

Township of Neptune

REQUEST FOR PROPOSAL

VACANT AND ABANDONED PROPERTY SERVICES

Bid Opening: Thursday, December 14, 2017 at 10:00 AM

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SECTION I

**ADVERTISEMENT FOR REQUESTS FOR PROPOSALS
VACANT AND ABANDONED PROPERTY SERVICES
TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH**

The Township of Neptune is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq.

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey until 10:00 AM prevailing time, on December 14, 2017 at the Office of the Township Clerk, Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey. After this time the proposals will be publicly opened and read aloud.

RFP shall be made on the forms provided and in the manner prescribed.

RFP shall be submitted in sealed envelopes bearing the name and address of the bidder and shall be marked as follows:

**Vacant and Abandoned Property Services Proposal
RFP Opening: December 14, 2017**

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

All respondents must comply with P.L. 1977, C. 33 and submit a Disclosure Statement listing stockholders with the bid.

All respondents must provide a copy of their State of New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, along with copies of the State of New Jersey Business Registration Certificate of all sub-contractors, at the time the bid is submitted.

RFP specifications can be obtained at the Township of Neptune, 25 Neptune Boulevard, Neptune, New Jersey, 07753, daily between 8:00 AM and 3:00 PM, or through our website, www.neptunetownship.org, If you have any questions contact, Vito D. Gadaleta, Business Administrator, at 732-988-5200, ext. 232.

SECTION II

GENERAL INSTRUCTIONS AND CONDITIONS

For the purposes of these specifications, the term "Neptune" shall refer to the Township of Neptune.

1. RFP Submission

RFPs shall be submitted to the Township of Neptune for Vacant and Abandoned Property Services. RFPs shall be submitted on the Forms provided herein and shall be returned in a sealed envelope addressed to:

Municipal Clerk
Township of Neptune
25 Neptune Boulevard
Neptune, NJ 07753

The envelope shall bear the name of the bidder and shall be marked in the lower left quadrant as follows:

RFP For: VACANT AND ABANDONED PROPERTY SERVICES

The Township accepts no liability for RFP's opened in error due to the absence of such notation.

2. Time For Making Award

The Township shall award a contract or reject all bids within thirty (30) days after the bid opening.

3. Award

The Township Committee will consider the award of a contract for vacant and abandoned property services based upon the proposals submitted. The Township retains the right to decide what services and costs are in its best interest and further retains the right to reject all bids.

4. Evaluation Criteria

Proposals will be evaluated on the following:

- a) The ability to meet the Township's Vacant and Abandoned Property service needs, as they are specifically stated in this proposal, including relative benefits and deficiencies of the proposal as compared to other proposals.
- b) Services provided and fees incurred.
- c) Other services identified in your proposal.

Any contract award shall be based upon the proposal that provides the maximum benefit to the Township while insuring reliable and effective service.

After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the Township, to clarify or verify the terms of the proposal and to develop a comprehensive assessment of the proposal.

The Township reserves the right to consider historical information and facts, whether gained from the proposal, question-and-answer conference, references, or any other source, in the evaluation process.

5. Public Disclosure

No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its bid, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52: 25-24.2, PL 1977, Chapter 33). If one or more stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock of the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, must also be listed.

Failure to supply this information shall be cause for disqualification of a bidder.

6. Insurance

As further assurance to the Township, the bidder shall be required to keep in force at a minimum the following insurance throughout the term of the contract and shall name Township as additional insured:

- a. Professional Liability
\$1,000,000.00 error and omissions per occurrence
- b. Worker's Compensation and Employer's Liability
- c. Comprehensive general liability covering both bodily injury and property damage with limits of \$1,000,000.00 per accident.
- d. Comprehensive automobile liability insurance including operation of owned, non-owned and hired automobiles covering bodily injury with limits of \$1,000,000.00 per person and \$1,000,000.00 per accident and property damage with limits of \$1,000,000.00 per accident.

The bidder shall provide Township, upon the award of bid, a certificate of insurance providing for the coverage indicated above or evidence that the required insurance will be effective at or prior to the start date of the contract. The successful bidder may from time to time provide the Township with such further assistance as may be requested to substantiate that such insurance is in full force and effect.

7. Affirmative Action

If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 50:5-31 et seq. and N.J.A.C. 17:27. Following is the required regulatory text:

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to affectional or sexual orientation, 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 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 for the 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 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 municipality employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable municipality 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 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 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 Division of Contract Compliance and EEO as may be

requested by the Division 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 Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

8. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities language that is included as below and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless.

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the City, (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. S121 01 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 Act 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.

9. Disclosure of Contributions to New Jersey Election Law Enforcement Commission

Bidders are advised of the responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the bidder receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Bidder's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313- 3532 or at www.elec.state.nj.us.

10. PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). 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) 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 was 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. Information on the law and its requirements is available by calling (609) 292-1730.

11. Questions

Questions concerning this bid invitation may be directed to Vito Gadaleta, Business Administrator, Township of Neptune, 732-988-5200, ext. 232.

12. Contract Period

The contract period will be for two (2) years commencing on the date of execution of the contract and expire at the conclusion of the second year; however, the Township may extend the agreement an additional one year by notifying the vendor at least thirty days prior to the expiration of the contract of their intent to extend the contract.

BID DOCUMENT SUBMISSION CHECKLIST
Township of Neptune

Failure to complete and submit the following documents is a mandatory cause for the bid to be rejected (N.J.S.A. 40A:11-23.2).

Required With
Submission of
Bid (Owner's
Checkmarks)

Initial Each Item
Submitted with Bid
(Bidder's Initials)

✓	A statement of corporate ownership, pursuant to <u>N.J.S.A. 52:25-24.2</u>	
✓	If applicable, bidder's acknowledgment of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications, or bid document(s)	
✓	A listing of subcontractors as required by <u>N.J.S.A. 40A:11-16</u>	
✓	Copies of Treasury Business Registration Certificates for all Contractors and Suppliers	

Failure to submit the following documents may be a cause for the bid to be rejected (N.J.S.A. 40:11-23.1b).

Required with Submission of Bid (Owner's Checkmarks)	Initial Item Submitted with Bid (Bidder's Initials)
✓	Affirmative Action Requirements
✓	Submission of a Non-Collusion Certificate (this form must be Notarized)
✓	Insurance Certificate or letter evidencing a compliant plan

Signature: The undersigned hereby acknowledges and has submitted the above-listed requirements.

Name of Bidder: _____

By Authorized Representative

Signature: _____

Printed Name and Title: _____

Date: _____

CORPORATE DISCLOSURE STATEMENT P.L. 1977, C. 33

Any bidder who is a corporation or partnership must comply with the provisions of New Jersey Public Law, 1977, c. 33, enacted March 8, 1977, and submit with its bid prior to the receipt of the bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock, of any class or all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, must also be listed.

A. Name of Bidder _____

B.	Type of Business	Yes	No
	1. Individual	_____	_____
	2. Partnership	_____	_____
	3. Corporation	_____	_____
	4. Other (Specify)	_____	_____

C.	OWNERS NAMES	ADDRESS	% STOCK OWNED
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Also noted above, if one or more stockholders or partners named above is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, must also be listed.

CONTINUED ON NEXT PAGE

A. Name of Business Owning 10% or more of Bidder _____

B.	Type of Business	Yes	No
1.	Individual	_____	_____
2.	Partnership	_____	_____
3.	Corporation	_____	_____
4.	Other (Specify)	_____	_____

C.	NAME OF BUSINESS OWNERS	ADDRESS	% STOCK OWNED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The bidder shall complete additional disclosure sheets as necessary to provide disclosures at all levels

Person Completing Form _____
Official Position _____
Date _____
Signature _____

NOTE: NO BID WILL BE AWARDED UNLESS THE ABOVE STATUTE IS COMPLIED WITH.

ADDENDA ACKNOWLEDGMENT
Township of Neptune

FAILURE TO COMPLETE AND SUBMIT THIS ADDENDA ACKNOWLEDGMENT WITH BID WILL RESULT IN AUTOMATIC REJECTION OF THE BID.

Pursuant to N.J.S.A. 40A:11-23.1a., the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications, or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Local Unit Reference Number or Title Addendum/Revision		How Received (mail, fax, pick-up, etc.)		<i>Date Received</i>

Acknowledgment by bidder:

Name of Bidder: _____

By Authorized Representative

Signature: _____

Printed Name and Title: _____

Date: _____

AFFIRMATIVE ACTION REQUIREMENTS
PROCUREMENT AND SERVICE CONTRACTS

"Bidders are required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27)."

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a procurement contractor must present one of the following to the Township of Neptune:

- a. An existing Federally approved or sanctioned affirmative action program.
- b. A State of New Jersey Certificate of Employee Information Report Approval.
- c. If the successful Contractor cannot present "a" or "b", he/she will be required to submit a completed Employee Information Report (Form AA302). This form will be made available to the successful contractor by the City of _____.

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

(a) If yes, please submit a photo static copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

Yes _____ No _____

(a) If yes, please submit a photo static copy of such certificate.

***NOTE: A CONTRACTOR'S BID MUST BE REJECTED AS
NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY
WITH THE AFFIRMATIVE ACTION REQUIREMENTS.***

Township of Neptune

NON-COLLUSION CERTIFICATE

The undersigned bidder hereby specifically certifies that, to the best of his knowledge and belief, the annexed bid proposal for the above named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder so any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from the bid list.

Undersigned bidder further certifies that he has the necessary authority to sign this stipulation stating he has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with above named project.

This certification may be treated for all purposes as a sworn statement made under oath as equivalent affirmative and subject to the provisions of N.J.S.A. 2C:23-1 through N.J.S.A. 2C:23-3, inclusive, and relevant sequential sections, and if applicable, 13 U.S.C. 1001, et. seq.

Signature: _____

(Type or print name as signed above)

Position: _____

Company: _____

Dated: _____

**REQUEST FOR PROPOSAL
(RFP)**

**TECHNICAL
SPECIFICATIONS**

REQUEST FOR VACANT AND ABANDONED PROPERTY SERVICES

Township of Neptune

BACKGROUND

The Township contains numerous vacant and abandoned properties. The Township seeks to obtain services for the enforcement of ordinances related thereto and administration of vacant and abandoned properties.

REQUIRED SERVICES/DOCUMENTS

The Township requires the following services for vacant and abandoned properties. Any variation from these requirements must be noted on the attached proposal form.

1. Assess status of current Vacant and Abandoned Properties (“VAP”) Program, revise ordinances to provide more tools and stronger enforcement capabilities to the VAP Unit.
2. Describe the training you will provide to staff in all key functions of running a VAP Program, including collaboration with the Public Officer in oversight of the program, as well as on-site and other types of training for Code Enforcement Professionals and administrative personnel.
3. Describe the anticipated labor contribution needed from the town, the timeline in which you will need this labor, and how long it will take to train town employees in the relevant areas. If you can bring in qualified personnel to assist you instead of training town employees, please describe that process and the additional cost to the Township.
4. Development of a Registry that includes key data about each VAP, as well as contact information for parties responsible for that property (either as owner/preservation company representative, creditor etc.)
5. Discuss your ability to assist the Township with vacant and abandoned commercial properties and vacant lots, and whether this assistance would be covered under the terms of this VAP Program engagement or a separate agreement.
6. Assessment of Township’s Vacant and Abandoned Properties with no identifiable owner or creditor, provide recommendations as to how the Township should proceed with individual Vacant and Abandoned Properties and whether to employ tax lien sales, rehabilitation efforts, or sell those properties to developers with an approved plan to renovate, or some combination of all of these options.
7. Describe creation and implementation of system whereby individuals can notify Township of potential Vacant and Abandoned Properties that ensures an efficient response.

- 8.** Describe your capability to provide investigative services to assist the town with VAPs where the owner or creditor cannot be easily found, particularly, can you provide assistance with getting information on out of state LLC creditors/owners and preservation companies?
- 9.** Describe your process for identifying the location of, and providing notice to owners and creditors of Vacant and Abandoned Properties.
- 10.** Please describe your capabilities for providing administrative and evaluation services, such as developing reports that track and analyze the success of the VAP Program.
- 11.** Provide Financial Services related to Vacant and Abandoned Properties, including tracking all monies received from Vacant and Abandoned Properties and maintaining that information in an easily accessible form.
- 12.** Describe your compensation over the two year term of the contract, as well as changes to compensation should the town choose to renew the contract, including any discounts or relevant factors in the pricing.
- 13.** Please discuss any additional services your firm can offer that relate to the implementation of this Vacant and Abandoned Property program, preventing abandonment of homes, or resale of formerly abandoned homes, and describe the compensation for these services and their pricing if they are not included elsewhere in your response to this RFP.

**REQUEST FOR VACANT AND ABANDONED
PROPERTY SERVICES**

Township of Neptune

**VACANT AND ABANDONED PROPERTY SERVICES
PROPOSAL SUMMARY**

This page should be included in RFP Submittal

Bidder Name _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Person Completing Proposal _____ Title _____

Authorized Agent _____ Title _____

Agent's Signature _____ **Date** _____

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

The contract will be awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.