

PUBLIC NOTICE

Request for Proposals “Computer Consulting and Maintenance, Including Disaster Recovery, Services” for the Town of West New York Parking Authority

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the West New York Parking Authority (“WNYPA”) seeks Request for Proposals (“RFP”) from firms that wish to provide **“Computer Consulting and Maintenance, Including Disaster Recovery, Services”**, as directed by the Board of Commissioners of the West New York Parking Authority. **All Proposals will be publicly opened on January 8, 2019 at 9:45 a.m. West New York, NJ 07093 in the Conference Room.**

The West New York Parking Authority intends to award a contract for these services pursuant to N.J.S.A. 40A:11-5. If awarded a contract, your company/firm shall be required 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 firm will provide the WNYPA with public information consultation and services relating to the West New York Parking Authority in order to best serve the residents of the Town of West New York. The successful firm must have significant experience in representing New Jersey municipalities and/or authorities. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 et seq.

Request for Proposals will be received by the Executive Director of the West New York Parking Authority, in the County of Hudson, New Jersey, at the Parking Authority, 224-60th Street, West New York, N.J. on January 8, 2019 no later than 9:45 a.m., in accordance with the Request for Proposals now on file in the office of the Executive Director, 224-60th Street, West New York, N.J. (telephone no. 201-295-1575; aperez@wnypanj.com), where same may be obtained during office hours from 8:00 a.m. to 5:00 p.m.

All RFPs shall be submitted in sealed envelopes addressed to the Executive Director of The West New York Parking Authority, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **“Request for Proposals”** followed immediately below those words in letters not less than one half inch high: **“Request for Proposals for Computer Consulting and Maintenance, Including Disaster Recovery, Services for the West New York Parking Authority”** and underneath that **“To be received on the 8th day of January, 2019 by 9:45 a.m.”** Proposals will not be accepted by facsimile transmission or e-mail. Proposals shall be submitted using white 8.5” x 11” paper and shall be in accordance with the specifications contained in the Request for Proposals.

In order for RFPs to be accepted by mail or courier, the RFPs must be placed in an outer envelope, and be clearly marked in the same manner as set forth above, with the same size and information.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq.

Respondents must submit an original and two (2) copies of their Proposal to:

**West New York Parking Authority
Attn: Amiris Perez, Executive Director or Steven Rodas, QPA
224 – 60th Street
West New York, NJ 07093**

The West New York Parking Authority reserves the right to reject any or all Proposals, to waive any informalities or to accept a Proposal which, in its judgment, best serves the interest of The West New York Parking Authority.

Technical Specifications

Purpose:

The following procedures are designed to provide the basic for a competitive RFP to award service to manage the computer workstations, servers and network for the Town of West New York Parking Authority.

Qualifications:

The successful applicant is required to have at least five (5) years' experience in the management of computer and networks fields.

Scope of Services

Proposal Base Service:

The Management Information System Consultant shall provide the following services as part of its maintenance base price:

1. File Server Management: Daily on-line real time monitoring of critical functions. 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 etc. for updates and confirm system maintenance checks are being performed. Perform forced data backup on the application server.
2. Workstation Management: On-site and remote support. Complete patch management. Maintain properly functioning configurations.
3. General Consulting/IT services: Server, workstation, printer, network device consultation, configuration, and installation, software updates, network troubleshooting. On-site repairs and installation of printers, computers and other equipment as necessary.
4. 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 traffic, block restricted sites, and prevent cyber-attacks are to be reviewed and recommendations are to be made.
5. The applicant / proposer must have demonstrated successful experience in supporting Microsoft Office Suites and QuickBooks.
6. Maintenance to 1 Server, computer workstations and network equipment.
7. 24/7/365 network monitoring and management
8. Provide the following Full Help Desk / Remote Support:

Hardware:

- Must be able to troubleshoot, repair, maintain and upgrade Intel and AMD compatible file server and workstation.
- Must be able to troubleshoot, repair, maintain and upgrade Laser and inkjet printers.
- Must be able to troubleshoot, repair, maintain and upgrade communications equipment.
- Must be able to troubleshoot, repair, maintain and upgrade network equipment.

- Maintaining existing network equipment.
- Must be able to configure, troubleshoot, repair and maintain remote hardware based print servers.
- Must be able to set any new device to work properly.
- Must be able to expand the existing network equipment as needed.
- Must be able to make recommendations for new equipment as needed.

Software:

- Technical support and maintenance, including upgrade installation as well as problem resolution whenever new equipment or application are added to the network for Novell Netware, Microsoft windows NT, Windows 2000, 2003 and 2008 server, windows XP, Windows 7 and future versions. Apple Macintosh workstations connected to a windows base file server.
- Knowledge of Windows 2000, 2003 and 2008 Server administration, which includes security polices, IIS, File printer and sharing folders, VPN and remote access, FTP and Mail administration.
- Ability to administrate Window XP and Windows 7 mixed network environment, workstations and users.
- Manage user's access to the network, print services usage, control network traffic.
- Knowledge of administration of Novell Netware, Microsoft Windows NT, Windows 2000, 2003 and Windows 2008 file server operating system mixed in a network environment.
- Knowledge of printer sharing and printer server administration.
- Knowledge of user's management and security administration.
- Knowledge of internet access service management.
- Knowledge of TCP/IP addresses management, firewall configuration and strong knowledge of network protocols and security.
- Knowledge of Corporate Antivirus Environment.
- Must provide help desk support with the following applications: Word, Excel, Outlook,
- Must provide help desk support with printers, network access, files sharing, and/or any other issues.
- Windows compatible application, setup, modifications, upgrades
- Familiarity with Parking Authority specific operations.
- Familiar with accounting activities.
- Must provide backup solution and cost for implementation.
- Must provide a disaster and recovery plan.

Disaster and Recovery Plan:

The applicant will provide a Disaster and Recovery Plan. Applicant should describe the service to be provided in detail. This shall not be billed on an hourly basis. One-time price must be provided.

Off-Site Server Download:

The applicant shall provide daily off site server download. Service must be describing in detail. This shall not be billed hourly.

Hourly Service:

The Town of West New York Parking Authority at its discretion requires the successful proposer to perform service on an hourly basis. This will be additional to the base price. This hourly services shall include the following:

- a. Installing and replacing old workstations and printers and misc. equipment.
- b. Installing new and updated software.

c. Installing and replacing network equipment

d. Other services deemed necessary to by the Town of West New York Parking Authority to insure proper management information system operations, not otherwise described herein.

e. When requested, and/or as necessary the Computer Consultant shall provide all necessary advice to the Town of West New York Parking Authority regarding the procurement of hardware or software.

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name of firm:

2. Address of principal place of business and all partners or firm's offices and corresponding telephone and fax numbers. Please note specifically which partners will be assigned to work with the Parking Authority.

3. Prior computer support services.

4. Experience related to representation of public entities.

5. A list with 3 references with name, relationship and telephone contact information.

6. Examples of your record of success representing public entities.

7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staffing) Responders must guaranty that technical support will be provided within one hour of receiving a call. In the event if hardware failure, replacement parts must be available by noon on the following business day.

8. Cost Proposal – Proposers should submit a cost proposal which would include the following:

A) Monthly Maintenance Base Price.

B) Disaster and Recovery Plan – A one-time price must be provided.

C) Off-Site Server Download Back Up Services Price.

D) Hourly Billing Rate – For other services deemed necessary by the Town of West New York Parking Authority to insure proper management information system operations.

9. Insurance.

10. Any other information which the interested firm deems relevant.

11. New Jersey Business Registration Certificate.

12. Fully executed Non-Collusion Affidavit which is attached.

13. Fully executed Disclosure of Ownership form which is attached.

14. Listing of all certification and licenses. Following licenses are mandatory to operate on The Town Of West New York Parking Authority.

Mandatory Certifications:

A+ Certified Professional IT Technician.
MCP (Microsoft Certified Professional)
MCDST (Microsoft Certified Desktop Support Technician)
MCTS (Microsoft Certified Technology Specialist)
Network+
Telecommunication Limited Wiring Exemption

15. Vendors/Consultants must guaranty that full time employees of their company will provide the above services. The use of outside consultants or sub-contractors will not be acceptable.

16. Certification of Work-Free Workplace.

17. Affirmative Action Affidavit.

18. Any other form attached to this package.

EVALUATION FACTOR FOR COMPUTER CONSULTANT AND MAINTENANCE, INCLUDING DISASTER RECOVERY, SERVICES.

1. Professional and technical experience as Computer Specialist, with evidence of ability to perform the work.
2. Past performance in terms of quality of work, compliance with performance schedules, attention to details and capability to respond to calls within one (1) hour.
3. General response including understanding of all the services and programs needed.
4. Proficiency and knowledge of Town of West New York Parking Authority operations.
5. Fee Schedule and cost competitiveness.

Other Causes for Rejection

Proposals from applicants who are found to be unqualified and proposals not accompanied by all required and properly completed documents may be rejected.

In addition, cause for rejection of proposals may include, but not limited to, the following:

- A. If prices are obviously unbalanced;
- B. If received from applicants who have previously performed wok in an unsatisfactory manner;
- D. If conditions, limitations or provisions are attached by an applicant to the proposal, if proposals are otherwise irregular or if the enclosed or accompanying documents are not completed and properly executed;
- E. If the proposal does not own sufficient or satisfactory equipment and or qualified to perform the work, or state licensure (s);
- F. If the proposal submits false information;
- G. If when a proposal is extremely inconsistent with the industry's standards, such proposal shall be considered null. The determination as to industry standards shall be made by the Purchasing Agent and shall be kept on file by the Purchasing Agent;
- H. When an applicant is deemed not responsible;
- I. When an applicant is deemed to have past negative experience with the Town of West New York Parking Authority.
- J. Any of the reason for rejection of responses are stated in N.J.S.A. 40 A:11-13.

CHECKLIST FOR ITEMS TO BE SUBMITTED WITH PROPOSAL

	APPENDIX	CHECK IF PROVIDED
A	Letter of Intent	
B	Letter of Qualification	
C	Mandatory Equal Employment Opportunity Language	
D	Ownership Disclosure Statement	
E	American's With Disability Act of 1990	
F	Affirmative Action Compliance Notice	
G	Minority/Women Business Enterprise	
H	Non-Collusion Affidavit	
I	Business Entity Disclosure Certification	
G	Disclosure Statement	
K	Disclosure of Investment Activities in Iran	

OTHER DOCUMENTS REQUIRED

		CHECK IF PROVIDED
1	Business Registration Certificate from the State of New Jersey Department of Treasury, Division of Revenue (<u>N.J.S.A. 52:32-44</u>) and W9 Form	
2	Certificate of Insurance Evidencing Comprehensive Liability, Property/Casualty (\$2 million aggregate/\$1million per occurrence) (or less if Umbrella coverage is present); Workers Compensation (statutory limits); and Professional Malpractice (if applicable) (\$2 million aggregate/\$1 million per occurrence) naming WNYPA as an additional insured.	
3	Letter of Federal Affirmative Action Plan Approval <u>OR</u> Certificate of Employee Information Report <u>OR</u> Employee Information Report Form AA302 (available at www.stte.nj.us/treasure/contract_compliance)	

Signature: The undersigned Respondent hereby acknowledges that he/she has submitted the required documents with the Proposal, and will submit the remaining required documents prior to execution of a contract with the WNYPA, if the same are not also submitted with the Statement.

Name of Respondent/ Firm: _____

Print Name and Title: _____

Signature: _____

Date: _____

APPENDIX A

LETTER OF QUALIFICATION

(To be Typed on Respondent's Letterhead. NO MODIFICATIONS MAY BE MADE TO THIS LETTER)

Amiris Perez
Executive Director
West New York Parking Authority
224 60th Street
West New York, New Jersey 07093

Dear Executive Director Perez:

The undersigned have reviewed our Qualification Statement-Proposal submitted in response to the Request for Proposals (RFP) issued by the Parking Authority of West New York ("Parking Authority"), dated *(Insert Date)* in connection with the Parking Authority's need for **Computer Consulting and Maintenance, Including Disaster Recovery, Services.**

We affirm that the contents of our Qualification Statement-Proposal (which Qualification Statement-Proposal is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement-Proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of *(Insert Name of Respondent)*_____.

Chief Executive Officer

Chief Financial Officer

Dated: _____

Dated: _____

Respondent shall sign and complete the spaces as provided above. If a joint venture, partnership or other formal organization is submitting a Qualification Statement-Proposal, each participant must execute this Letter of Qualification

APPENDIX B
LETTER OF INTENT

STATE OF NEW JERSEY
PARKING AUTHORITY OF WEST NEW YORK ss:

I _____ certify that I am the _____
of the firm of _____, the Respondent submitting Qualifications
in response to a Request for same from the Parking Authority in regards to – **Computer Consulting and
Maintenance, Including Disaster Recovery, Services.**

.I further certify that:

1. I executed said Proposal with full authority so to do; and
2. All statements contained in the Submission and in this affidavit are accurate, factual and complete, and made with full knowledge that the Parking Authority of West New York is relying upon the truth of the statements contained in the Submission and the statements contained in this affidavit in evaluating Respondent's Qualifications; and
3. Respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project through participation with any other person, firm or party; and
4. Respondent agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Parking Authority's procurement schedule;
5. Respondent acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement-Proposal and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom, shall be borne exclusively by the Respondent. In no event shall the Parking Authority have any liability to Respondent for any costs incurred by the Respondent for the Qualification Statement-Proposal.
6. Respondent acknowledges and agrees that the Parking Authority may modify, amend, suspend and/or terminate the procurement process in its sole judgment.
7. Respondent is aware that any contract executed with respect to the services referred to in the RFP must comply with the applicable affirmative action and similar laws, and agrees to take such actions as may be required to comply with such applicable laws in the event that a contract is formed.

(Signature of Respondent) _____

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY OF 20 _____

NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL

APPENDIX C
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE PER
N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

Throughout the performance of the Services required pursuant to this RFP, Respondent agrees as follows:

- a) Respondent, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. Respondent will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to the age, race, creed, color, national origin, ancestry, marital status 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. Respondent 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 non-discrimination clause;
- b) Respondent, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the Architect, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex;
- c) Respondent, 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 Respondent's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;
- d) Respondent, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time;
- e) Respondent agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed in N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time;
- f) Respondent agrees to inform in writing appropriate recruitment agencies in the area, including 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 or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;
- g) Respondent 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;
- h) Respondent 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 or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions; and
- i) Respondent and any subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation.

APPENDIX D
OWNERSHIP DISCLOSURE STATEMENT

In conformance with N.J.S.A. 52:25-24.2

Name of Business: _____

Principal Place of Business: _____

PARTNERSHIP **CORPORATION** **SOLE PROPRIETORSHIP**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. If one or more of the below is itself a corporation or partnership, I have annexed the names and addresses of anyone owning a 10% or greater interest therein.

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

PLEASE CHECK APPROPRIATE BOXES ABOVE AND SIGN BELOW.

STOCKHOLDERS:	% OF STOCK OR PARTNERSHIP
NAME	STREET ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I further certify that no officer or employee of the WNYPA has any interest, direct or indirect, in this corporation or partnership or in the contract for the Services. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature

Print or Type Name and Title

Subscribed and sworn to before me
this _____ day of _____

(Seal) Notary Public of New Jersey

My Commission Expires _____

E. AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

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

The successful bidder shall submit to the public agency, 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 contractor 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. 17:27-4;

.OR

.(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours. The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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

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

COMPANY: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

F. MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE)
Questionnaire for Bidders

The town of West New York, in accordance with the stated policy of non-discrimination and equal employment opportunity in the Municipal Code, recognizes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises. To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: _____

Address: _____

Telephone No.: _____

Contact Name: _____

Please check applicable category :

_____ Minority Owned _____ Minority & Woman Owned
_____ Woman Owned _____ Neither

Definition of Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise: a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

APPENDIX G
AMERICANS WITH DISABILITIES ACT OF 1990
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DIABILITY

The RESPONDENT and the WEST NEW YORK PARKING AUTHORITY (“WNYPA”) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (“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 regulation promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the WNYPA pursuant to this contract, the RESPONDENT agrees that the performance shall be in strict compliance with the Act. In the event the RESPONDENT, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the RESPONDENT shall defend the WNYPA in any action or administrative proceeding commenced pursuant to this Act. The RESPONDENT shall indemnify, protect, and save harmless the WNYPA, 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 the alleged violation. The RESPONDENT 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 WNYPA’s grievance procedure, the RESPONDENT agrees to abide by any decision of the WNYPA, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the WNYPA or if the WNYPA incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure the RESPONDENT shall satisfy and discharge the same at its own expense.

The WNYPA shall, as soon as practicable after a claim has been made against it, give written notice thereof to the RESPONDENT along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the WNYPA or any of its agents, servants, and employees, the WNYPA shall expeditiously forward or have forwarded to the RESPONDENT every demand, complaint, notice, summons, pleading, or other process received by the WNYPA or its representatives.

It is expressly agreed and understood that any approval by the WNYPA of the services provided by the RESPONDENT pursuant to this contract will not relieve the RESPONDENT of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the WNYPA pursuant to this paragraph.

It is further agreed and understood that the WNYPA assumes no obligation to indemnify or save harmless the RESPONDENT, its agents, servants, employees and subcontractors for any claim that may arise out of their performance of the Services. Furthermore, the RESPONDENT expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the RESPONDENT’s obligations in providing the Services, nor shall they be construed to relieve the RESPONDENT from any liability, nor preclude the WNYPA from taking any actions available at law.

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

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.

Representative's Name/Title
(Print): _____

Representative's
Signature: _____

Name of
Company: _____

Tel. No.: _____

Date: _____.

APPENDIX H
NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____,
in the County of _____, and the State of _____,
of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of
_____, the Respondent herein, and I executed the Proposal with
full authority to do so; that the Respondent has not directly or indirectly, entered into any
agreement, participated in any collusion, or otherwise taken any action in restraint of free,
competitive proposing in connection with the Proposal, and that all statements contained in the
Proposal and in this affidavit are true and correct, and made with full knowledge that the West New
York Parking Authority relies upon the truth of the statements contained in the Proposal and the
statement in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure a
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 the Respondent.

Signature

Print or Type Name and Title

Subscribed and sworn to before me

this _____ day of _____

(Seal) Notary Public of New Jersey

My Commission Expires _____

APPENDIX I
BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
<NAME OF CONTRACTING AGENCY>

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that <name of entity> has not made and will not make any contributions in violation of NJ State **Pay-to-Play Regulations**, and has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
- Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Respondent/ Firm: _____

Print Name and Title of Affiant: _____

Signature of Affiant: _____

Date: _____

Subscribed and sworn to before me
this _____ day of _____

(Seal) Notary Public of New Jersey

My Commission Expires _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
<NAME OF CONTRACTING AGENCY>

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51) 19:44A-20.6 Certain contributions deemed as contributions by business entity.

When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“Interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq. 19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2).”

Exhibit J
DISCLOSURE STATEMENT
(To be submitted with Proposal)

In the past five (5) years, is or was anyone in your firm or company a County officer or employee or an officer or employee of an independent county authority, commission or agency? If yes, then provide the name of the individual and position held.

Yes _____ **No** _____

Name _____ Position _____ Term _____

Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes _____ **No** _____

Name _____ Position _____ Term _____

Reason for censure:

Has any individual who would provide services under this contract or has the firm been sued in malpractice during the last five years?

Yes _____ **No** _____

Name _____ Position _____ Term _____

Reason for Action:

Outcome:

Has any member of your firm ever been barred from doing business with any state, county or municipal government? If yes, then please provide further written explanation including the date and copies of relevant documentation.

Yes _____ **No** _____

Name _____
State, County or Municipality Government _____
Term _____

Has any member of your firm sued or represented a party in any matter against the West New York Parking Authority or the Town of West New York in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation including the date and copies of relevant documentation.

Yes _____ **No** _____

Name _____ Position _____ Term _____

List all immediate relatives of principals and/or employees of Respondent who are employees of the West New York Parking Authority or elected officials of the Town of West New York. For purposes of the above "immediate relative" means a spouse, parent, step-parent, brother, sister, child stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.

Exhibit K
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Respondent: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's bid non-responsive.** If the West New York Parking Authority finds a person or entity to be in violation of law, the West New York Parking Authority shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the respondent and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE PROVIDE ON A SEPARATE ATTACHED PAGE.

Name _____ Relationship to Respondent _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Respondent Contact Name _____ Contact Phone Number _____

ADD ANY ADDITIONAL ACTIVITIES ENTRIES ON SEPARATE PAGE

Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the West New York Parking Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the West New York Parking Authority to notify the state in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the West New York Parking Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____