

CITY OF WOODBURY, NEW JERSEY

REQUEST FOR PROPOSAL

For

"POLICE EXTRA DUTY MANAGEMENT"

I. PURPOSE AND INTENT

The Woodbury Police Department is requesting proposals from qualified service providers to administer Police Extra Duty employment. The expected services are described in **Section III** of this request for proposal (RFP).

The intent of this RFP is to award a contract through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq., to the responsive and responsible bidder whose RFP is most advantageous to the City of Woodbury in accordance with the New Jersey Public Contracts Law.

II. PROPOSAL SUBMISSION

- 1) Submissions shall be submitted in sealed envelopes and must be marked **“RFP FOR POLICE EXTRA DUTY MANAGEMENT”** and addressed to:

**City of Woodbury
Attention: Daneen D. Fuss, RMC
City Clerk
33 Delaware Street
Woodbury, NJ 08096**

- a) **The proposal must be received no later than March 24, 2020 at 11:00 A.M.**

Faxed proposals will NOT be accepted.

- 2) **Any inquiry concerning this RFP should be directed in writing by email or fax to:**

Daneen D. Fuss, RMC
Email: dfuss@woodbury.nj.us

- 3) All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The City will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The City reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The City further reserves the right to make such investigations as it deems

necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals.

- 4) All contractors on projects for public work shall adhere to all requirements of the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq. and the New Jersey Prevailing Wage Act, N.J.S.A 34:11-56.25 et seq.

III. SCOPE OF WORK AND/OR ITEM

The Woodbury Police Department is requesting proposals from qualified service providers to administer Police Extra Duty employment. Proposals shall be from vendors who will provide assistance to the Police Department with the administration of the Police Extra Duty function and be responsible for maintaining and updating hours worked for the purposes of generating reports for payroll input, administrative fee billing and assist the Woodbury Police Department with management of Police Extra Duty records.

General Requirements:

1. Administer the scheduling of all Police Extra Duty job assignments with individuals and representatives of companies, organizations and institutions who wish to hire officers to work extra duty details and vet new customers per the Woodbury Police Department's guidelines.
2. Scheduling extra duty details with Woodbury Police Department's personnel in a manner consistent with department rules. Communicate as needed with department personnel to confirm detail assignment scheduling and details worked.
3. Invoicing Customers and following-up on invoice collections in a manner agreed upon with the Woodbury Police Department.
4. Manage payment process in conjunction with the City of Woodbury's existing payroll process. Vendor will provide payroll files and direct deposit payments covering all details of the extra duty jobs and administrative fees charged consistent with the City of Woodbury's existing payroll process periods.
5. Provide the Woodbury Police Department with appropriate reporting and transparency with the Police Extra Duty program on an on-going basis.
6. Must accept all Customer credit risk and finance, at sole cost to the Vendor, all financing "float" costs associated with invoicing Customers. Invoice remittance timing will not affect the time of payroll and administrative fee payments.
7. The Vendor shall not commence work under this contract until it has obtained the insurance required under this section. All required insurance coverages

must be underwritten by insurers allowed to do business in the State of New Jersey and acceptable to the City.

Commercial General Liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

- \$1,000,000 each occurrence;
- \$1,000,000 personal and advertising injury;
- \$3,000,000 general aggregate per project;
- \$3,000,000 products/completed operations aggregate;

City of Woodbury, including all elected and appointed officials, all employees and volunteers shall be added an Additional insured on the all liability policies. A copy of the additional insured endorsement must be attached to the certificate.

This insurance shall include:

- Contractual Liability

This coverage shall be primary to the Additional Insureds and shall not be contributing with any other insurance or similar protection available to the Additional Insureds, whether other available insurance be primary, contributing or excess.

Third-Party Fidelity Bond: During the life of this contract the vendor shall procure and maintain Fidelity Bond coverage in the amount of \$50,000. Coverage is to include property and money of third parties.

Workers' Compensation insurance or its equivalent in accordance with the statutes of the State of New Jersey, including "other states" coverage: employer's liability insurance with minimum limits of \$500,000 each accident for bodily injury by accident; \$500,000 each employee for bodily injury by disease; and \$500,000 policy limit for bodily injury by disease.

Professional Liability Insurance/Errors and Omissions Liability Insurance with coverage of at least One Million Dollars (\$1,000,000.00) per occurrence/annual aggregate.

The Vendor shall provide the City at the time the contract is returned to them for execution, Certificate(s) of Insurance evidencing such required coverages. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal Certificate(s) to the City at least ten (10) days prior to the expiration date.

IV. MANDATORY REQUIREMENTS

1) BUSINESS REGISTRATION

N.J.S.A. 52:31-44 requires that each vendor awarded a contract submit proof of business registration with the submission. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609)292-1730. 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. (P.L. 1975, c. 127).

2) FORM W-9

3) AFFIRMATIVE ACTION COMPLIANCE NOTICE (Exhibit A)

4) REQUEST FOR PROPOSAL FORM (Exhibit B)

5) RFP DOCUMENT CHECKLIST (Exhibit C)

V. AWARD CRITERIA

- 1) Price
- 2) Compliance with RFP Specifications
- 3) Experience of the Bidder
- 4) Product availability
- 5) The Bidders past performance under similar contracts including if applicable, the Division of Purchase and Property's vendor performance database.

VI. SELECTION AND CONTRACT

The City Council will select the vendor deemed most advantageous to the City, price and other factors considered. The resulting contract will include this specification, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

(Exhibit A)

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; OR
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

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. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

(Exhibit B)

REQUEST FOR PROPOSAL FORM

The undersigned proposes to furnish and deliver the goods/services pursuant to the Request for Proposal (RFP) specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title

Telephone Number

Date

Fax Number

E-mail address

CITY OF WOODBURY

City of Woodbury Representative

Date

Attest:

Daneen D. Fuss, City Clerk

(Exhibit C)

RFP DOCUMENT CHECKLIST

**Initial each
required entry and
if required submit
the item**

**Required by
Owner**

Submission Requirement

Required by Owner	Submission Requirement	Initial each required entry and if required submit the item
X	Business Registration	
X	W-9 Form	
X	Affirmative Action Compliance Notice	
X	Request for Proposal Form	
N/A	Prevailing Wage Rates	
N/A	Public Works Contractor Certificate	