



LITTLE EGG HARBOR TOWNSHIP

665 RADIO ROAD, LITTLE EGG HARBOR, NJ 08087

(609) 296-7241
Fax (609) 296-5352
<http://www.leht.com>

October 12, 2017

RE: Request for Proposals for Professional Services

I am herewith enclosing a copy of Chapter 40 of our Municipal Code Article I, Prohibition on Award of Contracts to Certain Contributors and Article II, Fair and Open Process which was codified by the Little Egg Harbor Township governing body on Thursday, March 15, 2007. The provisions of the Ordinance go into effect immediately and will apply to professional service contracts awarded beginning January 1, 2008.

Through the adoption of this Ordinance, the township has established a procedure for competitive negotiation for all professional service contracts to be awarded by the governing body, or any applicable board. Please be advised that contracts to be awarded on the basis of qualification based competitive negotiation. Although the cost of services will be a factor in the decision making process, the qualifications of the firm will have substantial weight in the process as well. Pursuant to the provisions of the new ordinance, this letter shall serve as a "Request for Proposals" to all interested persons. The governing body, intends to award contracts for the calendar year 2018, for the services enumerated on the attached "Schedule A" during the Little Egg Harbor Township's Reorganization Meeting scheduled for January 1, 2018. At such applicable board's reorganizational meeting held in January, 2018 contract awards will be made for the services enumerated on the attached Schedule "B" for the calendar year 2018.

All Proposals must be submitted to the Office of the Township Clerk, 665 Radio Road, no later than, Tuesday, November 14, 2017, by 2:00 p.m. One original submission package is all that is needed. The township reserves the right to reject any proposals not received by that date. All proposals must include the following minimum information to be considered:

- Name of the individual(s) to be assigned to perform the tasks.
- Professional experience of the individual(s) to be assigned including a listing of experience with Little Egg Harbor Township and/or experience with other municipalities.
- A statement concerning the ability of the firm/individual to perform tasks assigned by the township in a timely fashion.
- Professional licenses held by the individual(s) to be assigned.
- Educational background and experience of the individual(s) to be assigned.
- A description of the support staff available to the individual(s) to be assigned.
- A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2018.
- A list of professional references with addresses and telephone contact numbers.

- Detailed hourly rates for ALL staff that will be or potentially could be assigned and any other "charges" for extra services not included in hourly rates.
- A comparison of the hourly rates charged to other municipalities for similar work to be undertaken for Little Egg Harbor Township.
- Any known potential conflicts of interest that may result in the individual / firm becoming disqualified from working for Little Egg Harbor Township for any reason.
- Completion of attached Affirmative Action information (See Exhibit "A").
- A copy of your Business Registration Certificate.
- W-9 Form

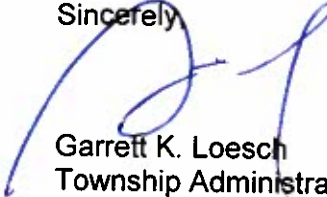
Pursuant to the provisions in the Ordinance, notice is hereby given as follows:

All submissions shall be kept on file during the term of the related contract and shall be public record after the deadline for the submission of the proposals. In the event that compliance with part or all of the requirements of the ordinance is impracticable with regard to a particular contract or agreement, the Township Committee, or land use boards, may waive part or all of the requirements by a majority vote of the full committee or board in the appointing resolution, setting forth with specificity the reasons such waiver is required. The governing body, or applicable board, will not consider proposals from individuals/firms without municipal government experience.

No minimum payment is implied or guaranteed.

Any questions concerning the information contained in the Request for Proposals must be addressed to Garrett K. Loesch, Township Administrator. Thank you for your interest.

Sincerely,



Garrett K. Loesch
Township Administrator / CMFO

SCHEDULE "A"

PROFESSIONAL SERVICE CONTRACTS

Township Attorney

Conflict Township Attorney (for general matters)

Township Tax Attorney

Conflict Township Tax Attorney

Municipal Labor Council

Conflict Municipal Labor Council

Hearing Officer for Personnel Disciplinary Matters

Conflict Hearing Officer for Personnel Disciplinary Matters

Municipal Bond Council

Township Engineer

Conflict Township Engineer

Township Engineer for Capital Projects

Conflict Township Engineer for Capital Projects

Township Grant Writer

Municipal Planner

Township Auditor

Financial Consultant for Debt Service Matters

Financial Consultant for Township Matters

Appraisal Services (Including, but not limited to services of Expert Appraisers)

Municipal Prosecutor(s)

Conflict Municipal Prosecutor

Municipal Public Defender(s)

Conflict Municipal Public Defender

Information Technology Consulting and Management Services (*Specifications set forth on Schedule A1*)

Municipal Doctor (personnel and police labor issues)

Animal Control Officer

Snow Removal Services (*Specifications set forth on Schedule A2*)

On-Call Electrical Services (*Specifications set forth on Schedule A3*)

HVAC Systems Maintenance Services (*Specifications set forth on Schedule A4*)

SCHEDULE "A1"

**PROFESSIONAL SERVICE CONTRACTS
Information Technology Consulting and Management Services**

Individuals submitting proposals for Information Technology Consulting and Management Services must demonstrate at least five (5) years of experience in the municipal environment. Have knowledge of Mobile Data Terminals (MDT), Spillmen Technology Software, microwave radios systems, Edmunds Software, Spatial Data Logic (construction / zoning software), surveillance camera systems and have efficiency in webpage management. Have the ability to service and maintain three servers and approximately 60 workstations, both on-site and remotely.

Proposals should include background, education and work experience of all employees of the responding entity and set forth a proposed hourly rate. Award of the contract is subject to the successful completion of a criminal history background check by the Little Egg Harbor Township Police Department of all officers and employees of the responding entity.

SCHEDULE "A2"

PROFESSIONAL SERVICE CONTRACTS SNOW REMOVAL SERVICES

The Township of Little Egg Harbor is seeking RFP'S to retain the services of a contractor for the potential need of snow plowing services for all municipal roads within the Township, with the contractor's mobile equipment. The Township currently has 80 miles of municipal roads that must be plowed. This equipment, including operators, shall be rented ONLY when there is a sufficient amount of snow to warrant the use of hired trucks and/or other equipment to supplement the current Township fleet.

1. Equipment and operators shall respond within one (1) hour of notice from the Superintendent of Public Works or his representative, any time this work shall be required, day or night.
2. Trucks and equipment shall be licensed and insured in the State of New Jersey with proof as listed in the specifications which form a part of this bid.
3. All rates bid to be per hour ONLY. No overtime or premium rates to be charged or paid.
4. All fuel, repair costs, meals, travel time and/or any other costs incurred by this contract will be at the Contractor's expense.
5. The contractor shall comply with all Federal, State, County and Municipal laws with reference to employment practices.
6. All drivers of trucks or equipment must hold valid N.J. Driver's Licenses and any appropriate professional licenses for the operation of same which must be available for examination by the Superintendent of Public Works or his designated representative upon request.
7. All bidders must properly test and train their employees required to have CDL certificates and they must keep all certificates current for the duration of the contract.
8. The bidder may reasonably anticipate that the total rental charges paid will not exceed more than \$25,000.00 maximum per contractor during the term of this contract.
9. All trucks, plows and equipment which are to be used during the contract period shall be listed as to quantity, year, make, model, GVW, class etc. and shall be available around the clock during the contract term.
10. All trucks, plows and equipment shall be in good mechanical condition. The Township of Little Egg Harbor reserves the right to make an inspection as to mechanical and safety features of any truck, plow, or equipment dispatched to the work site during the contract term. Such inspection shall in no way relieve the contractor of the responsibility of furnishing vehicles in compliance with all the requirements of this specification.

Types of Equipment: (minimum)

1. One (1) 933 Caterpillar Rubber Tire Loader (or equivalent).
2. One (1) 966 Caterpillar Rubber Tire Loader (or equivalent).
3. One (1) Single Axle 5 Yard Dump Body Truck (or equivalent).
4. One (1) Tandem Axle 15 Yard Dump Body Truck (or equivalent).
5. One (1) T-600 Gallon Grader (or equivalent).
6. One (1) F-350, 4 Wheel Drive (or equivalent) with plow.

Rates shall be bid for trucks with complete plow assembly supplied by the contractor.

SCHEDULE "A3"

**PROFESSIONAL SERVICE CONTRACTS
ON-CALL ELECTRICAL SERVICES**

The Township of Little Egg Harbor is seeking a well-qualified, licensed firm to provide on-call electrical services for all Township-owned buildings, facilities and sites. The contractor shall provide electrical repairs, upgrades, installations and replacements for components of Township facilities and infrastructure on an as-needed basis during the contract period of calendar year 2018.

Scope of Services

The contractor shall retain professional personnel who have successfully and competently provided commercial electrical services on projects of similar scope and complexity. It shall be the contractor's responsibility to develop quotations for on-call electrical services that will meet the Township's specific needs. The Township seeks a contract that guarantees response time and rates for the Township of Little Egg Harbor.

Contractor shall specify a proposed arrive-on-site response time for non-emergency, urgent and emergency electrical needs.

The Township defines "emergency" as "high health risk or danger of injury or loss of life" and "urgent" as "risk of property damage or long-term health risk."

The contractor is not authorized to exceed \$500.00 for any individual job without an authorized and approved purchase order from the Township.

This contract is for on-call electrical services only and does not guarantee a certain amount of hours or annual sum to be paid.

Contractor shall provide a fee schedule including an hourly rate, materials markup price, and any other fees, conditions or documents associated with electrical work. This fee schedule shall include a single hourly rate per employee.

SCHEDULE "A4"
PROFESSIONAL SERVICE CONTRACTS
HVAC SYSTEMS MAINTENANCE SERVICES

The Township of Little Egg Harbor is seeking a well-qualified firm to provide a comprehensive heating-ventilation-air conditioning HVAC maintenance and repair program for its facilities. The work will include the provision of a total preventative maintenance program including, but not limited to the inspection, preventative maintenance, repair, programming and other tasks and services necessary to insure safe, well maintained HVAC systems providing quality air for Little Egg Harbor Township employees and the public.

Scope of Services

The Contractor shall retain professional personnel who have successfully and competently provided municipal facility HVAC maintenance and repair services on projects of similar scope and complexity. It shall be the Contractor's responsibility to develop and implement a routine maintenance program to effectively maintain, to the satisfaction of the Township, all aspects of HVAC systems in Township defined facilities. For the purpose of this contract, routine preventative HVAC maintenance shall be defined as scheduled routine inspection and proactive servicing of HVAC systems so as to facilitate heating/cooling with a minimal downtime. The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance to all applicable laws, codes and regulations. The successful proposer's maintenance program and repairs shall, at a minimum, include but not be limited to the specifications outlined herein.

Contractor shall repair or replace failed or worn moving parts (such as: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls and switches).

Prior to beginning any repair or replacement, contractor will troubleshoot the system to diagnose the system's problems. The Township shall not incur any extra charge for this service. Contractor shall itemize the equipment list covered under repair or replaceable. Non-moving parts such as refrigerant/water tubes, on manufactured or produced products, environmentally hazardous materials and/or refractory replacement are excluded.

Prices as stated on the HVAC Systems Maintenance Proposal shall be all inclusive for services as specified in this Proposal.

The contractor is not authorized to exceed \$500.00 for any individual job without an authorized and approved purchase order from the Township.

Normal maintenance services shall include full labor, preventative maintenance, and all labor for repairs. Emergency services, if applicable, are to be included in the full labor and maintenance agreement.

The contractor shall provide staff that is certified and proficient in the complete maintenance and repair of chiller systems, air handlers, pneumatic systems, and a variety of package HVAC units. Additionally, service levels shall provide the ability to respond immediately to situations involving the health and safety of employees and/or the public; comfort and operational capability of any public meeting space. Routine repairs, service requests or other non-urgent tasks shall be completed by the contractor within one (1) working day from the date of the Township's request.

Contractor's staff shall have as well as be proficient in the following trades:

- Ten (10) years commercial experience
- Package HVAC units
- All mechanical, electronic aspects of HVAC systems
- Multi zone air handling systems
- A comprehensive understanding of HVAC control systems

(CONTINUED PROFESSIONAL SERVICE CONTRACTS /
HVAC SYSTEMS MAINTENANCE SERVICES)

**HEATING-VENTILATION-AIR CONDITIONING (HVAC)
MAINTENANCE AND MONITORING**

- Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and corrections at all Township facilities
- Contractor shall inspect all HVAC systems at least twice each year, with seasonal start- up and run inspections performed and documented
- Contractor shall provide oversight and documentation of Seasonal Preventive Maintenance on all HVAC systems and provide that data to the Township at the first of every month
- Contractor shall inspect all support structures, and provide documentation of maintenance and repairs to the Township
- Contractor shall inspect all moving parts or components, belts, bearings, drives, and fans, investigate noises and lubricate and adjust as recommended per manufacturers specifications
- Contractor shall perform air-handling unit maintenance, which includes but is not limited to, all services recommended by manufacturer, replacing air filters at least quarterly, at Township facilities not covered under Proposer contract
- Contractor shall inspect, provide oversight and documentation that Township facilities under contract with Proposer are receiving required work
- Contractor shall perform monthly walkthroughs of HVAC systems for preventative maintenance work requests to Proposer

SCHEDULE "B"

PROFESSIONAL SERVICE CONTRACTS

Planning Board Attorney

Conflict Planning Board Attorney

Planning Board Engineer

Conflict Planning Board Engineer

Planning Board Landscape Architect

Conflict Planning Board Landscape Architect

Zoning Board Attorney

Conflict Zoning Board Attorney

Zoning Board Engineer

Conflict Zoning Board Engineer

Zoning Board Landscape Architect

Conflict Zoning Board Landscape Architect