

**NOTICE POSTED: FEBRUARY 1, 2024**

**DUE DATE: FEBRUARY 13, 2024 @ 10:00 a.m. prevailing time**

**PUBLIC READING:** All proposals/responses will be opened at the City of Bayonne Law Department Conference Room on **February 13, 2024 @ 12:00 p.m.**

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking Qualifications and/or Proposals from **qualified service providers to administer police extra duty employment** (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the City of Bayonne:

The CITY OF BAYONNE is soliciting responses/proposals to the City’s RFQ/RFP for the provision of the following services:

### **POLICE EXTRA DUTY ADMINISTRATION SERVICES**

The City of Bayonne is seeking responses/proposals from qualified firms to provide Police Extra Duty Administration Services. Proposals shall be from vendors who will provide assistance to the Bayonne Police Department with the administration of the police extra duty function and be responsible for maintaining and updating a database of hours worked for purposes of generating input for payroll and billing to assist the Bayonne Police Department with management of police extra duty records.

The Bayonne Police Department is responsible for the assignment of off-duty officers to perform extra duty services for local businesses and residents. Extra duty employment includes, but is not limited to, all traffic control required by street opening permits, sporting events and public gatherings, security at Municipal and other building and/or events, and all other security events as they arise.

### **CONTRACT TERM:**

The contract time period will be for a period not to exceed one (1) year commencing from the contract date with one (1) possible one (1) year option to renew at the City’s sole discretion.

### **GENERAL REQUIREMENTS:**

1. A proprietary hardware and software computer system that has the capability to perform the following tasks and operations: input for the generation and documentation of weekly police extra duty paychecks; generation and

documentation of invoices to the users of police extra duty services, including the assessment of an administrative fee to be determined by the City; a late payment penalty, when applicable; the collection and documentation of payments made by the users of police extra duty services to include a running tab of services remaining on account in both monetary and hourly denominations to be provided monthly; the documentation and monitoring of accounts receivable and the efforts made to collect outstanding invoices that are more than 30 days in arrears; the reconciliation of payroll with amounts billed, payments received and accounts receivable; the ability for payment to be received by cash, check, money order or credit card; the ability for all scheduling and processing to be done online through the City's website; system should be compatible with or be able to interface with the system currently used by the Bayonne Police Department.

2. On site customer service representatives responsible for the administration of the police extra duty function and responsible for maintaining and updating a database of hours worked for purposes of generating input for payroll and billing and to assist the Bayonne Police Department with the management of police extra duty records.

## **INSURANCE AND INDEMNIFICATION:**

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

### **INSURANCE REQUIREMENTS:**

#### **Worker's Compensation Insurance**

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6

#### **General Liability Insurance**

The Contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$2,000,000 aggregate for bodily injury and

property damage. Coverage shall be maintained in full force during the life of the contract.

### **Automotive Liability Insurance**

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Professional Liability Insurance**

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

**The preceding insurance requirements may be amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.**

### **CERTIFICATES OF THE REQUIRED INSURANCE**

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

### **INDEMNIFICATION**

The Contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said Contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

### **WORK PRODUCT/DELIVERABLES:**

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

### **OPRA COMPLIANCE:**

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16,

and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

### **FEE SCHEDULE:**

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

### **EVALUATION PROCESS:**

An evaluation team will review all responses/proposals to the RFP/RFQ. The team will determine if the responses/proposals satisfy the RFP/RFQ Requirements, determine if a response/proposal should be rejected and then evaluate the responses/proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on rates and other factors. Multiple contracts may be awarded at the City's discretion. Listed below are the criteria that the CITY OF BAYONNE will consider in the evaluation of each response/proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

#### **1. Requirements**

Possess the general requirements stated herein.

#### **2. Understanding of the Requested Work**

The responses/proposals will be evaluated for general compliance with instructions and requests issued in the RFQ-RFP. Non-compliance with significant instructions shall be grounds for disqualification of responses/proposals.

#### **3. Knowledge and Technical Competence**

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

#### **4. Management, Experience and Personnel Qualifications**

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ-RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Response/Proposal.

#### **5. Ability to Complete the Services in a Timely Manner**

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

#### **6. Cost**

Price shall be based on rates set forth in the RFQ or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the CITY OF BAYONNE before such work is initiated. The CITY OF BAYONNE shall pay for such approved services, at the rate or cost agreed upon between the CITY OF BAYONNE and Contractor.

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on “The Standardized Profession Service RFQ-RFP SUBMISSION FORMS” AND
2. Are Subject to the Standardized “General Instructions, Submission and Selection Criteria for Professional Service Contracts”.

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading “RFQ/RFP – Requests for Qualifications/Proposals” by clicking on the link "Requirements for Submission," “Click here to view Requirements.” and clicking on the links under Paragraphs No. 1 and No. 2. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED PROPOSALS/RESPONSES SHOULD INCLUDE:**

1. The above noted Standardized Profession Service RFQ-RFP SUBMISSION FORMS which include:
  - a. The “Proposal, Qualifications and Costs Submission Form” signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
  - b. A signed and notarized “Non-Collusion Affidavit.”
  - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. A copy of State of NJ Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.
4. A signed Professional/Consulting/Extraordinary Unspecifiable Service Entity Information Form.
5. Disclosure of Investment Activities in Iran Form.
6. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ-RFP.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed proposals/responses must be received in the **City Law Division, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002** on or before the date and time (“due date” set forth in this notice (also referred to as the “submission deadline”). The City’s Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II, Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ  
07002