

June 26, 2018

**REQUEST FOR PROPOSAL
Borough of Kenilworth:**

RFP # 2018 - (002)

The Borough of Kenilworth is requesting a quote proposal for the following:

**INSTALLATION AND PURCHASE OF VIDEO PRESENTATION SYSTEM
AND INFORMATION UPGRADES FOR BOROUGH HALL**

The Borough of Kenilworth, New Jersey shall receive all quote proposals at the Municipal Building, 567 Boulevard, Kenilworth, New Jersey 07033 until **10am**, on **Friday July 6, 2018**

The quote can be e-mailed to Joe Delorio at:

E-Mail: financeofficer@kenilworthnj.org

or delivered to the Borough Clerk's Office, main floor in the Municipal Building. Vendors submitting via email shall be responsible to make sure they receive a confirmation of the receipt of their proposal. Pursuant to N.J.S.A 40A:11-6.1, proposals may be awarded in whole or in part, by item or category. Prices will be binding and in effect: to **December 31, 2018**.

Sales to Kenilworth Borough are exempt from taxation either state or municipal and also from federal taxation, including excise tax. The Borough of Kenilworth does not pay late fees. No pre-payment clauses of any nature will be acceptable. Invoices must be submitted to the Finance Department for payment. Submission of a quote does not guarantee execution of a contract. Award of contract is subject to the laws of the State of New Jersey and policies and procedures of the Borough of Kenilworth.

This is an open-ended contract with funds being encumbered at the time an order is placed. No minimum or maximum quantities are implied or guaranteed.

Any questions regarding this Request for Proposals or municipal procurement policies, contact Joe Delorio, Chief Financial Officer at 908-276-5801 or email financeofficer@kenilworthnj.org

By Order of
Joseph Delorio
Chief Financial Officer/ Qualified Purchasing Agent

**2018 REQUEST FOR QUOTE PROPOSAL
VIDEO PRESENTATION SYSTEM AND INFORMATION UPGRADES
FOR BOROUGH HALL**

We the undersigned hereby declare that we have carefully examined the attached proposal, specifications for providing INSTALLATION AND PURCHASE OF VIDEO PRESENTATION SYSTEM AND INFORMATION UPGRADES for Borough Hall. We propose to furnish the quote proposal according to the requirements of the specifications at a price exclusive of all taxes.

Pursuant to N.J.S.A 40A:11-6.1, proposals may be awarded in whole or in part, by item or category. Prices will be binding and in effect for 12 months from date of award.

Interested Vendors are encouraged to contact Borough Clerk Laura Reinertsen at 908-276-9090 for a site visit and questions regarding the job specifications.

Specifications: _____

**Property Located at Kenilworth Police Department Offices 567 Boulevard,
Kenilworth, NJ**

**INSTALLATION AND PURCHASE OF VIDEO PRESENTATION SYSTEM
AND INFORMATION UPGRADES
– Minimum Requirements**

The minimum Video Presentation System and Information Upgrades to be provided include:.

Equipment :

- ONE Da-Lite Contour Electrol 8x6 Screen
- ONE Epson 98H 3200 Lumins Pojector w/mount
- New Lin 65" Interactive HD Monitor w/TRU Touch 17 PC & Mount
- LG 43" Pro HD Ture Digital Signage Monitor w/software, Black box and Mount
- LG 43" 1080 TV w/wall mount in Clerk's Office

Install the Following:

- AC Power to Screen & Projector w w/ up-down switch
- AC Power to digital signage monitor
- HDMI over CAT5e Converters
- HDMI Face Plate
- 2 CAT5e Cables from Projector to Screen
- Run 2 CAT 5e Cables from MDF in basement to identified hallway
- Installation shall be during normal business hours not conflicting with court day or any other meetings/special events. Schedule coordination shall be to the satisfaction of the Municipal Clerk. Normal business hours are Monday – Friday 8:30am to 4:30pm
- Installation shall be fully complete within 30 days of the award of contract.
- Provide an inventory of hardware, software equipment installed to the Municipal Clerk with information including but not limited to: make, model, service tag, warranty and projected replacement date.

Labor costs shall be included in proposal to include a minimum of;

- Cable, HDMI Plates, Connectors and Small Hardware
- Installation Programming Set Up and Training to the satisfaction of the Borough.
- Manual Books with sets of instructions.

Include:

- 2 Year Warranty on Equipment, Parts and Labor

Contract and Procurement Provisions and Conditions

- This Agreement shall commence upon successful review of vendor quotes and will end on December 31, 2018.
- The vendor shall provide proof of property and liability insurance coverage naming the Borough as additional insured for the use of the Borough's equipment and facilities.
- The vendor understands and agrees that sales to Kenilworth Borough are exempt from taxation either state or municipal and also from federal taxation, including excise tax. The Borough of Kenilworth does not pay late fees. No pre-payment clauses of any nature will be acceptable. Invoices along with properly executed and authorized vouchers must be submitted to the Finance Department for prompt payment
- The successful vendor is encouraged to speak with the Chief Financial Officer/Qualified Purchasing Agent to discuss the Borough's billing process and policies to insure prompt payment to the vendor.

Interested vendors should include the following when submitting their quote:

- Any attachments or additional information about the products to be provided.
- Any exclusion not covered under this Request for Quotes on a separate sheet.
- Any warranties or guarantees and other conditions.
- References
- Deviations from this specification shall be included. The Borough reserves the rights to accept or reject the deviations in part or in its entirety.
- The Borough will award based on the lowest responsible and responsive quote based on price for comparable services.
- The necessary insurance requirements as required by the Borough of Kenilworth. Please contact the Borough Clerk for details.

Not included:

(insert or attach if necessary)

Deviations:

(insert or attach any deviations, including equipment or installation differences)

Quote Price

\$ _____

We the undersigned hereby declare that we have carefully examined the attached proposal, specifications, and contract and procurement provisions and conditions for providing an **INSTALLATION AND PURCHASE OF VIDEO PRESENTATION SYSTEM AND INFORMATION UPGRADES** for the Borough of Kenilworth. We propose to furnish the quote proposal according to the requirements of the specifications at a price exclusive of all taxes.

SIGNATURE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

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.**

Additional Notes

[Prevailing Wage Rates on Construction-Related Public Works Projects - General Information](#)


The New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) establishes a prevailing wage level for workers engaged in public works in order to safeguard the workers efficiency and general well-being, and to protect them as well as their employers from the effects of serious and unfair competition resulting from wage levels that are detrimental to the efficiency and well-being of all concerned.

Public works projects subject to the Act are those funded in whole or in part with the funds of a public body. Contracts awarded directly by municipal government must be valued at \$15,444 or more to be covered by the Act.

NOTE: THE INSTALLATION AND PURCHASE OF VIDEO PRESENTATION SYSTEM AND INFORMATION UPGRADES do not fall under the NJSA 34:11-56.26(5) definition of “public work.”

**Borough of Kenilworth
BUSINESS REGISTRATION CERTIFICATE**

<small>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS</small>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252</small>
<small>TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT</small>	<small>TRADE NAME: CLIENT REGISTRATION</small>	
<small>TAXPAYER IDENTIFICATION#: 970-097-382/500</small>	<small>SEQUENCE NUMBER: 0107330</small>	
<small>ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611</small>	<small>ISSUANCE DATE: 07/14/04</small>	
<small>EFFECTIVE DATE: 01/01/01</small>	<small>FORM BRC(08-04)</small>	<small>Act. Director</small> <i>J.P. S. Kelly</i>
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	20041014112823533

Reforms to the Business Registration Certificate Filing: permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid. The law now allows the BRC to be filed anytime prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. **If a BRC is required in a bid, but not submitted with the bid, it would an immaterial defect; curable by being filed prior to award of the contract.** 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.

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 or attest that none was used;
- 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 not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above.	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	
OR								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ef9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.