BOROUGH OF ROSELLE

REQUEST FOR QUALIFICATIONS

INFORMATION TECHNOLOGY CONSULTANT

<u>SUBMISSION DEADLINE</u>
DECEMBER 16, 2011
THE BAKER ROOM
10:00 A.M.

ADDRESS ALL QUALIFICATIONS TO:

ATTN: ANNMARIE WHELAN, PURCHASING AGENT, 2ND FLOOR

ROSELLE BOROUGH HALL
210 CHESTNUT STREET
ROSELLE, NEW JERSEY 07203

BOROUGH OF ROSELLE

Public Notice for a Request for Qualifications (RFQ) for a one-year consultant services contract to commence January 1, 2012 is hereby given for sealed Proposals to be received by the Purchasing Department of the Borough of Roselle on Wednesday, December 16, 2011 at 10:00 a.m. prevailing time, in the Baker Conference Room 2nd Floor, Borough Hall, Borough of Roselle, 210 Chestnut Street, Roselle, NJ 07203 at which time they will be publicly opened and read for the following:

Information Technology Consultant

The submitted Proposal shall be enclosed in a sealed envelope bearing the name of the Proposer and the title of the RFQ on the outside of the envelope and addressed to: PURCHASING AGENT ANN MARIE WHELAN, 2ND FLOOR BOROUGH OF ROSELLE, 210 CHESTNUT STREET, ROSELLE, NEW JERSEY 07203. The Proposal may be hand-delivered or sent via USPS or courier, but the delivery or non-delivery of said Proposal is the sole responsibility of the Proposer. Proposals received after the time designated in the advertisement will be automatically rejected.

All Proposers are required to comply with the requirements of N.J.S.A. 52:32-44 Business Registration of Public Contractors, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts), N.J.S.A. 52:34-25 (Non-Collusion Affidavit), N.J.S.A. 52:25-24.2 (Ownership Disclosure) and P.L. 2004 c.57 (Business Registration Certificate).

The Borough of Roselle reserves the right to reject any or all Proposals and to waive non-material defects and accept any Proposal that in its judgment will be in the best interest of the Borough. The Borough of Roselle shall award the contract or reject all proposals no later than 60 days from the date advertised for receipt of Proposals.

REQUEST FOR QUALIFICATION FOR AN INFORMATION TECHNOLOGY CONSULTANT

Purpose:

The following procedures are designed to provide for a fair and open process in awarding consulting services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts.

Scope of Services: **INFORMATION TECHNOLOGY CONSULTANT**

Any persons or firms interested in providing Information Technology consulting services to the Borough of Roselle.

1. **Appointment of Information Technology (IT) Consultant.** The IT Consultant shall be appointed by the Borough Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The IT Consultant shall receive such compensation as may be agreed upon and determined by the Council.

2. **Roles and Responsibilities.**

The IT Consultant shall include, but not be limited to, provision of the following services for all Borough locations:

A. **File Server Management**:
- Daily on-line real time monitoring of critical functions.
- Unlimited on-site and remote support.
- Complete service pack and patch updates on a regular basis.
- Review all ancillary programs, including but not limited to firewall, tape backup, antivirus programs for updates etc., and confirm system maintenance checks are being performed.
- Perform data backup across all servers and applications.

B. **Workstation Management**:
- Unlimited on-site and remote support.
- Complete patch management.
- Maintain properly functioning configurations.

C. **General Consulting/IT services**
- 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.

D. **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 applicant/ proposer must have demonstrated successful experience in supporting the Edmunds (Munidex, First Byte, etc.) finance and tax applications, as well as other NJ municipal based computer software applications, as appropriate.

Applicants'/Proposers' Responsibility in Responding to
<u>Borough's Request for Qualifications</u>

The applicant/proposer shall in response to the Borough's Request for Qualifications, at a minimum, include the following information:

1. Full name and business office address. Description of relevant experience in New Jersey municipal work, description of services provided specifically to the Borough of Roselle, and five (5) New Jersey municipal agency references.

2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposals, including technical certifications.

3. Dates of licensure, if any, in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Borough.

4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.

5. The number of licensed professionals employed (if required) and/or affiliated with the professional entity seeking to provide services to the Borough. A description of each individual's qualifications, including education, licensure and years of professional experience.

6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.

7. Proposed cost of the service(s) or activities, including the hourly/ weekly/monthly rate of individuals who will perform the services or activities. The proposed cost should include:
   a. Meetings.
   b. Site visits and expenses.
   c. Expenses for travel, postage and telephone excluded from the hourly rate.
   d. Additional services defined beyond the scope of regular services.

8. **Insurance.** The applicant/proposer shall provide documentation that insurance for professional liability coverage with limits as to liability acceptable to the Borough of Roselle.

9. **Financial Disclosure.** The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A.* 40A:9-22(1) *et seq.*

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a "professional" shall file a statement as to compliance with *N.J.S.A.* 10:5-1 *et seq*. (Laws Against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

11. Enclose copy of New Jersey Business Registration Certificate

12. The applicant/proposer shall submit two (2) copies of their qualifications for review and consideration by the Borough Council, Purchasing Agent or Borough Administrator

13. Failure to comply with any item above may disqualify your submission

Basis for Award of Contract/Agreement for Information Technology Consultant Services

The Borough shall award all service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Proposal contains all required checklist information.

2. Relevance and extent of qualifications, experience, and training of personnel to be assigned.

3. Qualifications of the firms who will perform the service or activity.

4. Validity of plan proposed to meet Roselle Borough's needs.

5. Relevance and extent of similar engagements performed.

6. References.

7. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.

8. Reasonableness of cost qualification and cost competitiveness.

9. Plan for performing engagement is realistic, thorough, and demonstrates knowledge of requirements, personnel availability, and back office support infrastructure.

10. The Borough reserves the right to conduct an interview or interviews with the prospective consultant to discuss the scope of the services as outlined in the applicant's/proposer's qualifications.

11. All awards or waivers will be by resolution acted on by the Borough Council at a Borough meeting.

12. For annual appointments, the Borough Council, and Administrative staff will conduct a performance review a minimum of once per year in late April, early May.

13. All awards are subject to availability of funds.

14. This policy will include, but not be limited to, all of the above listed requirements.

Qualification Evaluation

Qualification Evaluation Criteria: The selection of a consultant will be based on the Borough's evaluation of qualifications in accordance with the responses received to the criteria outlined below.

The qualifications must include specific responses which demonstrate the ability and proposed methodology to meeting the requirements itemized above and summarized below:

1. Relevance and extent of qualifications of the proposer- 10 points

2. Adequate proposal meeting the technical requirements of this request- 20 points

3. Experience with similar New Jersey municipal engagements- 10 points

4. Knowledge of the subject matter- 15 points

5. Past performance and qualifications- 15 points

6. Reasonableness of cost proposal- 15 points

7. Validity of support plan- 15 points

REQUEST FOR QUALIFICATION CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION:

Please initial below, indicating that your Qualification includes the itemized document.
A QUALIFICATION SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REJECTION.

INITIAL BELOW

A. An original and eight (8) signed copies of your complete qualification. _____

B. Non-Collusion Affidavit properly notarized _____

C. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. _____

D. Insurance Requirement Acknowledgement Form _____

E. Mandatory Equal Employment Opportunity Notice Acknowledgement And Certificate of Employee Information Report _____

F Copy of your *Business Registration Certificate* as issued by the State of New Jersey, Department of Treasury, Division of Revenue _____

G. Professional Service Entity Information Form _____

H. Qualifications Submission _____

Note: N.J.S.A 52:32-44 provides that the Borough shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its qualification. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

_____

Person, Firm or Corporation

_____

BY: (NAME) (TITLE)

BOROUGH OF ROSELLE

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ of the _____of _____
(Name of affiant) (Name of Municipality)

In the County of _____and the State of New Jersey, of full age, being duly Sworn according to law on my oath depose and say that:

I am _____

Of the firm of _____

The professional service Entity making the submission for the above name Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above name Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Borough of Roselle relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

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 maintained by

_____.
(Name of Professional Entity)

Subscribed and sworn to
Before me

This_____day of_____, 20 _____

Notary Public, State of _____ _____
(Signature of Professional)

My Commission Expires_____ _____
(Type or Print name of affiant and Title, under signature)

BOROUGH OF ROSELLE

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.

2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.

3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.

4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

NAME: ADDRESS:

_____

_____

_____

_____

SIGNATURE: _____ DATE: _____

II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation

_____ Limited Liability Partnership _____ Subchapter S Corporation

SIGNATURE: _____ DATE: _____

BOROUGH OF ROSELLE

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the Borough Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of $1,000,000.00 for each claim and $1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

_____
(Signature)

_____
(Date)

_____
(Printed Name and Title)

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. l7:27-5.2, 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**.

BOROUGH OF ROSELLE

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The successful professional service entity shall submit to the Borough of Roselle, 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 vendor 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. 17:27-1.1 et seq.;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Borough of Roselle to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Borough of Roselle during normal business hours.

The successful professional service entities must submit the white and canary copies of the AA302 (Employee Information Report) to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The pink *Public Agency* copy is submitted to the Borough of Roselle, and the gold *Vendor* copy is retained by the professional service entity.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

COPY OF CERTIFICATE OF EMPLOYEE INFORMATION REPORT

*PLEASE PROVIDE A COPY OF YOUR CERTIFICATE EMPLOYEE INFORMATION REPORT

BOROUGH OF ROSELLE

AMERICANS WITH DISABILITIES ACT OF 1990
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The CONTRACTOR and the BOROUGH OF ROSELLE (herein referred to as the Borough) 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 aid, benefit, or service on behalf of the BOROUGH pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event 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 BOROUGH in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the BOROUGH, 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 BOROUGH'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the BOROUGH, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the BOROUGH or if the BOROUGH 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 BOROUGH 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 BOROUGH or any of its agents, servants, and employees, the BOROUGH shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the BOROUGH or its representatives.

It is expressly agreed and understood that any approval by the BOROUGH 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 BOROUGH pursuant to this paragraph.

It is further agreed and understood that the BOROUGH 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 BOROUGH from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

BUSINESS REGISTRATION CERTIFICATE
ATTENTION ALL PROFESSIONAL SERVICE ENTITIES

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Borough of Roselle) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

The law provides that: A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue, shall be provided at the time any submission is received; *failure to do so is a fatal defect that cannot be cured*. This law covers construction as well as non-construction submissions.

Further information may be obtained by visiting the following web site at the State of New Jersey: www.nj.gov/treasury/revenue/busregcert.htm

Goods & 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 and suppliers 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 were 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.

COPY OF BUSINESS REGISTRATION CERTIFICATE

BOROUGH OF ROSELLE

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an ***INDIVIDUAL***, sign name and give the following information:

Name: _____
Address: _____
Telephone No.: _____Social Security No.:_____
Fax No.: _____ E-Mail: _____
If individual has a TRADE NAME, give such trade name:
Trading As: _____ Telephone No.: _____

****
If the Professional Service Entity is a ***PARTNERSHIP***, give the following information:

Name of Partners: _____
Firm Name: _____
Address:_____
Telephone No.: _____ Federal I.D. No.: _____
Fax No.: _____ E-Mail: _____
Social Security No.:_____
Signature of authorized agent: _____

****
If the Professional Service Entity is ***INCORPORATED***, give the following information:

State under whose laws incorporated: _____
Location of principal office: _____
Telephone No.: _____ Federal I.D. No.: _____
Fax No.: _____E-M:_____
Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____Name of Corporation: _____

Signature: _____ By: _____

BOROUGH OF ROSELLE

SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

_____

_____

_____

_____

_____

2. References and record of success of same or similar service:

_____

_____

_____

_____

_____

_____

_____

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

_____

_____

_____

_____

_____

_____

4. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses**:**

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

SEALED SUBMISSION LABEL FOR PROPOSAL

PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED SUBMISSION

************DO NOT OPEN***************
IMPORTANT-SEALED SUBMISSION ENCLOSED
NAME, COMPANY & ADDRESS:

_____

_____

_____

_____

TO: PURCHASING DEPARTMENT
BOROUGH OF ROSELLE
210 CHESTNUT ST
ROSELLE, NJ 07203