

Township of Lawrence
County of Mercer
State of New Jersey

REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that proposals will be received by LAWRENCE TOWNSHIP from qualified proposers for the following:

2017 MOTORCOACH TRANSPORTATION

The Township of Lawrence is seeking proposals from qualified contractors for Motorcoach Transportation for 2017 Summer Recreation programs.

Proposals will be opened and publically read by the Township of Lawrence on June 8, 2017 at 11:00 a.m. prevailing time. Proposals must be sealed and the envelope must indicated BID on it and mailed or hand delivered to:

Township of Lawrence
Manager's Office
2207 Lawrence Road
Lawrence Township, NJ 08648

Proposal documents and specifications may be obtained from the Township Manager's Office at the above address beginning May 24, 2017, Monday through Friday during regular business hours, 8:30 a.m. to 4:30 p.m. You may email requests to ymartinette@lawrencetwp.com or call 609-844-7005.

Proposers must comply with regulations of the "N.J. Local Public Contracts Law", Affirmative Action regulations P.L. 1975, c127 (NJAC 17:27) and the New Jersey Prevailing Wage Act 12:60-1 et seq. (P.L. 1963, Chapter 150). Proposers are also required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

In accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) a New Jersey Business Registration Certificate (BRC) should be submitted with the proposal documents. However, the law allows the BRC to be filed anytime prior to award of the contract but the proposer had to have obtained the BRC **PRIOR** to receipt of bids. The Township of Lawrence strongly recommends submission of the BRC with the proposal documents.

The Township of Lawrence reserves the right to accept or reject any and all proposals for the above listed items in whole and/or part and may waive informalities that the Township may, in its sole discretion, deem to be in the Township's best interest.

Kevin P. Nerwinski, Esq.
Municipal Manager/QPA

Township of Lawrence
County of Mercer, New Jersey

GENERAL INSTRUCTIONS AND REQUIREMENTS

RFP No. 2 Motor Coach Transportation

Invitation to Submit Proposal

Take note that the Township of Lawrence, Mercer County, New Jersey, shall receive sealed proposals from qualified proposers for RFP No. 2, 2017 Motor Coach Transportation. Said RFPs shall be received no later than 11:00 a.m. local time, on Thursday, June 8, 2017, in the Manager's Conference Room at the Municipal Building, 2207 Lawrence Road, Lawrence Township, New Jersey 08648.

The term "qualified proposers" used above pertains to the ability to complete the enclosed Non-Collusion Affidavit. Only Proposers who can comply with these specifications and return the Affidavit signed will be considered. **FAILURE TO SIGN AND RETURN THIS AFFIDAVIT SHALL CAUSE IMMEDIATE REJECTION OF THE PROPOSAL.**

Exceptions

The specifications contained herein are to be considered the minimum acceptable descriptions of the product desired. Manufacturers may note exceptions and proposed alternates to certain parts of some, but only if the alternate is of equal or superior construction methods, or equal or superior name brand products. All such proposals will be supported by reasonable documentation of comparability. Where name brand products are mentioned, it is for the purpose of detailing the level of quality desired. Other name brand products may be substituted providing they are of equal or superior quality. The Purchaser shall be the sole judge as to whether or not the substitution offered is, in fact, equal or superior. Proposers who take exceptions must list their exceptions on a separate list, pointing out the page number and section where the exception is taken. Proposers must also check compliance Yes or No in the specifications as noted. **TAKING COMPLETE EXCEPTION TO THESE SPECIFICATIONS SHALL CAUSE IMMEDIATE REJECTION OF THE RFP.**

Responsibility of the Purchaser

The Purchaser reserves the right to reject all proposals without cause other than its sole determination that the public interest is served and to consider quality and workmanship as described hereinafter.

PROPOSERS ARE REQUIRED TO RETURN THIS RFP PACKAGE AS THEIR PROPOSAL. Failure to include same shall cause immediate rejection of the proposal. Proposals that contain any omissions, erasures, or alternations, or that contain additions or items not called for in the RFP Documents, or that contain irregularities of any kind, may be disqualified and not considered. All signatures shall be in writing, and no proposal shall be considered unless so signed. Numerical figures which are inconsistent with verbal (written) expressions of amounts shall be deemed superseded by the verbal (written) expression.

Award of Contract

Upon submitting their proposals, proposers shall not withdraw or cancel such proposals, and all RFP securities submitted with such proposals will be held by the Purchaser until all proposals submitted have been canvassed and award of contract made and executed. All RFPs will be evaluated for a period not to exceed sixty (60) days, unless a longer period is agreed to by the proposer. If applicable, all RFP securities submitted with proposals will then be returned to the respective unsuccessful proposer.

The Company to whom the award is made shall, within ten (10) days after receiving written notice of such award, execute a contract with said Purchaser, for the complete delivery of all materials, equipment and/or work specified therein. In this RFP, the purchase order will serve as the contract.

The Township of Lawrence expressly reserves the right to select any alternate in this RFP, or any combination of alternates, to make an award. The Township of Lawrence shall have sole discretion in determining the alternates to be awarded hereunder, said alternates to be selected in the best interests of the Township of Lawrence.

Responsibility of the Proposer

The Proposer must comply with all applicable New Jersey statutes in effect at the time of the RFP.

If applicable, all RFPs shall include manufacturer's copies of all specified warranties. Any exceptions or variations to these specifications must be set forth on separate sheets, indicating page number(s) and section(s) of these specifications, and must be submitted with the RFP. Any RFPs deemed as taking total exception to these specifications shall result in immediate rejection of the RFP.

Important Note

Any proposer who does not understand any portion of the specifications and/or requirements, or who wishes to present a question on the same, shall do so in writing to the Purchaser. Verbal answers shall not be binding.

Intent

The intent of the specifications, as presented herein, is to establish the functional requirements for the equipment specified in the RFP.

General Terms

All equipment furnished shall be the manufacturer's latest model and be ready for immediate operation at the time of delivery. The equipment shall conform to the best practice known in design, quality of workmanship and material, and be subject to meet these specifications in full.

THESE SPECIFICATIONS SHALL BE CONSIDERED A MINIMUM, AND FULL MINIMUMS SHALL BE MET.

Payment Terms

The RFP Price shall reflect the total cost of the services.

Lawrence Township bears no financial responsibility for any delays resulting from actions/circumstances beyond its control.

The RFP price shall not include any local, state, or federal taxes. Tax-exempt forms will be provided by the purchaser upon request. Proposers shall not be liable for any state or federally mandated tax or program after the contract signing.

BID SPECIFICATION-MOTORCOACH TRANSPORTATION

SECTION A

56 Seat Motor Coach Buses

The Lawrence Twp. Recreation Dept. requires seat motor coach buses for different destinations. Departure and return is from a location, in Lawrence Township, to be determined at a later date. Motor coaches shall be equipped with a minimum of 56 passenger seats, operable restroom, air-conditioner, DVD player, monitors (minimum of 4 must be working correctly) and speaker system. Bid includes garage-to-garage costs and all other fees/charges including tolls and parking when applicable. Successful bidder is required to submit a Certificate of Insurance listing Lawrence Township as an additional insured. Lawrence Township bears no financial responsibility for any delays resulting from actions/circumstances beyond its control. The Lawrence Township Recreation Department reserves the right to cancel, reschedule or substitute any of the listed trips without financial penalties.

Destination	Date	Address	Leave LHS	Return
Hurricane Harbor	Monday, July 10, 2017	Jackson, NJ	9:00am	4:00pm
iPlay America	Tuesday, July 11, 2017	Freehold, NJ	9:00am	4:00pm
Jenkinson's Beach	Wednesday, July 12, 2017	Point Pleasant, NJ	9:00am	4:00pm
Dorney Park	Thursday, July 13, 2017	Allentown, PA	8:00am	5:00pm
Camel Beach Park	Friday, July 14, 2017	Tannersville, PA	8:00am	4:00pm
Great Adventure	Monday, July 17, 2017	Jackson, NJ	9:00am	4:00pm
Mountain Creek Park	Tuesday, July 18, 2017	Vernon, NJ	8:00am	5:00pm
Belmar Beach	Wednesday, July 19, 2017	Belmar, NJ	9:00am	4:00pm
Dorney Park	Thursday, July 20, 2017	Allentown, PA	8:00am	5:00pm
Camel Beach Park	Friday, July 21, 2017	Tannersville, PA	8:00am	4:00pm
Hurricane Harbor	Monday, July 24, 2017	Jackson, NJ	9:00am	4:00pm
Mountain Creek Park	Tuesday, July 25, 2017	Vernon, NJ	8:00am	5:00pm
Jenkinson's Beach	Wednesday, July 26, 2017	Point Pleasant, NJ	9:00am	4:00pm
Outdoor Laser Tag AMC Movie Theater	Thursday, July 27, 2017	Wrightstown, NJ Hamilton, NJ	8:30am	4:00pm
Hershey Park	Friday, July 28, 2017	Hershey, PA	8:00am	6:00pm

SECTION B

Trip destinations not listed in SECTION A.

Cost per hour _____

The Township of Lawrence reserves the right to award the contract to the vendor submitting the lowest aggregate proposal.

Township of Lawrence
County of Mercer, State of New Jersey

RFP DOCUMENT SUBMISSION CHECKLIST

The items listed below (INCLUDING THIS CHECKLIST) must be submitted with this RFP package and acknowledged by the bidder. **THE FAILURE TO SUBMIT THESE MANDATORY DOCUMENTS WITH THE RFP SHALL BE DEEMED A NON-CURABLE DEFECT.**

<u>Item</u>	<u>Required In Bid Package</u>	<u>Bidder's Initials</u>
Bid Document Submission Checklist <i>(properly initialed)</i>	<u>X</u>	_____
Bid Proposal Form <i>(signed & notarized)</i>	<u>X</u>	_____
Statement of Compliance <i>(signed & notarized)</i>	<u>X</u>	_____
Affirmative Action	<u>X</u>	_____
Non-Collusion Affidavit <i>(signed & notarized)</i>	<u>X</u>	_____
Stockholder Disclosure <i>(signed & notarized)</i>	<u>X</u>	_____
NJ Business Registration	<u>X</u>	_____
Public Works Contractor Registration	_____	_____
Consent of Surety	_____	_____
Statement of Qualifications	_____	_____
Subcontractor Listing <i>(if applicable)</i>	_____	_____
Acknowledgement of Addendum and/or Clarification <i>(if applicable)</i>	<u>X</u>	_____
Other: <u>Proof of Required Insurance</u>	<u>X</u>	_____

*******STATEMENT OF COMPLIANCE*******

The following information must be supplied and the statements notarized and witnessed by a licensed Notary Public.

1. The specifications, as presented herein, have been strictly adhered to. If exceptions are taken and alternates or equivalents not listed, we understand that it will be grounds for not accepting the RFP.
2. All information as required has been included in the proposal.
3. If applicable, all equipment/products/services are Year 2017 compliant.

"I (We) do solemnly swear that the enclosed information is correct and true to the best of my (our) knowledge. I (We) also do swear that no information has been omitted from this proposal in order to present the proposal in a more favorable position."

"I (We) also do swear that all alternates and clarifications to the specifications have been listed in my (our) proposal."

PROPOSER: _____

SEAL:

_____ Notary Public

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____ in
(name of affiant) (name of municipality)

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

I am _____ in the firm of _____
(title or position)

the proposer making this proposal for the RFP proposal entitled **RFP No. 2 - 2017 Motorcoach Transportation** and that I executed the said proposal with full authority to do so and that said proposer 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, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the

(name of firm)

relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

(name of firm)

Subscribed and before me

this _____ day of _____ 2017

(Notary Public)

My Commission expires

_____ 20 _____

Signature of Affiant

Typed or Printed Name/Title
(Corporate seal)

STOCKHOLDER DISCLOSURE CERTIFICATION

Please check appropriate boxes below and sign below. This statement must be included with bid submission.

- I certify that the list below contains the names and home addresses of all stockholders holding ten percent or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns ten percent or more of the issued and outstanding stock of the undersigned.

- | | | |
|--|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Subchapter S Corporation |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership | |
| <input type="checkbox"/> Limited Liability Corporation | | <input type="checkbox"/> Limited Liability Partnership |

Stockholders:

Name/Address: _____

Name/Address: _____

Name/Address: _____

Name/Address: _____

Name/Address: _____

Name/Address: _____

Subscribed and sworn before me
this ____ day of _____ 20__

(Notary Public)

Signature of Affiant

My Commission expires
_____ 20__

Typed or Printed Name/Title
(affix corporate seal if applicable)

CONFLICT OF INTEREST

STATE OF NEW JERSEY, LAWS OF 1977, CHAPTER 33, ASSEMBLY NO. 22

No corporation or partnership shall be awarded by any contract, nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the state or any county, municipality or school district, or any subsidiary or agency of the state, or of any county, municipality or school district, or by any authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, "of said corporation or said partnership," there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock, of any class or of all individual partners in the partnership who own a ten percent or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent or more of that corporation's stock, or the individual partners owning ten percent or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the ten percent ownership criteria established in this act, has been listed.

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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, 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, race, 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

(electronically provided by the Division and distributed to the public agency through the Division's website at ww.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**Township of Lawrence
County of Mercer
State of New Jersey**

**EXHIBIT 1
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**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27. Within seven days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Finance Department:

1. Does this contract have the potential of having a dollar value of \$25,000 or better?
 Yes (complete #2)
 No (no further documentation is required)

2. Does your company have a Federal Affirmative Action Plan Approval Letter?
 Yes (submit copy)
 No (complete "a" below)
 - a. Does your firm have a NJ Certificate of Employee Information Report?
 Yes (submit copy)
 No (complete "b" below)

 - b. If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report (Form AA-302) must be filed. Contact the Lawrence Township Finance Office at 609-844-7005 for this form.

3. Are you a minority-owned business?
 Yes
 No

The undersigned bidder certifies that he is aware of the commitment to comply with the requirements N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27 and agrees to furnish the required documentation pursuant to the law.

Company: _____

Date: _____

Signature: _____

Title: _____

Township of Lawrence
County of Mercer, State of New Jersey

REQUIRED INSURANCE COVERAGE Motor Coach Transportation

Proposer is required to show proof of the following insurance coverage:

A. Commercial General Liability or Public Liability Insurance

Contractor must maintain and provide evidence of Commercial General Liability Insurance with limits of at least five million dollars (\$5,000,000) per occurrence/10,000,000 aggregate and liability assumed under an insured Contract. The policy must include the Township of Lawrence as an additional insured, insofar as the operations under the Contract are concerned.

B. Commercial Automobile Liability Insurance

Contractor must maintain and provide evidence of Commercial Automobile Liability Insurance with limits of at least five million dollars (\$5,000,000) per occurrence. The policy must include the Township of Lawrence as an additional insured.

C. Workers Compensation Insurance

Contractor must maintain and provide evidence of Workers Compensation Insurance for all of its employees who will be engaged in the performance of the contract pursuant to the requirements of the New Jersey Statutes. Employer's liability limits of a least \$500,000/\$500,000/\$500,000.

Kevin P. Nerwinski, Esq.
Municipal Manager/QPA
609-844-7005

*****RFP PROPOSAL FORM*****

Name of Proposer: _____

Address: _____

Phone/Fax: _____

We are pleased to offer the following proposal, as per the attached specifications and information requirements for

**RFP No. 2
2017 MOTOR COACH TRANSPORTATION**

Date of Proposal: _____

**SEE SPECIFICATION SHEET FOLLOWING THIS PAGE
FOR ENTERING QUOTED AMOUNTS**

NOTE TO PROPOSERS:

Proposers must Quote ALL ITEMS.

Subscribed and sworn before me

This ____ day of _____, 20____

Signature of Proposer

(Notary Public)

Typed or Printed Name

My Commission expires

_____, 20____