than as herein specified.
 - A receiver or receivers are appointed to take charge of the Contractor's property or affairs.
 - The Township Administrator shall be of the opinion that the Contractor is or has been unnecessarily, unreasonably, or willfully delaying the performance or completion of the work, and the awards of necessary sub-contractors, or the placing of necessary material and software.
 - The Township Administrator shall be of the opinion that the Contractor is or has been willfully or in bad faith violating any of the provisions of this contract or terms.
 - The work is not completed within the time herein provided therefore or within the time to which the Contractor may be entitled to have such completion extended.

TOWNSHIP OF CHATHAM
GENERAL CONDITIONS – PROFESSIONAL SERVICES, GOODS & SERVICES
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF
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Before the Township shall exercise its right to declare the Contractor in default by reason of the conditions set forth above, the Contractor shall be given an opportunity to be heard. The right to declare in default, for any of the grounds specified or referred to herein, shall be exercised by sending the Contractor a notice signed by the Township Administrator, setting forth the ground or grounds upon which such default is declared. Upon receipt of such notice, the Contractor shall immediately discontinue all further operations under this contract and shall immediately quit the site, leaving UNTOUCHED all materials, equipment, tools and supplies then on the site.

The Township, after declaring the Contractor in default, shall then have the work completed by such means and in such manner, by contract with or without public letting, or otherwise, as the Township shall deem advisable, utilizing for such purposes any of the Contractor's or Sub-contractor's materials, equipment, tools and supplies remaining on the site, as shall be deemed to be available.

After such completion, the Township shall certify the expense incurred in such completion, which shall include the cost of relating as well as the total amount of liquidated damages (at the rate provided for) from the date when the work should have been completed by the Contract, in accordance with the terms hereof to the date of actual completion of the work. Such certifications shall be binding and conclusive upon the Contractor, his Sureties, and any person claiming under the contract, as to the amount thereof.

The expense of such completion, as so certified by the Township shall be charged against and deducted from such monies as would have been payable to the Contractor, if he had completed the work; and the balance of such monies, if any, subject to the other provisions of this Contract, shall be paid to the Contractor without interest after such completion. Should the expense of such completion, so certified by the Township, exceed the total sum which would have been payable under this contract if the same had been completed by the Contractor, any such excess shall be paid by the Contractor to the Township upon demand.

- Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the Township reserves the right to cancel this contract.
- The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be available to the New Jersey Office of the State Comptroller upon request.

SECTION XII - DISPUTE RESOLUTION

Any dispute arising under this Contract shall be resolved in accordance with and subject to the provisions contained in N.J.S.A. 40A: 11-41.1 as outlined below. Nothing in this section shall prevent the Township from seeking injunctive or declaratory relief in court at any time.

TOWNSHIP OF CHATHAM
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- All remedies provided elsewhere in the contract and/or specifications governing the project in dispute shall be exhausted prior to initiating this Dispute Resolution process. Where the Township, authorities are required by contract or specifications to issue a decision, such decision must be rendered within the time constraints in said contract prior to proceeding to resolve the dispute in accordance with this section
- Prior to litigation, the Township and Contractor shall endeavor to settle disputes by mediation in accordance with the current Mediation Rules of the American Arbitration Association. The demand for mediation shall be filed in writing with the other party to the Contract and with the American Arbitration Association, with a copy to the Township Administrator. This demand must cite the specifics of the dispute and the relevant remedies sought.
 - In no event shall a demand for mediation be made more than 30 days after the decision in dispute is rendered by the Township. Nor, more than 30 days after the completion and acceptance of the work and issuance of final payment, nor after the institution of legal or equitable proceedings unless specifically agreed to by all parties to the dispute.
 - Nothing herein shall be construed to prevent the Township and Contractor from agreeing to an alternate dispute resolution procedure in lieu of or in addition to mediation.
- This Dispute resolution procedure shall not prevent the Township from notifying any performance guarantor (Surety) or maintenance guarantor (Surety) of the dispute and requesting the Surety's assistance in resolving any disputes with involve the Contractor's performance or lack thereof
- Default Provisions

For those contracts which do not require a Performance Bond, the following DEFAULT PROVISIONS govern:

- If the Contractor fails to complete the required work within the number of days specified, or abandons the required work for two (2) working days, and fails to commence working within three (3) calendar days after receiving Notice of Default from the Township, then the Contractor is declared to be in fault of the contract. In instances of the default of a contract, the Township of Chatham reserves the right to immediately have the specified work completed by an alternate contractor and the cost of this completion deducted from any and all monies owed to the original Contractor. If insufficient funds are not available within the value of the original contract, then the Contractor shall be liable for any and all extra costs incurred by the Township in completing the specified work.

**TOWNSHIP OF CHATHAM
AFFIRMATIVE ACTION COMPLIANCE NOTICE
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF HARDWARE
AND SOFTWARE**

AFFIRMATIVE ACTION

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

Such equal employment opportunity 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 forth 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, gender identity or expression, disability, nationality or sex.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

**TOWNSHIP OF CHATHAM
AFFIRMATIVE ACTION COMPLIANCE NOTICE
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF HARDWARE
AND SOFTWARE**

The Contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 targeted 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 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; or

**Employee Information Report Form AA-302 (electronically provided by the Division
and distributed to the public agency through the Division's website at: [http://
www.state.nj.us/treasury/contract_compliance](http://www.state.nj.us/treasury/contract_compliance).**

The Contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq

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 _____

**TOWNSHIP OF CHATHAM
AMERICAN WITH DISABILITIES ACT OF 1990
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF HARDWARE
AND SOFTWARE**

AMERICAN WITH DISABILITIES ACT OF 1990

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C~ S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any act benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER must any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its OWN expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with frill and complete particulars of the claim. if any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Business Name (Print):

Representative's Name (Print):

Representative's Title:

Representative's Signature:

Phone:

Date:

**TOWNSHIP OF CHATHAM
EXPERIENCE AND QUALIFICATIONS QUESTIONNAIRE
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

EXPERIENCE AND QUALIFICATIONS QUESTIONNAIRE

This questionnaire must be filled out and submitted as a part of the Proposal. Failure to complete this form or to provide any of the requested information will be grounds for the rejection of the bid proposal. If additional space is required, the respondent shall add additional sheets, which identify the question being answered.

Number of years in business under present name & address: _____

If less than 5 years, list previous names and address:

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them: _____. If yes, provide the details in on a separate page.

Have any liens and lawsuits been filed against the company in the past 5 years: _____

If yes, please provide details:

List similar services you are now providing for which you have signed contract, but not yet started work:

List all major subcontractors to be used to complete the service and the area of their responsibility:

**TOWNSHIP OF CHATHAM
EXPERIENCE AND QUALIFICATIONS QUESTIONNAIRE
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

Please provide at least 3 references below:

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

**TOWNSHIP OF CHATHAM
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF
HARDWARE AND SOFTWARE**

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed for which I am authorized to bid/renew:

Bidder/Offeror: _____

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran;

AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to _____	Bidder/Offeror: _____
Description of _____		Activities: _____
	Duration of Engagement: _____	
	Anticipated Cessation _____	Date: _____
Bidder/Offeror Contact Name: _____	Contact Phone Number: _____	

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Township is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Township of Chatham, New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____ Title: _____

Date: _____

STATEMENT OF OWNERSHIP

This statement is a mandatory requirement of bid submission pursuant to
N.J.S.A. 52:25-24.2. Failure to complete and submit will result in disqualification of the bid.

Page 1 of 2

Part A - Check the Yes or No boxes for questions #1 and #2 as appropriate

Name of Bidder/Proposer		
Organization:	Yes	No
1. Are there any individuals, corporations or partnerships, or other business entities that own a 10% or greater interest in the bidder/proposer?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the bidder/proposer incorporated as a not-for-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to question #1 is NO or the answer to question #2 is YES, execute the certification in Part D. No other information is required. All others continue with Part B.		

Part B: Disclose the identifying information related to all individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/proposer. Use the reverse side if more space is needed. If the owner of 10% or more is:

- An individual, insert only the person's name under Name of Individual and their home address.
- Any other entity, insert the entity's name and business address. For any parent entity that is publicly traded, "interest" includes beneficial interest see also Part C.

If any 10% or more owner, including if the bidder has a direct or indirect parent entity at any level of ownership who owns more than 10%, that owner must also be listed.

Questions concerning ownership disclosure should be considered by the bidder's legal advisors and review of the statute and its related case law. Use Page 2 if additional space is needed. When complete, execute the Certification in Part D.

Name of Individual or Business Entity	Home (for individuals) or Business Address

Part C: Publicly Traded Parent Company Disclosure. Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A.52:25-24.2. Continue Page 2 if more space is needed.

Title of Attached Document or Web link	Page#

Part D: Certification. I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge : that I am authorized to execute this certification on behalf of the bidder/proposer; that the *Township Of Chatham* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *Township Of Chatham* to notify the *Township Of Chatham* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with, and permitting the *Township Of Chatham* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

STATEMENT OF OWNERSHIP

Page 2 of 2

Part B Continued - If necessary, continue entering the identifying information related to the individuals, partnerships and/or any form of corporation owning a 10% or greater interest in the bidder/proposer. If the owner of 10% or more is:

- An individual, insert only the person's name under Name of Individual and their home address.
- Any other entity, insert the entity's name and business address. For any parent entity that is publicly traded, "interest" includes beneficial interest; see also Part C.

If any 10% or more owner, including if the bidder has a direct or indirect parent entity at any level of ownership who owns more than 10%, that owner must also be listed. When done, execute the Certification in Part Don Page 1.

Name of Individual	Home or Business Name	Address

Part C Continued: Publicly Traded Parent Company Disclosure. If necessary, continue entering here if compliance is being met by document submission or provide the website link to the documents, and including the relevant page numbers. When done, execute the Certification in Part D on Page 1.

Title of Attached Document or Web link	Page#

TOWNSHIP OF CHATHAM
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
INFORMATION TECHNOLOGY CONSULTING,
SUPPORT AND INSTALLATION OF HARDWARE AND SOFTWARE

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on Contractors and all subcontractors that **knowingly** provide goods or perform services for a Contractor fulfilling this contract: 1) the Contractor shall provide written notice to its subcontractors to submit proof of business registration to the Contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;

3) during the term of this contract, the Contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A Contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the Contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a Contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,
- 4) during the term of this contract, the Contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A Contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

- <http://www.state.nj.us/treasury/revenue/busregcert.htm>

Township Of Chatham
NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
TOWNSHIP OF CHATHAM:

I certify that I am _____

of the firm of _____

the Respondent making this Proposal for the bid or proposal for the above named project, that I executed the said proposal with 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 this affidavit are true, correct, and made with full knowledge that the Township of Chatham relies upon the truth of the statements contained in said Proposals 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.

Signature of Representative: _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Print Name of Affiant: _____

Notary Public of _____

My commission expires _____

****This form MUST be completed, notarized and submitted with the bid document****

PAY TO PLAY ADVISORY

**Disclosure Requirement
P.L. 2005, Chapter 271, Section 3 Reporting
(N.J.S.A. 19:44A – 20.27)**

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please contact ELEC at:
1-888-313-ELEC (toll free in NJ) or
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

Initials _____

**TOWNSHIP OF CHATHAM
REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

Backup Policy among all locations

Backup of servers at Township is daily to local NAS. Backup occurs each day for 21 days to the local NAS using Veeam Endpoint Backup. Backups are also done for most recent 3 days to current Contractor using TruStor restore if local backup has failed.

Server backup includes shared network drives (J & X). **Local PCs are NOT backed up (C drive)**. Users are instructed to save their work on shared drive to achieve backup.

Email

The Township of Chatham currently has hosted email and archiving through Microsoft Office hosted offsite. Contractor will to update Chatham Township to one of:

- Microsoft Outlook365 (hosted by Microsoft),
- Microsoft Outlook Server hosted by Chatham Township, or
- Microsoft Outlook server hosted at Contractor site

In any case all of Chatham email clients must be updated to reflect selected solution.

Network Infrastructure

Security

Security is handled in hardware on the network via router/firewalls.

Symantec Endpoint Protection is installed on all workstations and is configured for auto definition updates. Malwarebytes (free) is installed to address spyware concerns when/if they arise

Symantec Endpoint Protection is installed on all workstations and is configured for auto definition updates. Malwarebytes (free) is installed to address spyware concerns when/if they arise.

The routers/firewalls are: the main watchguard at the municipal building, which VPNs to: DPW (sonicwall), Sewer (sonicwall), and pool (cisco)

LOCATION	FIREWALL	SUPPORT EXP
MUNICIPAL BLDG	Watchguard T35	Feb 17, 2022
COLONY POOL	Cisco RV042	na
DPW	SonicWall TZ300	support exp: Feb 13, 2020
SEWER PLANT	SonicWall TZ300	support exp: Feb 13, 2020

Routers and switches are running stable manufacture firmware. Upgrade of enterprise grade equipment occurs regularly. Non-enterprise grade equipment is stable, and upgrades reserved to address issues.

NAS

The Synology NAS role is solely as a Veeam Endpoint backup target for the servers. Network drives are hosted by the DC/FILE server.

**TOWNSHIP OF CHATHAM
REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

Internet Connectivity for each Location

Each of four locations has its own internet connection. Internet is from FIOS at Colony while it is Comcast everywhere else.

WiFi

WiFi is via a Netgear device located at Municipal Bldg. It is NOT managed by Hunter.

DNS

The DC servers are supporting chatham-twp.local domain DNS. External DNS for chathamtownship.org and chathamtownship-nj.gov is hosted at the registrar level.

DHCP server

DHCP is handled via what router in each location. Internally, all servers are statically assigned. The workstations are getting DHCP from Watchguard. The internet connection also has a static IP from the carrier.

VMWare

VMWare runs on one of the servers and is used to create Virtual Desktops as needed from home or on low powered physical machines capable of running Edmonds.

Applications among all locations

Desktops use Microsoft Office licensed from Microsoft and Edmonds for Accounts Payable. These are all licenses that were purchased with the associated hardware. Office 365 may be an option here. Seems like this is managed by each user and not Hunter.

Windows Update for OS patches is set to Automatic when PC is received.

Email uses Microsoft Outlook Server hosted at Hunter (*not exclusive to Chatham*). Going forward it is anticipated that the server will be hosted elsewhere or Microsoft Outlook Server 365 which is located in the Microsoft cloud will be used. All Township email addresses or routes will be updated as needed.

Other applications in use include Munidex for pet licensing, Spatial Data Logic for the Construction Office and Code Inspections, as well as Prime Point for payroll.

Avaya Phones

Support of phones are NOT part of this bid.

**TOWNSHIP OF CHATHAM
REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

REQUEST FOR PROPOSAL

Please circle YES or NO to each of the following:

- Vendor is Microsoft Certified System Engineer (MSCE/MCITP). **YES/NO**
- Vendor is Microsoft Office Certified. **YES/NO**
- Vendor must have coverage capability as indicated earlier. **YES/NO**
- Vendor must supply a minimum of three governmental references where similar services were used **YES/NO**
- All work must be done by vendor and not sub-contracted unless otherwise agreed **YES/NO**
- Vendor has system in place to provide the Township with periodic detailed audit reports of all work done including dates, effort time, and issues addressed. The Township may request the audit reports at any time. **YES/NO**
- Vendor must support buildout and updates for Microsoft Windows OS including updates.
- Vendor support for installing and updating Microsoft Office including Outlook for email. **YES/NO**
- Vendor should support Microsoft Outlook for email for Chatham Township. **YES/NO**

Email solution provider is currently Microsoft Outlook Server hosted by current Contractor. It is anticipated that the Outlook Server will be relocated to Township or another location. Alternately it could move to Outlook Server 365 hosted at Microsoft. The current configurations will change.

- Vendor must support anti-virus and anti-malware solutions for Township servers and desktops whether current solution (Symantec Endpoint and AntiMalwareBytes) or a different solution. **YES/NO**
- Vendor should support Township Backup solution **YES/NO**

Currently:

ONSITE: Veeam Endpoint Backup target to Township Synology NAS for 21 days
OFFSITE: Currently TruStor backup servers located at Hunter NOCs for most recent 3 days. Vendor will need to identify an offsite solution for the Township.

**TOWNSHIP OF CHATHAM
REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

Vendor will need to demonstrate that backup solution is working.

- Backup and installation support applies for all Township functions including:
 - a. Financial software – Edmunds
 - b. Pet Licensing – Munidex
 - c. Payroll – PrimePoint
 - d. Construction & Code Inspections – Spatial Data Logic (SDL)
- Vendor Microsoft virtualization Hyper-V software. Chatham uses to spawn virtual servers to support Edmonds users as needed . **YES/NO**
- Vendor must support a variety of PCs acquired over time as estimated previously including small number of servers. **YES/NO**
- Vendor must support Township firewalls including Watchguard T35, Cisco RV042, and SonicWall TZ300. **YES/NO**

LOCATION	FIREWALL	SUPPORT EXP
MUNICIPAL BLDG	Watchguard T35	Feb 17, 2022
COLONY POOL	Cisco RV042	na
DPW	SonicWall TZ300	support exp: Feb 13, 2020
SEWER PLANT	SonicWall TZ300	support exp: Feb 13, 2020
POLICE	SonicWall TZ300	support exp: Feb 13, 2020

- Vendor must support Township wireless access points: Netgear AP <http://10.0.0.101:8080>. **YES/NO**
- Vendor must support anti-virus and malware solutions. **YES/NO**
Currently using Symantec Endpoint protection and Malwarebytes.
- Vendor must provide a Network Security plan.to the Township. **YES/NO**
- Vendor musat support network connectivity components currently used at each location by Chatham Township including internet connectivity DNS, DHCP, and WiFi. **YES/NO**
- Vendor must support adding users or workstations as needed. **YES/NO**
- Vendor shall provide System Open Architecture description in digitized format. **YES/NO**
- Vendor shall provide Technology Master Plan for budgetary purposes. **YES/NO**
- Vendor shall provide cost and hours. **YES/NO**

**TOWNSHIP OF CHATHAM
REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

- File Server Management including backup/restore, availability, capacity, frequency. **YES/NO**

- Workstation management including OS, OS update policy, email. Shared files, backup/restore, networking. **YES/NO**

- Device mgmt, printers/scanners, workstations, networks, phones, etc. **YES/NO**

- Networking, internal LAN(s), WAN, Internet, routers, DNS, Cloud, WiFi. **YES/NO**

- Firewalls, Policies, Gateway. **YES/NO**

- Documentation of physical hardware and any Service Level policy including an inventory of machines/OS/version, network devices, peripherals. **YES/NO**

- General Consulting/IT services. **YES/NO**

- Any **NO** response(s) please elaborate below or attach to the proposal.

END OF COST PROPOSAL AND TECHNICAL SPECIFICATIONS

**TOWNSHIP OF CHATHAM
PROPOSAL REQUIREMENTS
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

PROPOSAL REQUIREMENTS

A. Evaluation, Review and Selection

1. Rejection of Proposals – The Township reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the Township that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated herein.
2. Evaluation Team – The Township will select an evaluation team to review all proposals. The Evaluation Team will be the Township Administrator, Chief Financial Officer and Chief of Police.
3. Evaluation Process – The evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest ranking respondent will then be recommended to the Township Committee for award of contract.
4. Evaluation Criteria – The criteria considered in the evaluation of each proposal follows. The arrangement of the criteria is not meant to imply order of importance in the selection process. The criteria weighting will be presented at the scheduled opening of proposals. All criteria will be used to select the successful respondent.
 - a. Understanding the Requested Work – This will be based on the quality of the content of the RFP and the respondent's ability to communicate a thorough understanding of the required tasks and the approach to meet the scope of the work outlined in the RFP. The proposals will be evaluated for general compliance with the instructions and requests issued in the RFP. Non-compliance with significant instructions will be grounds for disqualification of proposals.

TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE

- b. Knowledge and Technical Competency - This includes the ability of the respondent to perform all the tasks and fulfill adequately the stated requirements. The respondent will be evaluated on suitability for the tasks required. Proposals must contain complete written discussion regarding planning preparation and service processes.

References provided by the respondent shall be checked and considered as part of the evaluation.

- c. Management, Experience and Personnel Qualifications - An employee of the respondent shall be identified as the Site Manager. The proposal shall include a written description of the Site Manager's experience and work history.

B. Notice of Award:

The successful respondent will be notified of the award of contract upon a favorable decision by the Township Committee. A letter indicating the award and a copy of the award resolution will be sent along with a contract, and the successful respondent will have seven (7) days to sign and return to the Township Administrator for execution.

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

**TOWNSHIP OF
CHATHAM PROPOSAL
FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

It is the intention of these specifications by the Township of Chatham to solicit proposals from qualified individuals/firms to provide Information Technology Consulting, Support and Installation of Hardware and Software associated items. Bids will be evaluated in accordance with the criteria set forth in this Bid Request. One or more individuals/firms may be selected to provide services. Equipment and software purchased during the life of this contract must be transferrable to other locations if needed. It is anticipated that the successful bidder will work with an Architect and Engineer on building upgrades or the construction of a new facility.

A. PERIOD OF CONTRACT

January 1, 2020 through December 31, 2023

Note: There is an option to renew this contract for up to four(4) additional years, until December 31, 2026.

B. ROLES AND RESPONSIBILITIES

The Information Technology Consulting, support, as well as installation of hardware and software, shall include, but not be limited to, provision of the following services for all Township offices. All units to have phone support during business hours Monday to Friday from 8:00 am to 5:00 pm staffed to provide support the Township. In the event of equipment failure during the hours of 8:00 am to 5:00 pm Monday through Friday, a four (4) hour onsite response time is required.

The costs for the applications, anti-spam, anti-spyware, and anti-virus software is not included under this proposal, but the labor is included under this proposal. The cost for the software or application(s) is in addition to this contract. The Township of Chatham can purchase or provide hardware, software, appliances, and any other associated or required item(s) for the Township at no additional cost to the contract.

It is highly recommended that the bidder review the current network to become familiarized with all of the current hardware and the current configuration of the network before bidding.

C. SUPERVISION:

The Contractor shall furnish a competent individual to act as supervisor and contact and work in cooperation with the Township Administrator.

D. SUBCONTRACTING

No portion of the work called for in this contract shall be sub-contracted to a third-party without the prior written consent of the Township of Chatham after a contract is awarded. In such case, the Contractor shall bind the subcontractor to all of the other terms of this contract, specifically including those regarding equipment, insurance, licensing and performance and submit a letter with the name and address of all third party contractors prior to any work commences.

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

E. PAYMENT:

Contractor shall submit a complete itemized invoice account of the operating time for each operator, by dates. Payments to be made by the Township voucher process as provided by law.

EXTENSION OF CONTRACT:

The Township Committee at its sole discretion, in accordance with NJSA 40A 11-1 et seq., may, by adoption of resolution, extend the contract for up to a total of seven (7) years as outlined in Chapter 79 (Corrected Copy C.40A:11-15 (5)) which was approved on May 2, 2019. Or, by adoption of a resolution extend the contract for up to four (4) one (1) year period(s) if they determine; that the contact service is being performed in an effective and efficient manner and if any price change included as part of an extension shall be based upon the price of the original contracts as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the twelve (12) months preceding the most recent quarterly calculation available at the time the contract is renewed and the terms and conditions of the contract remain substantially similar.

Index rate is defined as the rate of annual percentage increase, rounded to the nearest half-percent in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services, computed and published quarterly by the United States Department of Commerce, Bureau of Economic Analysis.

F. PROPOSAL LIMITATIONS:

This Bid is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issue of this Bid. The Township reserves the right at the Township's sole discretion to refuse any proposal submitted.

G. USE OF INFORMATION

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("information") furnished or disclosed by the Township to the bidder in conjunction with this Bid shall remain the property of the Township. All copies of such information shall be returned to the Township upon request. Unless such information was previously known to the bidder, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the bidder, shall be used only for the purposes of this Bid, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

BID PROPOSAL FORM

We the undersigned company, agree to provide Information Technology Consulting, Support and Installation of Hardware, in compliance with all requirements of the attached specifications as to quality and delivery to the Township of Chatham as follows:

PROPOSAL:

INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF HARDWARE AND SOFTWARE as per specifications

2020 Hourly Rate \$ _____

2020 Hourly Rate Amount In Words (Please Print):

2021 Hourly Rate \$ _____

2021 Hourly Rate - Amount in Words (Please Print):

2022 Hourly Rate \$ _____

2022 Hourly Rate - Amount In Words (Please Print):

2023 Hourly Rate \$ _____

2023 Hourly Rate - Amount In Words (Please Print):

2024 Hourly Rate \$ _____

2024 Hourly Rate - Amount In Words (Please Print):

2025 Hourly Rate \$ _____

2025 Hourly Rate – Amount In Words (Please Print):

2026 Hourly Rate \$ _____

2026 Hourly Rate – Amount In Words (Please Print)

All prices are exclusive of all taxes and are the basis of delivery to the Township of Chatham, County of Morris, State of New Jersey.

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

Each proposal submitted must be on forms supplied by the Township and no other will be accepted. Certain written requirements are specified in this bid to be submitted with the bid package. These requirements must be included in the bid package or the bid will be rejected.

The Township reserves the right to reject any and all bids, either in whole or in part, when, in the judgment of the Township Committee, the public interest will best be served by doing so; and, where the proposal contains more than one item to be bid upon, to accept the bid or bids of any or all items contained therein, determining low bid either on the basis of comparison of the aggregate of all items bid or on the basis of a comparison of bids, item by item.

Company Name	Federal ID # or Social Security #
Address	City, State, Zip
Print or Type Name and Title of Authorized Agent	Signature of Authorized Agent
Date	Phone
Fax	Email

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

A. File Server Management:

- A. The management pricing is for the servers and applications and periodically test that it is working.
- Daily on-line real time monitoring of critical functions.
 - Unlimited on-site and remote support. The file servers require a four (4) hour onsite emergency response time during business hours Monday to Friday from 8:00 a.m. to 5:00 p.m.
 - Complete service pack and patch updates on a regular basis.
 - Review all ancillary programs, including but not limited to firewall and antivirus programs for updates etc., and confirm system maintenance checks are being performed.
 - Perform data backup across all servers and applications.
 - Manage and monitor the server to ensure maximum up time.

B. 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 network traffic, block restricted sites, and prevent cyber-attacks are to be reviewed and recommendations are to be made. The contractor must have demonstrated successful experience in supporting Microsoft office, Microsoft Server, Edmunds, Munidex, Spacial Data Logic, Sonicwall Firewalls, Synology NAS with cloud back up, finance and tax applications, as well as other New Jersey municipal based computer software applications, as appropriate.

The price is for virtualized servers described above.

Price per month \$_____

Price per month in words_____

Annual Price \$_____

Annual price in words_____

B. Managed Care

- B. Complete patch management.
- C. Maintain properly functioning configurations.
- D. Installation and or upgrading of Township supplied printers and copiers.
- E. Manage and monitor the workstations to ensure maximum up time.
- F. The number of work stations can increase or decrease at any time. The monthly price will increase or decrease accordingly.

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

2. General Consulting/IT services:

A. Examples of general IT services are: server, workstation, printer, network

device consultation, configuration, and installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting.

B. 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 network traffic, block restricted sites, and prevent cyber-attacks are to be reviewed and recommendations are to be made. The contractor must have demonstrated successful experience in supporting Microsoft office, Microsoft Server, Edmunds, Munidex, Spacial Data Logic, Sonicwall Firewalls, Synology NAS and cloud back up, finance and tax applications, as well as other NJ municipal based computer software applications, as appropriate.

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

C. Backup

Currently Township utilizes a Synology 5 bay NAS and VEEAM End Point backup.

Service is to include a recommendation-consulting of the proper service to utilize. The service can be purchased directly from the vendor by the Township of Chatham at no additional cost to this contract or it can be contracted with the successful bidder.

Price per month \$ _____

Price per month in words _____ dollars

Annual price \$ _____

Annual price in words _____ dollars

MalwareBytes End Point protection is currently used by the Township for virus check.

D. Number of on-site visits and/or hours included per month

Number of onsite visits and/or hours per month _____

Number of onsite visits and/or hours per month in words _____

E. Hourly labor rate for any additional services not included in the managed services above.

Price per hour \$ _____

Hourly rate in words _____ dollars

F. Please describe the cost and description of any other services that may be incurred during the year that is not included in the managed services quotes above:

END OF COST PROPOSAL AND TECHNICAL SPECIFICATIONS

This bid includes minimum bidder qualifications and requirements allowing the Township of Chatham to select the most qualified, responsive and responsible bidder.

BIDDER QUALIFICATIONS:

A. In an effort to assess the reliability, experience and dependability of the bidder:

1. Has the bidder ever filed for Bankruptcy/restructuring?

Yes ___ No ___ *If yes, please give a full explanation including dates in the bidder's cover letter.*

2. Has the bidder ever reorganized from a previous bankruptcy using a different or same name?

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

Yes ___ No ___ *If yes, please give a full explanation including dates in the bidder's cover letter.*

3. In an effort to verify the reliability, experience and dependability of the bidder, the bidder may be required to provide references. Does the bidder agree to provide references if requested?

Yes ___ No ___ *If no, please give a full explanation in the bidder's cover letter.*

4. I agree to up to two (2) one (1) year extension(s) as described in the specifications if awarded by the Mayor and Council. The successful Vendor will be required to hold prices awarded for the life of the contract. Please check.

Yes ___ No ___

4. Any exceptions to the specifications taken.

Yes ___ No ___

Exception(s)

Signature of Authorized Agent

Date

(Corporate Seal, if appropriate)

BIDDERS INFORMATION SHEET

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the bid and agrees, if this bid is accepted, to furnish and deliver services per the following:

Please fill in the following information and submit with your proposal:

COMPANY NAME: _____

ADDRESS: _____

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

PHONE NUMBER: _____

FAX NUMBER: _____

FEDERAL I.D. NUMBER: _____

NAME OF PERSON PREPARING BID: _____

PHONE NUMBER: _____ EXT. _____

CONTACT PERSON FOR CORRESPONDENCE REGARDING THE PROPOSAL

NAME: _____

ADDRESS: _____

PHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

PROJECT COORDINATOR

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

CELL PHONE NUMBER: _____

FAX NUMBER: _____

PERSON TO CONTACT: _____

EMAIL ADDRESS: _____

**TOWNSHIP OF CHATHAM
BID PROPOSAL FORM
INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
INSTALLATION OF HARDWARE AND SOFTWARE**

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver the services per Schedule of Values for this contract.

Name of Bidder _____

Signature of Bidder: _____

Title: _____

Print Name: _____

Date: _____

Sworn and subscribed before me
on this _____ day of _____, 20____

Notary Public
State of New Jersey
My commission expires:

**TOWNSHIP OF CHATHAM
 BID PROPOSAL FORM
 INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND
 INSTALLATION OF HARDWARE AND SOFTWARE**

APPENDIX A

Department	Type	Name/Location	Start Date	Model	Service Tag	Office Version	Windows Version	Monitor	Notes
Police	Computer	Evidence	Oct-10	Optiplex 380	70SL1N1	2007 Standard	7 Pro	Yes	
Police	Computer	Process-PC	Nov-10	Optiplex 380	C28NN1	2007 Standard	7 Pro	Yes	
Police	Computer	Detective-1	Oct-17	Optiplex 3050	JPL4XK2	2010 Pro Plus	7 Pro	Yes	
Police	Computer	Sergeant's Office	Nov-12	Optiplex 3010	2R28WV1	2010 Pro Plus	7 Pro	Yes	
Police	Computer	Detective-2	Oct-17	Optiplex 3050	JPL2JK2	2010 Pro Plus	7 Pro	Yes	
Police	Computer	Admin-58T	Nov-12	Optiplex 3010	2R27YV1	2010 Pro Plus	7 Pro	Yes	
Police	Computer	Chief	Dec-14	Optiplex 3010	2H7V4M02	2013 Pro Plus	7 Pro	Yes	
Police	Computer	Command left	May-14	Optiplex 3010	2H7V4M02	2013 Pro Plus	7 Pro	Yes	
Police	Computer	Command right	May-14	Optiplex 3010	2H7V4M02	2013 Pro Plus	7 Pro	Yes	
Police	Computer	Projector-PC	Nov-12	Optiplex 3010	3V4WV1	2013 Pro Plus	7 Pro	Yes	
Police	Computer	Secretary-2019	Jun-13	Optiplex 3060	8LD7VY2	2013 Standard	7 Pro	Yes	
Police	Laptop	Miller-Laptop	Oct-17	Latitude 5580	10G2MH2	2013 Standard	10 Pro	Yes	
Police	Computer	Miller-Desktop	Oct-17	Optiplex 2050	2R27YV1	2013 Standard	10 Pro	Yes	
Police	Tablet	Tablet-1	Sep-17	Toughbook CF-33	7HTTA06577	N/A	10 Pro	Unk	
Police	Tablet	Tablet-2	Sep-17	Toughbook CF-33	7HTTA07006	N/A	10 Pro	Unk	
Police	Tablet	Tablet-3	Sep-17	Toughbook CF-33	7HTTA06676	N/A	10 Pro	Unk	
Police	Tablet	Tablet-4	Sep-17	Toughbook CF-33	7HTTA06972	N/A	10 Pro	Unk	
Police	Tablet	Tablet-5	Sep-17	Toughbook CF-33	7HTTA06929	N/A	10 Pro	Unk	
Police	Tablet	Tablet-6	Sep-17	Toughbook CF-33	7HTTA06979	N/A	10 Pro	Unk	
Police	Tablet	Tablet-7	Sep-17	Toughbook CF-33	7HTTA06621	N/A	10 Pro	Unk	
Police	Server	CTPD-SHV	Jun-16	Poweredge R530	BMNYH82	N/A	Server 2012 R2	Unk	
Police	Server	Server	Mar-18	Poweredge 440	Unk	N/A	Server 2016 Std	Unk	
Police	Server	mvsrserver	Unk	Equus Mobilis	Unk	N/A	7 Pro	Unk	
Police	Printer	Chief	N/A	Brother HL	N/A	N/A	N/A	N/A	
Police	Printer	Lt. Slayton	N/A	Brother HL 5040	N/A	N/A	N/A	N/A	
Police	Printer	Secretary's Office	N/A	Xerox Workcenter 5334S	N/A	N/A	N/A	N/A	
Police	Printer	Secretary's Office	N/A	Brother TN 630 HL L2660W	N/A	N/A	N/A	N/A	
Police	Printer	Secretary's Office	N/A	Xerox Versa Link C7025	N/A	N/A	N/A	N/A	
Police	Printer	Sergeant's Office	N/A	HP LaserJet P1505	N/A	N/A	N/A	N/A	
Police	Printer	Administration Sergeant's Office	N/A	HP LaserJet 1022	N/A	N/A	N/A	N/A	
Police	Printer	Detective Bureau	N/A	Brother HL L2370DW	N/A	N/A	N/A	N/A	
Police	Printer	Detective Bureau	N/A	Brother MFC L2700DW	N/A	N/A	N/A	N/A	
Police	Printer	Command Center	N/A	Work Center 7845	N/A	N/A	N/A	N/A	
DPW	Computer	Donald Kidd	N/A	Optiplex 3040	5-4LHB82	2010 Pro Plus	7 Pro	Yes, Dell	
DPW	Printer	Copy Room	Unk	Konica Minolta Bizhub 284e	N/A	N/A	N/A	N/A	
DPW	Printer	Copy Room	Unk	Dell Inspiron 3275 AIO Series	N/A	2016 Standard	10 Pro	Yes, like an iMac	
DPW	Computer	Copy Room	Unk	Samsung Xpress M2020W	N/A	2016 Standard	10 Pro	N/A	
DPW	Fax	Copy Room	Unk	Optiplex 3050	77QOHN2	2016 Standard	10 Pro	Yes, Dell	
DPW	Computer	Kristi's Office	Unk	HP OfficeJet Pro 6978	N/A	N/A	N/A	N/A	
DPW	Computer	Tommy Hillis's Office	Nov-17	Optiplex	1R6R0M2	2016 Standard	10 Pro	Yes, Dell	
DPW	Printer	Tommy Hillis's Office	Unk	HP LaserJet Pro MFP M130In	N/A	N/A	N/A	N/A	
DPW	Printer	Jay's Office	Unk	Optiplex 3050	77ZRHN2	2016 Standard	10 Pro	Yes, Dell	
DPW	Printer	Jay's Office	Unk	HP LaserJet P1102W	N/A	N/A	N/A	N/A	
DPW	Computer	Rich Young	Unk	Optiplex 3020	80RZC32	2010 Pro Plus	7 Pro	Yes, Dell	
DPW	Printer	Rich Young	Unk	HP LaserJet M1212In MFP	4P6YDZ1	2007 Standard	7 Pro	Yes, Dell	
Construction	Computer	Chris Shay's Desk	Jan-14	Optiplex 3010	N/A	N/A	N/A	N/A	
Construction	Printer	Chris Shay's Desk	Unk	HP LaserJet P1102W	N/A	N/A	N/A	N/A	
Construction	Computer	Kathleen Dafoa	Mar-15	Optiplex 3020	39GFB82	2010 Pro Plus	7 Pro	Yes, Dell	
Construction	Printer	Kathleen Dafoa	N/A	Canon Image Class M121bn	N/A	N/A	N/A	N/A	

TOWNSHIP OF CHATHAM BID PROPOSAL FORM INFORMATION TECHNOLOGY CONSULTING, SUPPORT AND INSTALLATION OF HARDWARE AND SOFTWARE

Department	Type	Name/Location	Start Date	Model	Service Tag	Office Version	Windows Version	Monitor	Notes
Construction	Computer	Kail Tsimboukis	Feb-12	Optiplex 390	H34M151	2010 Pro Plus	7 Pro	Yes, Dell	
Construction	Printer	Copy Room	N/A	Konica Minolta Bizhub 368	N/A	N/A	N/A	N/A	
Construction	Computer	Jeanne O'Garra	Dec-17	Optiplex 5050	53MVBW2	2016 Standard	10 Pro	Yes, Dell	
Construction	Computer	Counter	Dec-17	Optiplex 5050	53MX3W2	2016 Standard	10 Pro	Yes, Dell	
Construction	Computer	Greg's Office	Dec-17	Optiplex 5050	53MVBW2	2016 Standard	10 Pro	Yes, Dell	
Construction	Printer	Greg's Office	N/A	HP LaserJet 41	N/A	N/A	N/A	N/A	
Construction	Fax	Office Behind Jeanne	N/A	Brother IntelliFax 2820	N/A	N/A	N/A	N/A	
Administration	Laptop	Bob Hoffman	Jan-02	Dell Laptop (not used)	3001531	N/A	XP	N/A	
Administration	Computer	Bob Hoffman	Jan-11	Dell (not used)	112HK01	N/A	7 Pro	N/A	
Administration	Laptop	Bob Hoffman	Jan-11	Dell (not used)	112HK01	N/A	7 Pro	N/A	
Administration	Computer	Bob Hoffman	Jan-11	Dell (not used)	112HK01	N/A	7 Pro	N/A	
Administration	Computer	Next to Kathy Buckley's Desk	Unk	Optiplex 3010	FMCHQV2	2010 Pro Plus	365 10 Pro	Yes, two Dell	
Administration	Computer	Kathy Buckley	Unk	Optiplex 3020	1N17PV1	2010 Pro Plus	7 Pro	Yes, NEC monitor	
Administration	Printer	Kathy Buckley	Unk	HP Officejet Pro 7720	BYX832	2010 Pro Plus	7 Pro	Yes, Dell	
Administration	Printer	Mail Room	N/A	Konica Minolta Bizhub 654e	N/A	N/A	N/A	N/A	
Administration	Computer	Erin's Office	N/A	Optiplex 3020	N/A	N/A	N/A	N/A	
Administration	Printer	Greg Laconte	N/A	HP LaserJet P1006	N/A	N/A	N/A	N/A	
Administration	Computer	Debbie's Office	N/A	Optiplex 3010	4P6X021	2007 Standard	7 Pro	Yes, Dell	
Administration	Printer	Debbie's Office	N/A	HP Officejet Pro 7720	N/A	N/A	N/A	N/A	
Administration	Printer	Debbie's Office	N/A	HP Officejet 250 Mobile All-in-One	N/A	N/A	N/A	N/A	
Administration	Laptop	Debbie's Office	Jan-07	Dell Inspiron	DY8H122	2016 Standard	10 Pro	N/A	
Administration	Computer	Doug Leavens	Unk	Optiplex 3010	5261PV1	2007 Standard	7 Pro	Yes, Dell	
Tax	Computer	Tax Assessor's Office	Unk	Optiplex 3020	4Q278012	2010 Pro Plus	7 Pro	Yes, two Dell	
Tax	Computer	Antonia Russo's Desk	Unk	Optiplex 3020	2B77PV1	2007 Standard	7 Pro	Yes, Dell	
Tax	Computer	Next to Antonia Russo's Desk	Unk	Optiplex 380	2K17PV1	2010 Pro Plus	7 Pro	Yes, two Dell	
Tax	Computer	Front Desk	N/A	Optiplex 3040	4X4HC82	2010 Pro Plus	7 Pro	Yes, Dell	
Tax	Printer	Front Desk	N/A	HP LaserJet P2055dn	N/A	N/A	N/A	N/A	
Colony Pool	Laptop	Main Office	Unk	Dell	G82XX82	2016 Standard	7 Pro	N/A	
Colony Pool	Printer	Main Office	Jan-13	Samsung	HY3A91MD1047831	N/A	N/A	N/A	
Colony Pool	Printer	Main Office	N/A	HP Photosmart C4280 All-in-One	N/A	N/A	N/A	N/A	
Colony Pool	Laptop	Entrance	Unk	Dell	GWCV932	2007 Standard	7 Pro	N/A	
Colony Pool	Laptop	Entrance	Unk	Dell	HWCV932	2016 Standard	7 Pro	N/A	
Sewage	Laptop	Mike's	Jan-07	Dell	B475062	2010 Pro Plus	10 Pro	N/A	
Sewage	iMac	Mike's Office	Unk	Mac	N/A	N/A	N/A	N/A	
Sewage	Printer	Mike's Office	N/A	HP Officejet Pro 8600 Premium	N/A	N/A	N/A	N/A	
Sewage	Computer	Matt Miller	Unk	Optiplex 3010	N/A	N/A	N/A	N/A	
Sewage	Printer	Matt Miller	N/A	HP Color LaserJet Pro MFP M177w	3Y61PV1	2010 Pro Plus	7 Pro	Yes, Sceptre	
Sewage	Printer	Outside Miller's Office	N/A	Stewart Industries Savin 403SE	N/A	N/A	N/A	N/A	
Sewage	Laptop	Matthew	Unk	MacBook Pro 15 inch	N/A	N/A	N/A	N/A	
Sewage	Computer	Server Room	Jul-13	Poweredge T1101	CO2Y81CLVDQ	N/A	N/A	N/A	Maintenance Contract with Co. for repairs
Sewage	Computer	Server Room	Jul-13	Poweredge T1101	CPM87Y1	N/A	Server 2008	Yes, Dell	
Sewage	Digital Station	Server Room	Unk	Aveya IP Office 500	8W7WHX1	N/A	Server 2008	Yes, Dell	
Sewage	Control Unit	Server Room	Unk	Aveya IP Office 500 V2	N/A	N/A	N/A	N/A	
Sewage	Server	Server Room	Unk	Aveya	N/A	N/A	N/A	N/A	
Sewage	Server	Server Room	Unk	Aveya	N/A	N/A	N/A	N/A	