

CITY COUNCIL

The City of Orange Township, New Jersey

DATE February 21, 2023

NUMBER 111-2023

TITLE: A RESOLUTION AUTHORIZING THE AWARDING OF A CONTRACT FOR CLOUD HOSTING OF ALL SERVERS, BACKUP, MAINTENANCE, MANAGEMENT SOLUTIONS AND TECHNICAL SUPPORT TO SYSNET SOLUTION, 746 ROUTE 18, SUITE 2B, EAST BRUNSWICK, NEW JERSEY 08816 FOR TWO YEARS IN AN AMOUNT NOT TO EXCEED \$311,400

WHEREAS, the City of Orange Township duly advertised for Request of Proposals for cloud hosting and other computer software services on November 8th, 2022 ; and

WHEREAS, the City of Orange Township received Proposals pursuant to specifications furnished the following vendor from:

***SYSNET SOLUTION,
746 ROUTE 18, SUITE 2B,
EAST BRUNSWICK, NEW JERSEY 08816***

WHEREAS, after careful examination and study of the Proposal, the City of Orange Township is awarding a contract Sysnet Solution; and

WHEREAS, it is in the best interest and general welfare of the City of Orange Township to award said contract to Sysnet Solution; and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for this purpose in Account No. 3-01-20-102-000-528 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract Sysnet Solution, LLC.

NOW, THEREFORE BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF ORANGE TOWNSHIP that a contract be awarded to Sysnet Solution, in the amount of \$311,400 for two years for subject to compliance with the terms of the aforesaid contract.

BE IT FURTHER RESOLVED that the Mayor of the City of Orange Township be and is hereby authorized and directed to execute said contract for and on behalf of the City of Orange Township pursuant to this Resolution which shall be attested to by the Municipal Clerk.

Adopted:

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President



CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT BUDGETS

I, Nile Clements, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2023 & 2024 service contracts, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 & 2024 Budgets, there will be sufficient funds to contract with: _____

Vendor Name: Sysnet Solutions Inc.
Address: 746 Route 18 North
2nd Floor, Suite 2B

City: East Brunswick
State: New Jersey
Zip Code: 08816

Purpose: Cloud hosting of all servers & IT assistance
Vendor ID: SYSNE010

Temporary Budget: \$ 38,925.00
Fund: Current Fund
Line Description ADM - Administration - Contractual Services
Account Numbers(s): CY'23 3-01-20-102-000-528

The remainder of: \$ 116,775.00
will be provided in
Fund: Current Fund
Line Description ADM - Administration - Contractual Services
Account Numbers(s): CY'23 3-01-20-102-000-528

Purchase Order # : 23-00013

Amount not to exceed: \$ 155,700.00
per year:

Division Head	Date
<i>Nile Clements</i>	2/1/2023
Chief Financial Officer	Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above SYSNET SOLUTIONS INC	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.) 746, ROUTE 18n 2ND FLOOR, SUITE 2B	Requester's name and address (optional)
City, state, and ZIP code EAST BRUNSWICK NJ 08816	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
Employer identification number									
2	2	-	3	7	1	5	9	5	5

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶



Date ▶

02/02/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
 - An estate (other than a foreign estate), or
 - A domestic trust (as defined in Regulations section 301.7701-7).
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: SYSNET SOLUTIONS, INC.
Trade Name:
Address: 125 WILLOW ST
EAST BRUNSWICK, NJ 08816-3135
Certificate Number: 1446408
Effective Date: October 29, 2008
Date of Issuance: February 01, 2017

For Office Use Only:
20170201161744276

<p>Contract For City of Orange Township</p> 	<p>Date: Jan 31st 2023</p>
	<p>Scope CLOUD HOSTING OF ALL SERVERS, BACKUP, MAINTENANCE AND MANAGEMENT SOLUTIONS</p> <p>Contract Ver: 01312023</p>

Information & Technology Solution Provider

City of Orange Township's Data Center Server Upgrades, Backup & Maintenance Solutions, Help Desk and Network Support

This Agreement is entered into this day of Jan 23rd 2023, between SysNet Solution Inc. located at 746 Rt. 18 North, Suite 2B, 2nd Floor, East Brunswick, New Jersey, 08816 ("Provider") and City of Orange Township 29N Day Street Orange 07050 ("Client"), further individually and collectively referred to as Parties. Both Parties have agreed to subject to the terms and conditions set forth in this Agreement. Parties fully understand that they enter this Agreement at will and once signed by both Parties, this Agreement will be deemed non-rescindable and binding.

Scope of Project:

Scope of Project is as follows:

1. Continued Hosting of Client Production Servers at a Tier III Certified Data Center.
2. All Servers will be hosted on a Virtualized environment.
3. Servers will be Maintained and the Provider for all upgrades and Weekly and Monthly maintenance for Hardware Software and Applications.
4. Provide a complete Level 2 on demand support, or onsite support for all network infrastructure issues.
5. Installation of Cabling and equipment or software as per bid specs.

Terms & Conditions

Page 2

Setup Fee & Monthly Charges:

Total cost of hardware for the City of Orange Township will be \$00.00 since the entire infrastructure is already virtualized and hosted out of the tier III Data Center on SysNet Solution hardware and software. Therefore, there is no cost for City of Orange Township for hardware or software currently and for years to come.

- 1) **Cloud Hosting of Servers:** There will be a onetime setup fee of \$ \$00.00 for setup of the entire infrastructure hosted by SysNet Solution as all servers and data are already existing within SysNet Solution's cloud infrastructure.
- 2) **Cloud Hosting of Servers Monthly Maintenance:** fee of \$ 9850.00/- (Nine thousand eight hundred and fifty dollars) will be charged for all the above network infrastructure services which includes Hosting, Maintenance, Redundancy of all production Servers in a virtualized environment, daily cloning and replication, data backup and application-level backup.
- 3) **Additional Pending Projects:** As per the requirements for the IT dept we are requesting to additions funds to cover pending project of the Police and Fire Department. These projects are estimated at \$ 75000/-
- 4) **Remote Support:** Unlimited remote support calls for troubleshooting will be included in the monthly maintenance fee. This is targeted for troubleshooting only, and will not

- include any additional software installations on client computers. Software installations on workstations will included as approved by the IT Department.
- 5) **Onsite Support** calls will be charged at \$175.00 per hour with the minimum of 2 hours per visit and subsequent charge of \$100 per hour for any additional hours.
 - 6) **Cloud Desktop Services** - SysNet Solution has provided Cloud Desktop for City of Orange staff users to work remotely Cost of this service is \$75 a month for per user. This charged is included as part of the monthly charges.

SysNet Solution will require a 2-year contract for all the services stated in this quotation due to the fact that SysNet Solution is continually updating and upgrading its systems to achieve an unparalleled IT Solution for the City of Orange Township and provide the most cutting-edge technologies. Therefore, we would appreciate a 3-year contract. All invoices must be paid no later than 60 days from the billing date of the Invoice, invoices past due after 60 days will result in suspension of all cloud services.

SysNet Solution reserves the right to increase the monthly charges 3% to 5% due to the cost of market resources or increase in the number of clients or increase of any and all business services usage that may have increased over the course of time since the signing of the agreement.

Security Terms and Conditions

Security Policy: SysNet Solution has already provided administrative access for the City of Orange IT staff last year for performing their Admin IT responsibilities. SysNet Solution will not permit any unattended administrative direct access by any third-party vendors, auditors or administration or IT Staff of the City to Cloud Infrastructure. Since the cloud hosted servers (Hardware, Software and Operating Systems) are sole property owned and licensed for SysNet Solution by Microsoft as a Managed Service Provider Licensing only. SysNet Solution will not compromise in the area of security. All updates, upgrades, additions, deletions of data, will be managed by SysNet Solution only. For 3rd party application updates SysNet Solution will provide Remote supervised access for updating applications such as Edmunds. As done for other municipalities. Applications contracted by 3rd party vendors to the city will be allowed access to the servers under the strict guidelines and monitoring of SysNet Admins. Unattended access will not be permitted due to the high security policy.

Unlawful Use of Services:

- Client agrees that SysNet Solution may suspend Services to Client without liability after proper notification in the event that any State or Federal Court will properly and legally determine that Services provided to Client by Provider are being used by Client in material violation of any applicable State or Federal Law.

Protection of Confidential Information:

- In order to protect both Parties, both Parties agree to prevent the unauthorized use, dissemination, copying, disclosure or publication of any Confidential Information or such information to various unauthorized third-party sources.

- Confidential Information means all Client's information, written or oral, disclosed directly or indirectly by the disclosing party or by any of its affiliates or representatives, through any means of communication; *it also means* certain forward-looking statements, including estimates, forecasts and projections provided by the management of the Company regarding future performance. Such forward-looking statements, estimates, forecasts and projections (i) reflect various assumptions concerning future industry performance, general business, economic and regulatory conditions, market conditions for the City's products and other matters, which assumptions may or may not prove to be correct.
- Furthermore, each party agrees to take appropriate action by instruction or agreement with its employees, consultants or other agents who are permitted access to the other Party's Confidential Information to satisfy its obligations under this agreement.
- All employees of SysNet Solution, contractors and/or subcontractors are bound by this agreement.

Technical Support Service Call-In Policies & Procedures

Submission of Requests:

- a. Client agrees to submit all technical service requests via Provider's website portal: <http://sysnetsolution.com/>
- b. In case of emergency all calls need to be directed to (732) 653-5577, voicemail and email are required. Client agrees with the stated.
- c. In case of extreme emergencies, Client agrees to call (732) 653-5577 and further agrees to leave voicemail. In case of internet disruptions, Client reserves the right to not sent emails due to possible failures in transmissions.
- d. Client agrees to submit support requests also via Provider's email address: support@sysnetsolution.com
- e. All support requests will be reported back to the director of technology for the City of Orange Township.
- f. Client agrees to document and sign for onsite service calls performed by Provider's representative before Provider's representative leaves Client's premises.

Provider's Response time to Client's requests

- g. Non-emergency situations – Provider agrees to respond to Client's requests within twenty-four (24) hours.
- h. Emergency situations – Provider is obligated to respond to Client's requests in emergency situations within two (2) hours for onsite visit only. Emergency respond will be under 30

minute after submitting ticket. Emergency situations are defined as situations that shall have negative effect on any and all Client's business operations.

- i. Extreme Emergencies – Provider will deliver onsite support at Client's premises within two (2) hours. (Depending on traffic and weather conditions). Any additional charges that may arise from such visit are not permissible without written and/or verbal approval from Owner.
- j. Services may be unavailable on weekends due to maintenance on servers for updates late evening or night hours.
- k. Any onsite Technician Visit will be charged \$ 125/- not exceeding 2 hrs. Per incident. Any additional time required by the technician will be at a \$ 100 per hr. increment.

Termination of Contract and Cancellation Policy:

In case of termination of this Agreement, SysNet Solution agrees to transfer all content that is owned by Client directly to Client within 30 days from the date that written termination notice issued by either Party was received. In addition to the following:

- Provider agrees to fully cooperate in making transition after termination of services easy, and will transfer all material, business information and data, email and Website data, pages, images, passwords, codes, source codes, administrator keys and all related material and information owned by Client to the Client. Virtual Servers, hardware its licenses are a property of the Provider and cannot be owned or sold to client by Client.
- Client agrees to accept the proposition that Provider will not be responsible of the implementation and configuration of the data, applications setup to a new vendor unless mutually agreed upon conditions and fees for such services listed in a separate agreement. In case of termination Provider agrees to implement the Server environment to the On Premises infrastructure, only upon the request by the Client and financial agreement of charges at an hourly rate prevailing at the current year and market conditions as agreed between the parties.
- Any and all amendments to this Agreement may not be considered binding unless both Parties mutually agree to these amendments.
- If the client decides to terminate the contract without any causes or reasons at all, the client agrees to pay an early termination fee total penalty equal to one year or twelve (12) months of current monthly hosting charges.
- Client agrees to pay all charges owed to SysNet Solution before the transfer of any data or Client information within 30 days of termination notice. All pending charges and fees shall be paid to SysNet Solution prior the last day of the expiration of this agreement.
- Both Parties agree that violation of any of terms and conditions listed in this Agreement may result in infringing Party's full liability for any and all direct

and/or indirect damages resulting from these violations. Infringing Party will bear full responsibility for restitution to respecting Party.

- This Contact is a twenty-four (24) months agreement starting Jan 23rd, 2023, ending January 22nd, 2025. This Agreement will auto renew for twenty-four (24) months at the end of the initial 24 months, with the same conditions as agreed upon herein, unless there is a change of terms and conditions that either party may consider and agree to and provide notice in writing or a renewed agreement for signing by both parties.

Consent to Jurisdiction

Parties agree that this Agreement is made and delivered in, and shall be governed, construed, and enforced in accordance with the laws of the State of New Jersey, without regard to its conflict of laws rules. Each Party hereby consents to submit to the exclusive jurisdiction of the Superior Court of the State of New Jersey, or at the option of either Party, if the jurisdiction exists to the jurisdiction of the United States District Court for the District of new Jersey for any actions, proceeding or investigation in any court of before any governmental authority for claims and defenses directly or indirectly related to the subject matter of this Agreement. Both Parties further agree to waive any objection to the arranging of exclusive venue of any litigation and other claims arising directly or indirectly out of this Agreement, in the Superior Court of New Jersey in Union County, and hereby further irrevocably and unconditionally waive and agree not to plead or claim in any such court that would be measured an inconvenient forum.

I acknowledge that I have read this Agreement carefully; I enter into this Agreement on my own accord; I hereby agree to all terms and conditions listed within this Agreement; and I fully understand the provisions set forth herein.

Name: SysNet Solution Inc.	Name: City of Orange Township.
Signature: SysNet Solution, Inc.	Signature: City of Orange Township.
Date:	Date:

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The Star-Ledger

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Notice Publish Date:
Tuesday, October 25, 2022

Notice Content

THE CITY OF ORANGE WILL RECEIVE SEALED BIDS FOR MIGRATING THE ENTIRE COMPUTER NETWORK INFRASTRUCTURE TO A CLOUD BASED SOLUTION TO BE HOSTED OUT OF A L3 DATA CENTER. THE MIGRATION WILL INCLUDE A MINIMUM OF 12 SERVERS. BIDDERS MUST ALSO INCLUDE SOLUTIONS FOR BACKING-UP DATA AND MAINTENANCE. TECHNICAL SUPPORT ON DEMAND, ALONG WITH AN HOURLY RATE PER REQUEST. A VIRTUALIZATION OPTION IS REQUIRED ON MICROSOFT HYPER V SOLUTION OR VMWARE. PROPOSED SOLUTIONS MUST ALSO ADDRESS HOSTING THE CITY'S BUSINESS EMAIL, DATA FILE AND DOCUMENTS, ALL BUSINESS APPLICATIONS, DOMAIN CONTROLLERS AND ANY OR ALL SERVERS. SYSTEM SECURITY, INCLUDING VIRUS PROTECTION, FAULT TOLERANCE, TECHNICAL SUPPORT ON DEMAND, RELIABILITY AND AVAILABILITY BY CLONE SERVERS WITH ZERO DOWNTIME AND REPLICATION ENVIRONMENT WITH DAILY, WEEKLY AND MONTHLY BACKUPS AS WELL AS A MAINTENANCE PLAN(S). BIDS ARE DUE BEFORE 11:00 A.M. PREVAILING LOCAL TIME ON NOVEMBER 8, 2022 AT THE PURCHASING DIVISION, (29 NORTH DAY STREET, ORANGE, N.J. 07050), AT WHICH TIME ALL BIDS WILL BE PUBLICLY OPENED AND READ ALOUD VIA ZOOM. Specifications maybe obtained at the Department of Finance, 29 North Day Street, 2nd floor, Orange, New Jersey 07050, Monday through Friday, from 9:00am to 4:00pm. or the City Website: www.ci.orange.nj.us under the Business Tab Bids and Solicitations. THE ABOVE CONTRACT SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE NEW JERSEY LOCAL PUBLIC CONTRACT LAWS DOCUMENTS, INCLUDING ANY TECHNICAL SPECIFICATIONS WHICH ARE ON FILE WITH THE CITY PURCHASING AGENT, (29 NORTH DAY STREET, ORANGE, N.J. 07050) BIDS ARE REQUIRED TO COMPLY WITH ALL, BUT NOT RESTRICTED TO THE REQUIREMENTS OF N.J.S.A. 10:5-31 ET. Seq. and N.J.A.C. 17:27, AS WELL AS THE AFFIRMATIVE ACTION REQUIREMENTS OF THE CITY OF ORANGE. SUCH REQUIREMENTS ARE INCLUDED IN THE BIDS DOCUMENTS. THE CITY OF ORANGE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE DEFECTS OR INFORMALITIES IN PROPOSALS, OR TO ACCEPT ANY BIDS AS IT SHALL DEEM FOR THE BEST INTEREST OF THE CITY OF ORANGE, NEW JERSEY. BIDS MAY BE HELD BY THE CITY FOR A PERIOD NOT TO EXCEED SIXTY (60) CALENDAR DAYS FROM THE DATE OF OPENING OF THE BIDS FOR THE PURPOSE OF REVIEWING THE BIDS AND INVESTIGATING THE QUALIFICATIONS OF THE VENDORS PRIOR TO AWARDING OF THE CONTRACT. Adrian Mapp Finance Director 29 North Day Street Orange, N.J. 07050 10/25/22 \$132.21

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CITY OF ORANGE TOWNSHIP

REQUEST FOR BIDS



**Cloud Hosting of all Servers, Backup,
Maintenance and Management Solutions, and Technical
Support upon Request**

THE CITY OF ORANGE WILL RECEIVE SEALED BIDS FOR MIGRATING THE ENTIRE COMPUTER NETWORK INFRASTRUCTURE TO A CLOUD BASED SOLUTION TO BE HOSTED OUT OF A L3 DATA CENTER. THE MIGRATION WILL INCLUDE A MINIMUM OF 12 SERVERS. BIDDERS MUST ALSO INCLUDE SOLUTIONS FOR BACKING-UP DATA AND MAINTENANCE. TECHNICAL SUPPORT ON DEMAND, ALONG WITH AN HOURLY RATE PER REQUEST. A VIRTUALIZATION OPTION IS REQUIRED ON MICROSOFT HYPER V SOLUTION OR VMWARE. PROPOSED SOLUTIONS MUST ALSO ADDRESS HOSTING THE CITY'S BUSINESS EMAIL, DATA FILE AND DOCUMENTS, ALL BUSINESS APPLICATIONS, DOMAIN CONTROLLERS AND ANY OR ALL SERVERS. SYSTEM SECURITY, INCLUDING VIRUS PROTECTION, FAULT TOLERANCE, TECHNICAL SUPPORT ON DEMAND, RELIABILITY AND AVAILABILITY BY CLONE SERVERS WITH ZERO DOWNTIME AND REPLICATION ENVIRONMENT WITH DAILY, WEEKLY AND MONTHLY BACKUPS AS WELL AS A MAINTENANCE PLAN(S).

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BIDS MAY BE HELD BY THE CITY FOR A PERIOD NOT TO EXCEED SIXTY (60) CALENDAR DAYS FROM THE DATE OF OPENING OF THE BIDS FOR THE PURPOSE OF REVIEWING THE BIDS AND INVESTIGATING THE QUALIFICATIONS OF THE VENDORS PRIOR TO AWARDING OF THE CONTRACT.

**Adrian Mapp
Finance Director
29 North Day Street
Orange, N.J. 07050**

REQUEST FOR BIDS

General Scope & Overview

The City of Orange Township is soliciting Requests for Bids (RFB) from qualified firms to upgrade/replace the City's Municipal servers by migrating to a cloud hosted solution that include automated and scheduled backup of all data. The City of Orange Township is soliciting bids for the following services stated below, bidders may response to provide services for either or both areas. Bidders **must** provide detailed plans, solutions and cost for services for:

Service Area A:

- Cloud hosting a minimum of 12 servers;
- backing up data and maintenance with replication on a daily, weekly, and monthly backup as well as maintenance plans;
- Hosting the city's email, data files and documents, all business applications, domain controllers and any or all servers in a Cloud environment that allows remote access to all users;
- creating a Microsoft Exchange Email server for all users and monitoring the server;
- purchase, install and maintain system security, including a minimum of virus protection, fault tolerance, Malware, Spyware for all servers, laptops, tablets and users computers;
- data recovery;
- installation of clone servers with zero down time; and
- 24x7 access to on demand technical support, which include on-site support as needed.
- Technical Support upon request, with hourly rates provided for each occurrence.

Service Area B:

The City of Orange is a municipal corporation that provides fire and police services to residents on a 24 hour, 365 days per year including holidays and weekends. Bidders may also provide cost for providing desktop support services for general computer issues during daily operations, evenings and weekends.

Service Area C:

Bidders may provide cost for the installation of new and/or existing network computer/data line drops. Bidders cost should include the installation of new network data/computer/voice lines in the form of a CAT6 drop with a minimum of 2 outlets on the faceplates for voice and data. All other cost associated with the installation of network computer/data/voice line installations should be detailed in the bid on a per unit basis.

Please submit four (5) hard copies, and one digital copy no later than 11:00 am, prevailing local time on November 8, 2022. All responses to the **Request for Bids** shall be clearly marked on the outside of the packaging as "Cloud Hosting of all Orange Servers, Backup, Maintenance and Management Solutions. Complete responses, questions and/or clarifications regarding this bid should be directed by email to: **Adrian O. Mapp, Director of Finance & QPA, City of Orange Township, 29 North Day Street, Orange, New Jersey 07050, Tel. #973-952-6115 amapp@orangenj.gov**. Facsimile and electronic (email) bids will not be accepted. Bids **will not** be accepted after the stated opening date and time. Late bids will not be returned to the vendor.

The City reserves the right to reject any or all responses, to waive defects or informalities or to accept any proposal it shall deem in the best interest of the City of Orange Township.

Requirements

The City of Orange Township seeks bids from firms to conduct the following:

1. Migrating the entire computer network infrastructure to a cloud-based solution to be hosted out of a tier III data center. Remote hosting must be provided in a Tier III Certified Data Center with biometric screening, digital video surveillance and 24 x 7 x 365 on-site guard staff. Shared server platforms such as Amazon AWS, Go Daddy or Host Gator are not allowed;
2. Desktop support for all users; and
3. Installation of new network drops for computer/data/voice.

Solutions must have enhanced security, including protection against cloud based virus and malware attacks, and be safe-guarded behind an enterprise level content management firewall. Expert maintenance and support must be performed by personnel experienced in virtualized and Cloud environments. Proposals must be designed with the ability to recover quickly from a disaster. A multi-level backup architecture must be part of the proposal and feature multiple backup points during the business day, without affecting availability and usability by the staff and the proposed solution must satisfy a seven (7) year data-retention policy.

The response should include any and all cost for software, licenses and materials; licenses for current City firewalls should be reviewed, and if needed updated. All proposed solutions must provide a migration plan that minimizes any impact on the City of Orange operations.

Server Inventory

Existing- Production servers currently include:

- **Domain Controller** - Provides Active Directory, DHCP and DNS.
- **Secondary Domain Controller**- Serves as a Secondary Domain Controller.
- **File Server** - All data will be migrated to the new File Server.
- **Tax Server** - All applications and data will be migrated to the new Tax Server.
- **Exchange Server** - All business emails must be cloud hosted on Exchange Server
- **Finance Server** - All applications and data will be migrated to the new File Server.
- **Application Server** - Spatial Data Logic on Microsoft Server.
- **Recreation Server** - All data will be migrated and consolidated to the new File Server. On Microsoft Server.
- **Backup Server** - Performs replication and backup services on Microsoft Server Standard Edition.
- **Police Server**
 - CAD SERVER 1 Microsoft Server
 - CAD SERVER 2 Microsoft Server
 - CAD SERVER 3 Microsoft Server
- **Fire Department Server - Application Server** - Microsoft Server

SCOPE OF SERVICES & Technical Requirements for Secured Remote Hosting

City's Goal is to Cloud host All Servers with one vendor who meets the below listed infrastructure criterion which will Township , Police and Fire Dept. Servers to be managed by on a single secure platform by the vendor who has the below qualifications and has a most secure network infrastructure.

The City of Orange Township is requesting proposals for managed information technology services and support. Outsource the maintenance, support and services associated with the City of Orange Township , Police and Fire Dept's information technology (IT) infrastructure, including support for IT related hardware, networking, equipment, systems, software and services. The support plan shall include break/fix occurrences, initial system deployment and ongoing system maintenance. Services to be provided by agency shall include the following but are not limited to the following:

- Cloud Hosted Server infrastructure must be hosted out of a Tier III Certified Data Center with biometric screening, digital video surveillance and 24 x 7 x 365 days on-site guard staff.
- Vendor must have a MCSE (Microsoft Certified Systems Engineer) or CCNA (Cisco Certified Network Associate) on board.
- Vendor must have past or current experience managing similar size or larger municipalities in the state of New Jersey.
- Vendor must provide a ransomware Antivirus/Antimalware/Ransomware either cloud based or a local protection of all servers and workstations. Subscription based software will be paid separately by the City.
- Vendor must provide a Dual level backup so as to recover from any and all disaster or ransomware attacks.
- Vendor must provide a Call Center service Call on Demand 8 to 5PM and 24/7/365 Emergency Call Support. Vendor must have a secure 128-bit remote software for remote connection to workstations during business hours.
- Vendor must be able to provide an Onsite Support within 2 hrs. in case of emergencies such as internet down, workstation down or power outage solutions.
- Vendor must have knowledge to configure Group policy management for managing workstation environment, securing equipment and software maintenance, monitoring and management.
- Vendor will be required to configure and manage Remote Access and VPN management as requested by the City.
- Agency will provide remote agent, remote service and onsite support when appropriate as requested by the City.
- Server infrastructure must be hosted behind an enterprise level content management firewall.
- Virtualized server infrastructure must be on a virtualization platform such as Hyper V.
- Server infrastructure must have a disaster recovery plan in place.
- Maintenance of server infrastructure must be by experienced, qualified Cisco Certified Networking Associate (CCNA) and Microsoft Certified Solutions Expert (MCSE or MCITP) engineers.

- Ongoing support for 24 hours per days x 365 days per year of the server infrastructure must be included as part of the monthly hosting of the City's virtualized server infrastructure. Virtualized Hosting must be done on independent virtualized servers. Shared server platforms such as Amazon AWS, Go Daddy or Host Gator are not allowed.

Company Qualifications & Experience

1. Provide a narrative of your firm, including years in business, experience in virtualization of servers, and the principals that will be assigned to this project.
2. Provide 3 references. References must be from organizations that you have virtualized servers currently in use. Include contact name, email, phone number and website.
3. Describe the process you will use to execute the project. Include a typical project plan and project timeline. Identify points of client interaction and the client's role in the project. What services does the Vendor supply? What is the City responsible for during Implementation? What are the internet requirements?
4. For all server updates include your timeline, i.e. Critical and Non-Critical updates.
5. Describe different services offered by your organization.
6. Provide a brief bio listing qualification of each employee that would contribute to the virtualization of the City's server infrastructure. Please detailed the staff that will be assigned to the project and detail their background/experience.
7. Provide any additional information about your organization that you feel is relevant to the decision-making process.

Data Management, Backup and Support

The Vendor must detail their Data Management and Backup plan/process and Support goals in their response and provide the following Support Information:

1. Support Options
 - a. Does the Vendor provide a toll-free support number?
 - b. Does the Vendor provide Online Support?
 - c. Other options for support
2. Please provide Response Times and Resolution Times to the following incident levels
 - a. Emergency
 - b. Critical
 - c. Standard Help Call
3. Problem Escalation Procedures
 - a. How are incidents handled?
 - b. What tools do the Vendor Support Staff use?
 - c. What is the basic chain of command?
4. System Updates
 - a. How are updates managed?
 - b. How often are updates released?
 - c. What is the typical downtime during an update?
5. Please detail the plan for data management, data backup and recovery.

Fees & Pricing

1. Firms may response to provide services to all or parts of the bid specs unless otherwise stated.

2. Firms must state the areas of service that they are responding to.
3. Fees should be broken down to list major fee categories, by personnel and corresponding hourly rates for on-site and/or phone support where applicable for all areas.
 - a. What is the pricing model? Fixed fee, hourly rate, hybrid, other?
 - b. What services are included in the pricing?
 - c. Responses should include a detailed list of "one-time" fees and a detailed list of recurring fees.
4. Please be very explicit in listing and describing services and the corresponding fees.

EVALUATION

The responses may be evaluated by an Evaluation Committee composed of members of affected departments together with representative(s) from the Finance Department. The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate proposals received in response to this RFB. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process:

- A. The vendor's general approach and plans in meeting the requirements of this Bid.
- B. The vendor's detailed approach and plans to perform the services required by the Scope of Work of this Bid.
- C. The vendor's documented experience in successfully completing virtualization to cloud environment of a similar size and scope to the work as required by this Bid.
 1. The vendor must provide a outline of their migration strategy for all areas that the vendor is responding to as listed in this Bid document.
- D. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work virtualization to cloud environment on contracts of similar size and scope to the work required by this Bid.
- E. The overall ability of the vendor to mobilize, undertake and successfully complete the contract. This judgment will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to complete the contract, the availability and commitment to the contract of the vendor's management, supervisory and other staff proposed, and the vendor's day to day service commitment.
- F. The vendor's documented experience with working with Public agencies as required by the scope of this Bid.
- G. The vendor's detailed response to the cost is required by this Bid.
- H. The vendor must provide the location and details of the datacenter, specifically detailing the center's technical and security environment where the Cloud Virtualized servers will be hosted. A mandatory tour of the facility will be required by the City's IT Team for auditing. The City highly desires that the datacenter is located in New Jersey.

The City of Orange reserves the right to reject any to all proposals or to waive any informality included in the proposal.

City of Orange Township

PROPOSAL DOCUMENT CHECKLIST*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Proposal Form	
<input type="checkbox"/>	References, provided by vendor	
<input type="checkbox"/>	Status of Present Contracts, provided by vendor	
<input type="checkbox"/>	Receipt Of Addendum	
<input type="checkbox"/>	Equipment Certification	
<input type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond)	
<input type="checkbox"/>	Public Works Contractor Certificate	
<input type="checkbox"/>	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>	Prevailing Wage	
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input type="checkbox"/>	Proof of Business Registration	
<input type="checkbox"/>	Pay To Play Disclosure	

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF ESSEX

ss:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID SUBMISSION WITH FULL AUTHORITY SO TO DO;
2. THAT THIS RESPONDENT HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID SUBMISSION AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF ORANGE RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID SUBMISSION AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE RESPONDENT. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY
OF _____, 20__

(Type or Print Name of Affiant under Signature)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES:

City of Orange Township

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business _____

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.

OR

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

Check the box that represents the type of business organization:

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

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ___ day of _____, 20__

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

City of Orange Township

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

City of Orange Township

PROPOSAL FORM

Cloud Hosting of all Servers, Backup, Maintenance and Management Solution

The undersigned proposes to furnish and deliver the above goods/services pursuant to the proposal specifications and made part hereof:

X _____

Amount in words

\$ Amount in Numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

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 proposal requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful proposal 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 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. 17:27.1 et seq. 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. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

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

The contractor and the City of Orange, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 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.

X _____
Sign and Date

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF ORANGE TOWNSHIP, NEW JERSEY

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.

5. 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.

6. 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

12. 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)**

**BUSINESS ENTITY DISCLOSURE CERTIFICATION  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8  
CITY OF ORANGE TOWNSHIP, NEW JERSEY**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_

(Contractor)

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 in the one-year period preceding the date of reorganization to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *CITY OF ORANGE TOWNSHIP* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|                         |  |
|-------------------------|--|
| Dwayne D. Warren        |  |
| Kerry J. Coley          |  |
| Tency A. Eason          |  |
| Quantavia L. Hilbert    |  |
| Weldon M. Montague, III |  |
| Clifford R. Ross        |  |
| Jamie Summers-Johnson   |  |
| Adrienne Wooten         |  |

**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 Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

|                                                             |                                                        |
|-------------------------------------------------------------|--------------------------------------------------------|
| Subscribed and sworn before me the _____ day of _____, 20 . | _____ (Affiant)                                        |
| My Commission expires: _____                                | _____ (Print name & title of affiant) (Corporate Seal) |