

REQUEST FOR PROPOSALS

AUTOMATED PHOTO ENFORCEMENT SYSTEM
(Red Light Traffic Cameras)

**ADDRESS ALL PROPOSALS TO
DESIGNATED CONTACT PERSON:**

Ms. Carmela Riccio,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

All proposals must indicate on the outside envelope: RFP:
AUTOMATED PHOTO ENFORCEMENT SYSTEM

RFP DUE ON: April 10, 2012

NO LATER THAN 10:00 a.m.

PROPOSER FINAL CHECK LIST

1. CHECK OFF LIST
2. NOTICE
3. DISCLOSURE STATEMENT
4. NON COLLUSION AFFIDAVIT
(This form must be notarized)
5. CONTACT PERSON
6. AFFIRMATIVE ACTION MANDATORY LANGUAGE
(Exhibit A) (Must provide Certificate)
7. AMERICANS WITH DISABILITIES ACT OF 1990
8. OWNERSHIP STATEMENT COMPLIANCE
FORM PUBLIC LAW 1977 CHAPTER 33
9. SCOPE OF WORK
10. PROPOSAL AGREEMENT
11. ADDENDUM RECEIPT (If applicable)
12. BUSINESS REGISTRATION CERTIFICATE
(Per P.L. 2004, c.57)

NOTICE

NOTICE IS HEREBY GIVEN THAT SEALED REQUEST FOR PROPOSALS BE RECEIVED NO LATER THAN **April 10, 2012 at 10:00 a.m.** FOR THE FOLLOWING:

AUTOMATED PHOTO ENFORCEMENT SYSTEM

PROPOSAL AND SPECIFICATIONS MAY BE OBTAINED FROM:

Ms. Carmela Riccie,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

PROPOSAL MUST BE SUBMITTED ON THE FORM SUPPLIED IN A SEALED ENVELOPE BEARING THE NAME AND ADDRESS OF THE VENDOR SUBMITTING A PROPOSAL AND ADDRESSED TO THE TOWN CLERK (SEE ABOVE) AND DELIVERED OR PRESENTED NO LATER THAN THE DATE AND TIME SET FOR RECEIVING PROPOSALS.

THE BOARD OF COMMISSIONERS RESERVES THE RIGHT TO CONSIDER THE PROPOSAL FOR SIXTY (60) DAYS AFTER RECEIPT THEREOF, AND FURTHER RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, WAIVE INFORMALITIES, AND MAKE SUCH AWARDS OR TAKE ACTION AS MAY BE IN THE BEST INTEREST OF THE COMMUNITY.

DEFINITION:

THE TOWN OF WEST NEW YORK IS SEEKING PROPOSALS TO ASSIST WITH IMPLEMENTING AUTOMATED PHOTO ENFORCEMENT SYSTEM (Red Light Traffic Cameras).

DISCLOSURE STATEMENT

BY SUBMISSION OF THIS PROPOSAL, THE VENDOR CERTIFIES THAT NO EMPLOYEE OR ELECTED OFFICIAL OF THE TOWN OF WEST NEW YORK IS EMPLOYED BY OR HAS ANY OWNERSHIP INTEREST IN THE FIRM SUBMITTING THE PROPOSAL.

Signature

DATE

NON-COLLUSION AFFIDAVIT

By submission of this proposal, the vendor certifies that:

- A. This proposal has been independently arrived at without collusion with any other vendor or with any competitor or potential competitor:
- B. This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposal for this project, to any other opening of proposals for this project, to any other vendor, competitor or potential competitor.
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal:

The person signing the proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statement contained in this certification, and under the penalties of perjury affirms the truth thereof, such penalties being applicable to the proposed vendor as well as to the person signing in its behalf.

DATE: _____ SIGNATURE _____

STATE OF

COUNTY OF

COMMUNITY

On this _____ the day of _____ 2012 before me, the undersigned personally came and appeared, to me personally known and known to me to be the individual who execute the forgoing instrument and duly acknowledge to me that he executed the same.

THIS FORM MUST BE NOTARIZED

CONTACT PERSON

PLEASE SUPPLY THE NAME, TELEPHONE NUMBER AND FAX NUMBER OF AN EMPLOYEE THAT WE MAY USE AS A CONTACT PERSON REGARDING THE PROPOSAL IF IT IS AWARDED TO YOUR COMPANY.

IF AWARDED A CONTRACT, PLEASE ADVISE US OF ANY CHANGES THAT MAY OCCUR THROUGHOUT THE DURATION OF YOUR CONTRACT FOR THE CONTACT PERSON LISTED BELOW.

NAME: _____

PHONE NUMBER: _____

FAX NUMBER: _____

HOW MANY YEARS IN BUSINESS? _____

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted 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 targeted 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 Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at NJ.A.C. 17:27.

Revised 10/08

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

The contractor and the City of CITY do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C.* 5121 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 ADA 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.

OWNERSHIP STATEMENT COMPLIANCE

FOR PUBLIC LAW 1977 CHAPTER 33

New Jersey Public Law 1977, Chapter 33 requires each corporation, partnership, limited partnership, limited liability partnerships, limited liability corporation and Subchapter S corporation or other legal entity submitting a bid to any governmental agency to accompany that bid with a statement of ownership listing the name, address and percent of ownership of each individual owning ten percent (10%) or more of the corporation, partners in a partnership, limited partnership, limited liability partnerships and Subchapter S corporations or members of a limited liability corporation (L.L.C.) other legal entity. In addition, if one or more of such owners (stockholder, partners in a partnership, etc.) is itself a corporation, partnership or other legal entity, the stockholders holding 10% or more of that corporation or the individual partners owning 10% or greater interest in that partnership or any principal owning 10% or more interest in any other such legal entity, as the case may be, shall also be listed. This form, or any appropriate listing on the bidder's letterhead containing similar information, must be included in the bidder's bid when the bid is originally submitted.

OWNERSHIP STATEMENT per PL 1977 Chapter 33

(Name of Corporation, Partnership or other Legal Entity)

(Address of Record)

I hereby certify that the name and addresses of all stockholders, partners or principals owning ten percent (10%) or more of said corporation, partners in a partnership, limited partnership, limited liability partnerships and Subchapter S corporations or members of a limited liability corporation (L.L.C.) other legal entity are as follows:

NAME	ADDRESS	% OWNED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed by: _____

In the event that the bidding corporation is a public company, registered with Securities Exchange Commission, or is wholly owned by a public company, or is without stockholders owning ten percent (10%) or more of the stock, then this information may be listed on the compliance form along with the listing of any stockholders who may individually or as a collective group own ten percent (10%) or more of the stock.

AUTOMATED PHOTO ENFORCEMENT SYSTEM FOR TOWN OF WEST NEW YORK

Proposal Format

Proposers should include the following information in their proposals and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

Title Page: Title Page should show the request for proposal's subject, title and proposal number; the firm's name; the name, address and telephone number of a contact person, and the date of the proposal.

Table of Contents: The Table of Contents should provide listing of all major topics, their associated section number, and starting page.

Transmittal Letter: The response should contain a cover letter signed by a person who is authorized to commit the proposer to perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP.

Executive Summary: The Executive Summary of the proposal should be limited to three single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the proposer's ability to meet the requirements of the RFP.

General Information: Proposer's business history including any mergers and acquisitions, change or alteration in corporation name, and current purpose/function in the marketplace including financial stability.

Proposer Financial Strength: Appreciating the substantial capital investment required by a proposer to procure equipment, install and maintain a program and in response to the recent bankruptcies of various red light camera proposers; the Town requires a financially strong proposer. Financial strength will be determined by the proposer's financial statements. Proposers with demonstrated profitability and strong balance sheets will be given preference. Please include a copy of the company's most recent annual report, and the last three years of independent, external audits. Note if the company is privately held; enumerate the names of all shareholders who own in excess of 10% and their percentage of ownership.

Summary of Qualifications: Indicate the firm's background in providing these services to governmental entities. Provide a listing of comparable client references that are using the firm's professional services, (i.e., client name, address, telephone number, contact person and length of time service was provided) for comparable technology and processing requirements.

Technical Proposal: this section should follow the scope of work section

Proposed Cost: The system will be owned and operated by the successful proposer. Prospective Proposers should submit a fee structure and implementation options. The goal of this project is to have an impact on the number of injury accidents by decreasing the number of red light violations. It is the desire of the Town for this project to be self-supporting with no out-of-pocket expense.

DETAILED REQUIREMENTS OF REQUEST FOR PROPOSAL FOR AUTOMATED PHOTO ENFORCEMENT SYSTEM FOR THE TOWN OF WEST NEW YORK

INTRODUCTION

The Town of West New York is seeking proposals from qualified contractors with demonstrated experience in providing complete automated photo enforcement services. The Town of West New York desires to engage in a five-year contract with a firm to implement and operate an automated photo enforcement program with two, two-year options to continue.

SCOPE OF WORK

To meet the community's objectives, the following minimum requirements must be met. The proposer is responsible for developing and submitting a scope of work that meets the goals and objectives of this project. This must include, but is not limited to, the following:

- Complete turnkey system, including supply, installation, implementation, and maintenance of all equipment necessary for the operation of an automated photo enforcement program and citation processing system that is fully compliant with State and local laws.
- Issuance of warnings, notices, citations, summonses, follow-up on notification, and past-due processing.
- Comply with the Rules of Court and are required to issue subsequent summons/complaints (i.e. 2nd notice) using certified mail with return receipt requested.
- Processing of all traffic citations and the preparation of evidence packages for Court.
- Operation of a toll-free telephone system and website for public inquiries.
- Public Awareness / community relation education campaign (i.e., press releases, brochures, public service announcements, web site, etc.).
- Training for the Police Department, Court, Municipal Prosecutor, and other officials involved in the use of the system.
- Providing expert witness testimony in Court confirming the functionality and accuracy of the system.
- Intersection traffic studies, violation studies, pre-installation site monitoring, and site selection services. (Final site selection will be mutually determined by the community and the Proposer).
- Assist the community in completing the New Jersey Department of Transportation Red Light Running Photo Enforcement application necessary to implement the program.
- Provide a traffic survey and analysis of the intersections identified by the City for photo enforcement.

TECHNICAL SCOPE

Equipment

The Proposer should provide, install, and maintain all equipment including, but not limited to, poles, cabinets and related operational equipment at the selected intersections.

Red Light Camera System

The proposal should address the following proven equipment capabilities:

- The Camera System should use a digital media. Film based systems are not acceptable. Preference will given to systems that utilize a combination of high resolution still images with an output in excess of 3000 x 2000 pixels per frame/image and full motion digital video technologies.
- All Camera System component operations should be synchronized to a single, standard, independent, external and verifiable time and date source.
- The system must imprint violation information on the image at the point-of-capture. Information specific to the violation must include, but is not limited to: location, date, vehicle speed, duration of the red phase, duration of the amber phase and elapse time between images. Proposers that do not imprint this information on each image at the point of capture will not be considered.
- The system must provide the ability to download to the community a video of any accidents at monitored intersections within minutes of a request by community authorized personnel.
- The Camera System should apply different methods of violation detection; to ensure that intersection variances and geometries are optimally addressed. The applied detection method will also provide accurate vehicle speed calculations and have a low false trigger rate.
- The Camera System should be modular in construction and will facilitate rapid installation and maintenance.
- The Camera System should generate secured violation evidence that can be communicated and processed using proposer-supplied or operated photo enforcement processing systems.
- The System should be capable of being flexibly configured to address the specific number of lanes to be enforced at each direction of travel at the site, including straight through violations, left-turn, and double left-turn and right-on-red violations, simultaneous violations and consecutive violations.

Functional Requirements

- The system should be capable of identifying vehicles traveling through a signalized intersection during the 'red' signal phase and recording a series of violation images that track the whole violation event from before the stop-bar and through to exiting the intersection.

- 'Scene' images will be captured to display the red signal in the vehicle's direction of travel.
- The System should be capable of detecting and capturing evidence of violation by slow moving vehicles. There should be no minimum 'threshold speed' for effective monitoring and evidence capture.
- In addition to monitoring straight through violations, the System should be capable of detecting and recording evidence of left-turn and right turns violations, including violations by slow moving left-turn and right turn vehicles. (Please reference programs which demonstrate this capability).
- Record event-specific evidence to substantiate multiple, simultaneous and/or concurrent violations occurring during any red signal phase. (Please provide sample violation images to demonstrate this capability)
- System should provide 24 x 7 "live" intersection monitoring and viewing capabilities.
- Proposer must detail the image quality specifications and provide real sets of violation image examples captured in day time, night time, and during inclement weather and during times where sunlight is pointing in the direction of the camera.
- Explain how the image and violation data is secured and transmitted to the processing center.
- Explain how the proposed camera unit produces an image set which contains the following data:
 1. Scene of location where violation occurred including the signal light, crosswalk and vehicle in proper position to prove the violation.
 2. All Camera System component operations should be synchronized to a single, standard, independent, external and verifiable time and date source. Explain how each image captured is synchronized to the same time source (i.e. video and stills).
 3. Motor vehicle during violation.
 4. Display of rear license plate of vehicle.
 5. The day, month and year of the violation.
 6. The time of the violation in hours, minutes and seconds.
 7. The amount of time that has passed since the light turned red.
 8. Duration of amber light.
 9. The duration of the event in 1/100 of a second.
 10. Location of violation.
 11. Frame sequence number.
 12. Imprint all the information along the bottom or top edge of the image - such data should not obstruct the violation image.

- Explain how the proposed system can compensate for the effects of license plate covers.
- Prosecutable Image Rate
- Proposer should provide a detailed breakdown showing its proposed system's prosecutable image capture rate.

The data must reflect the results from cameras and systems, which are identical to the systems being proposed herein.

Camera Unit Housing Should Be:

- Sealed to be weather, dust, water and spray resistant.
- Securely lockable.
- Capable of being securely mounting to existing intersection infrastructures (other than mast arms) by agreement with the authority.
- Capable of being pole-mounted on a proposer supplied pole.
- Systems that require additional intersection mast arms will not be accepted.
- Camera enclosures must be vandal and tamperproof. All glass openings must be bullet resistant.
- Note height of pole mounting and if systems require bucket trucks for maintenance purposes.

Imaging Units:

- Each imaging unit's operation should be microprocessor controlled and fully automatic.
- Units should allow aperture adjustment.
- Each image should be full-color. IR-systems will not be considered due to color degradation.
- Systems utilizing no flash at night shall be less favorably viewed.
- Systems should have a brief flash system beyond relying on incandescent flood lights, IR light or ambient light at the intersection.

Violation Detection System - Any System to detect potential red light running violations should be:

- Capable of providing the ability to select from several triggering options to include induction loops.
- Direction sensitive.
- Capable of capturing multiple-image sets that may be reviewed to confirm vehicle presence prior to the stop bar during processing.

Camera System Operations - The Camera System Should:

- Be capable of on-site or remote activation and maintenance support.
- Record multiple-image sets for each scene with license plate evidentiary requirements

- required to prove a violation. All images in each set should display data bars as specified.
- Count the number of violations.
 - Allow a malfunction to be easily identified and debugged on-line.
 - The system should perform self-test on set-up. Simulate a violation being recorded for testing.
 - Communicate error messages. Record date and time of system shutdown in the event of a malfunction.

Violation Processing

The Proposer will provide a fully Internet enabled violation processing system for the jurisdiction to operate at the city's discretion. There should be no requirement to install proposer processing software on the Town's systems.

All accesses to the violation processing system for the purpose of pre-processing evidence, police authorization, notice printing, payments tracking, and generation of courts evidence packages should be Internet enabled and should be accessible 24 X 7 for authorized users.

The violation processing system should provide the following functionalities:

- Web-enabled access and operation.
- Secure user log-in and access.
- Automatic presentation of images and data captured by the camera system onto review PC's.
- Easy review of violation evidence against local regulations.
- Ability to both 'play' full motion video and view multiple scene and plate images.
- Ability to 'crop' a license plate image area from the optimal license plate image in the multiple image license plate set to establish vehicle ID, and subsequently print the cropped plate area image to the notice.
- Ability to 'accept' or 'reject' violation sets and record rejection reasons.
- Ability to provide a bi-lingual call center for alleged violators to acquire relevant violation information.
- Ability to generate printed warning letters (during the first 30 days of program operations at the Town's discretion).
- Ability to automatically generate printed traffic notices.
- Ability to provide all relevant information on a single screen.
- Ability to store and archive all processed violation evidence into a secured database.
- 24 x 7 ability to access any stored violation image from the system database subject to the Town's standard operating procedures regarding the accessing, sharing and utilization of all images on the system database.
- 24 x 7 ability to request and immediately view Courts Evidence Package image sequences displayed as video or as individual high resolution still shots, or send images to printing locally.
- 24 x 7 ability to immediately request, view and print both standard and user-defined reports.

Reporting

The proposer's processing system should be capable of immediately generating operations reports 24X7 including:

- Number of violations recorded.
- Count of violations where notices not prepared.
- Notices prepared and mailed.
- Status of notices issued (paid, outstanding, canceled, reissued and so forth).
- The proposer should also supply reports of:
 - Camera equipment hours of service and hours lost.
 - Number and description of camera or other equipment malfunctions.
- Violation and Traffic Statistics:
 - Real-time traffic volume and vehicle counts.
 - Real-time violation graphs and chart by individual lane:
 - Violations by time of day
 - Violations by day of week

Privacy

The community seeks a Program that is reliable, accurately and fairly captures red light violations while minimizing the invasion of privacy of drivers and passengers. The Proposer will maintain all images confidential and may not use any image for any other purpose other than its intended purpose. The proposer needs to demonstrate adequate controls and safeguards, which have been audited by an accredited 3rd party. Describe your company's controls over information technology and related processes.

Violation Processing System and Existing Town Systems

Proposer's system must be capable of importing and exporting data and images with the AOC as required by the NJ ordinance.

Certified Mail

Proposer must fully comply with the Rules of Court and will be required to issue subsequent summons/complaints (i.e. 2nd notice) using certified mail with return receipt requested.

Citation Printing and Processing Center

The proposer must operate and maintain its own processing center to protect the chain of evidence. No subcontracting of the processing and printing of citations will be accepted. Describe any and all outsourcing performed by your company.

Training Requirements

The Proposer will provide all training in the operation and servicing of the system to all necessary Town Personnel. The Proposer will provide the training to all personnel in a class room setting not to exceed fifteen (15) people per class.

Public Relations and Information

The Proposer will provide assistance with a public information campaign to include the production of PSA spots for radio and copy for print publications. The public relations campaign will be consistent throughout the contract period.

Expert Testimony

The Proposer will provide, at its own expense, witnesses, as may be needed by the Town, to testify as to the accuracy, operations, and reliability of the red light camera system and related equipment for contested violations.

POLITICAL CONTRIBUTION DISCLOSURE

"Contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the contractor'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

EVALUATION CRITERIA

The Town will evaluate the offers received based on the following criteria:

Understanding of Project

Experience with Similar

Projects

Qualifications of the Firm

Experience and Qualifications of Staff

Experience and Qualifications of Subcontractors

Project Organization

Comprehensive Work Plan and Schedule

Quality of Proposal

Pricing

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of project manager and other staff; strength, stability, experience and technical competence of subcontractors; assessment by client references; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel; provide a detailed work plan and schedule for implementing an automated photo enforcement system at an intersection or street: and pricing models.

PROCESSING OF PROPOSALS

A. Anticipated timeline for RFP will be as follows:

- 1. Issuance of Request for Proposals March 21, 2012**
- 2. Receipt of Proposals April 10, 2012 no later than 10:00 a.m.**
- 3. Completion of Evaluation of Proposals April 17, 2012**
- 4. Designation of Qualified Respondents April 18, 2012**

The Town reserves the right to extend the time period for review and completion of evaluation of the proposals along with the time to designate a qualified Respondent.

B. Questions

Questions regarding this Request for Proposals, the scope of work, or need for additional data of information should be submitted in writing by fax, at least seven days prior to opening date, to:

Ms. Carmela Riccie,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

C. Submission of Proposal

To receive award consideration, one (1) original proposal and four (4) copies must be received in a sealed package by the Town Clerk no later than **10:00 a.m. on April 10, 2012**, at which time they will be opened and later distributed for evaluation. The seal package(s) must be clearly marked for "Automated Photo Implementing System" and should be **delivered to:**

Ms. Carmela Riccie,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

All proposals will be held in confidence until a contract has been executed or Council has rejected all proposals.

"Firm/ Vendor must show proof of Liability Insurance if awarded a contract, Your Firm/ Company will be required to comply with the requirement of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27"

PRICING PROPOSAL

The Town of West New York is interested in cost neutrality. The proposer must offer a financial model that requires zero out of pocket expense and zero financial commitment to each automated enforcement system, a model that is not only 100% cost neutral, but also 100% revenue positive, namely, a fixed transaction processing fee per paid citation.

AUTOMATED PHOTO ENFORCEMENT SYSTEM

THE UNDERSIGNED IS A (INDIVIDUAL) (CORPORATION) (PARTNERS} HP) UNDER THE LAWS OF THE STATE OF _____

HAVING ITS PRINCIPAL OFFICE AT

COMPANY NAME _____

FEDERAL I.D. _____

SIGNATURE OF AUTHORIZED SIGNATURE

PRINT NAME _____

TITLE _____

TELEPHONE _____

EMAIL _____

IMPORTANT NOTICE

BUSINESS REGISTRATION CERTIFICATE (S)

N.J.S.A. 52:32-44

Effective September 1, 2004, all New Jersey and Out of State Vendors that do business with the Town of West New York, are required to be registered with the State of New Jersey and provide proof of that registration to the Town of West New York. N.J.S.A. 52:32-44(P.L. 2004c57),

The law affects all business organizations that do business with the Town of West New York, including contractors, sub-contractors, professional services and individuals.

A contract includes a formal contract awarded by a public bid, or a purchase order.

A Contractor must include proof of its own business registration and *proofs of business registration of those subcontractors* required to be listed in the contractor submission (i.e. " named subcontractors"). The proof shall be in the form of a copy of the organizations "Business Registration Certificate" issued by the Division of Revenue. The Proof of business registration shall be provided at the time the bid or proposal is officially received and opened by the Town of West New York

Failure to do so is a FATAL defect that cannot be cured.

Registration is free and is a one-time action — there are no fees to register. To obtain the registration form or file on —line at:

www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity

Any questions regarding said form should be directed to the Division of Revenue at 609-292-1730.

NOTE: Business Registration Certificate must be valid before vendor provide certificate with proposal. If certificate is found not valid by our office the vendor will be considered nonresponsive and the bid will be rejected.