

**TOWNSHIP OF EDGEWATER PARK  
BURLINGTON COUNTY  
PUBLIC NOTICE**

**NOTICE OF REQUEST FOR PROPOSALS FOR  
THE DOCUMENT MANAGEMENT SYSTEM SERVER DEPLOYMENT PROJECT**

PLEASE BE ADVISED that the Township of Edgewater Park will accept proposals for the **Document Management System Server Deployment Project**.

To obtain a copy of the RFP, contact Township Clerk, Colleen A. Treusch, 400 Delanco Road, Edgewater Park, NJ 08010, telephone number (609) 877-2050, ext. 313 or visit our website at [www.edgewaterpark-nj.com](http://www.edgewaterpark-nj.com). All proposals submitted to the Township must be submitted pursuant to the said RFP.

To be considered, an original, clearly marked as the “**ORIGINAL**” and two (2) full, complete and exact copies of the proposal shall be submitted in sealed envelopes and must be marked with the title “**DOCUMENT MANAGEMENT SYSTEM SERVER DEPLOYMENT PROJECT**” and addressed to:

Colleen A. Treusch  
Municipal Clerk  
Township of Edgewater Park  
400 Delanco Road  
Edgewater Park, New Jersey 08010

Proposals must be received by November 20, 2018 at 12:00 noon. And will publicly be opened immediately in the Clerk’s Office located on the 2<sup>nd</sup> floor of the Municipal Building.

Colleen A. Treusch, RMC/CMR  
Municipal Clerk  
Edgewater Park Township

**EDGEWATER PARK TOWNSHIP  
REQUEST FOR PROPOSALS**

**DOCUMENT MANAGEMENT SYSTEM SERVER DEPLOYMENT PROJECT**

**General Information**

The work involves installation and support services to the Township's computer network with regard to adding the Document Management System Server Deployment Project to an existing network, located in the Township of Edgewater Park's two story Municipal Building at 400 Delanco Road, Edgewater Park, New Jersey 08010. The consultant must be licensed and registered to do business with governmental agencies in the State of New Jersey.

## **Technical Information**

### ***Required Hardware/Software:***

HPE ProLiant DL380 Gen 10 Server  
HPE DL380 Gen 10 Processor Kit  
HPE 8GB microSD Flash Media  
HPE 500W Flex slot power supply  
HPE 16GB Memory Kit  
Three-year HPE iLo support license  
HPE C13 Nema Power Cord  
HPE 1.2 TB SAS hard drive w/3 year warranty

Microsoft Windows Server 2016 Standard License 2 cores (quantity 8)  
Microsoft Windows Server 2016 License 1 user CAL (quantity 15)  
VMware vSphere Essentials Kit v.6 license 3hosts up to 2 processors per host  
VMware vSphere Essential Kit (v.6) subscription 1 year  
APC NetShelter SX Enclosure with Roof and Sides  
APC Rack shelf (quantity 2)  
APC Network Management Card 2  
Tripp Lite PDU Metered Power Distribution Unit

HP ProDesk 400 G5 Windows 10 Workstation  
HP Pro P203 Display

Plus all necessary cabling to install the above hardware and software.

## **Scope of Work**

*The proposed scope of work for the project includes the following:*

1. Procurement of Equipment
2. Ship the new Server enclosure directly to the client
3. The HP Server and PC to be shipped directly to the Contract holder
4. Stage the new Server at the Contract holders location
5. Deploy VMware Hypervisor ESXI 6.x on the new Host
6. Implement the new VMware VCenter appliance
7. Setup a new Virtual Server (Guest) for the DMS system
8. Stage the new Scanning Desktop
9. Ship/Deliver the equipment to the client for deployment ensuring equipment arrival
10. Setup the new Server rack and migrate all equipment including UPS
11. Mount UPS Management card, setup safe shutdown for Host
12. Join the new DMS Server into the domain
13. Hand over the DMS Server to KDI for DMS installation
14. Join the Scanning Workstation to the domain
15. Setup 5-7 Generic user profiles on the workstation
16. Update Documentation

### *Pre Project Tasks*

- Project planning
- Procurement of Equipment
- Ensure equipment arrival
- Initial kick-off

### *Project Tasks*

- Hardware-Services – Rack Installation
- Hardware-Services – Migration to New Rack
- Hardware-Services – Single Server Rack Mounting
- Hardware-Services – UPS Network Management Card Installation (Existing UPS)
- Hardware-Services – UPS Network Agent Deployment (Single Host)
- Virtualization-Services – VMware vSphere Host Install
- Virtualization-Services – VMware vCenter Server Install
- Virtualization-Services – VMware Guest Build Install
- Windows-Services – Windows Desktop Deployment
- Windows-Services – Setup multiple generic logon profiles
- Post Project Support
- Project Management

### **Requirements to Qualify:**

To be eligible vendor must demonstrate expertise in the installation of the specified equipment and software.

### **Proposal Content Requirements**

Firms submitting a proposal should submit the following:

1. Statement of qualifications and experience of firm.
2. Description of your proposed approach and methods for complying with the described Scope of Work.
3. Project fees.
4. List of three Municipal client references with contact name and telephone number.
5. A copy of your New Jersey Business Registration.
6. Mandatory Equal Employment Opportunity Certification ( Attachment A)
7. Americans with Disabilities Certification (Attachment B)
8. An executed Affirmative Action Compliance Notice (Attachment C)
9. Election Law Enforcement Certification (Attachment D)
10. Certificate of Insurance shall be provided showing the type of insurance coverage provided and coverage limits.
11. Statement of Corporate Ownership as required by N.J.S.A. 52:25-24.2
12. Vendor Information Addendum

## **Proposal Submission Requirements**

One Original and Two (2) copies of the sealed proposal should be submitted by 12:00 noon, Tuesday, November 20, 2018. Sealed proposals should be mailed or delivered to:

Municipal Clerk Colleen A. Treusch  
Edgewater Park Township  
400 Delanco Road  
Edgewater Park, NJ 08010

All quotations received by the date and time noted above will be publicly opened and the name of the individual and fees shall be announced.

## **Proposal Submission Checklist**

- Qualifications of Proposer
- Statement of Corporate Ownership as required by N.J.S.A. 52:25-24.2
- 3 Municipal references
- New Jersey Business Registration
- Mandatory Equal Employment Opportunity Certification
- Americans with Disabilities Certification
- Executed Affirmative Action Compliance Notice
- Election Law Enforcement Certification
- Certification of Insurance
- Executed Vendor Information Addendum

## **Evaluation of Proposals**

The evaluation of proposals will be based on the following factors:

1. Experience of the firm with similar job sites.
2. Responsiveness to scope of work and proposed tasks.
3. The proposal should address all of the items in the scope of work, how the firm proposes to address the various tasks to be undertaken for each item in the scope of work.
4. Proposed projected cost for all specified software, hardware, labor and services
5. Ability to integrate with the current equipment.

## **Award of Contract**

The Township Committee shall award the contract for installation and support services to the Township's computer network with regard to the Document Management System Server Deployment Project to a vendor whose response, in the discretion of the Township is most advantageous, price and other factors considered, at a duly advertised meeting of the governing body.



**Township of Edgewater Park  
Vendor Information  
Addendum to Contract**

The following information shall be included and made part of the contractual agreement.

A. \_\_\_\_\_  
NAME PHONE NUMBER  
  
\_\_\_\_\_  
ADDRESS Fax Number  
  
\_\_\_\_\_

1. TAX ID NO.: \_\_\_\_\_
2. SS NO.: \_\_\_\_\_
3. ARE YOU A STATE CONTRACT VENDOR: \_\_\_\_\_
4. IF YES, STATE CONTRACT NO.: \_\_\_\_\_
5. ARE YOU INCORPORATED: \_\_\_\_\_

- B. A copy of your Certificate of Insurance.
- C. A copy of your New Jersey Business Registration Certificate
- D. The maximum compensation to be paid hereunder shall not exceed the total of the appropriation for these services as set forth by adopted budget, ordinances or other appropriations or funding adopting or approved by Township Committee without further written authorization by the Township Committee for the professional/contractor to continue to perform duties which will incur billings in excess of such sum.
- E. This Contract is subject to the provisions of the "Local Public Contracts Law", "Related Procurement Laws", and "Truth in Contracting", P.L. 1999,c.440, and the Contractor/Services Provider agrees to abide by such terms and provisions.
- F. Mandatory Equal Employment Opportunity Language (EXHIBIT A)
- G. Mandatory Americans with Disability Act, Equal Opportunity for Individuals with Disabilities (EXHIBIT B)
- H. AFFIRMATIVE ACTION COMPLIANCE NOTICE (EXHIBIT C)
- I. Election Law Enforcement Commission (EXHIBIT D)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor/ Professional Service Provider

\_\_\_\_\_  
Date

## **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**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

\_\_\_\_\_  
Print Name of Company/Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**LOCAL PUBLIC CONTRACTS LAW**  
**EXHIBIT B**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Township of Edgewater Park, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 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 there unto, are made a part of this contract. In providing any aid, 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's 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 incurs 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 full and complete particulars of the claim, If any action or administrative proceeding 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.

\_\_\_\_\_  
Print Name of Company/Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**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 D**  
**Election Law Enforcement Commission**

Pay-To Play: The Election Law Enforcement Commission (ELEC) has adopted its proposed regulations (published in the April 16, 2007 edition of the N.J. Register). The regulations require vendors to submit their annual report covering contracts and contributions for the prior calendar year by March 30th of each year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us)

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_