

**CAMDEN COUNTY MUA  
1645 FERRY AVENUE  
CAMDEN, NEW JERSEY 08104  
(856) 541-3700**

NOVEMBER 16, 2017

RFQ #17-6 SOLICITATION FOR QUOTATION FOR UPGRADE OF SAGE ABRA SUITE SOFTWARE TO SAGE HRMS WITH THE PAYROLL MODULE, INSTALLATION AND CONFIGURATION OF SOFTWARE, MIGRATION OF DATA, AND IMPLEMENTATION OF THE SOFTWARE INCLUDING TRAINING.

SOLICITATION FOR QUOTATIONS MUST BE RETURNED NO LATER THAN 4:00 P.M. PREVAILING TIME ON DECEMBER 7, 2017.

1. PRICES MUST INCLUDE DELIVERIES TO ALL SITES SET FORTH HEREIN.
2. Quotations must be made on these sheets. CCMUA is not responsible for any expenses incurred by any firm in preparing or submitting a quotation.
3. Prices may be submitted on any or all of the items listed unless otherwise specified. Award will be made on the basis of the most advantageous, price and other factors considered.
4. Insert NET UNIT PRICES. Quotations must be firm for a minimum of 60 days. Contract prices may not be increased during the term of the contract.
5. CCMUA is exempt from sales tax.
6. The CCMUA reserves the right to accept or reject any part or parts of the responses to this solicitation in accordance with law.
7. To the extent that any of these instructions directly contradict the solicitation for quotations, the solicitation shall prevail.

WE SUBMIT HEREWITH our prices as indicated on the following bid.

Submitted on \_\_\_\_\_, 20\_\_\_\_ BY \_\_\_\_\_  
(Company)

Fax No. \_\_\_\_\_ PER \_\_\_\_\_  
(Signature of Authorized Representative)

E-Mail: \_\_\_\_\_ Phone No. \_\_\_\_\_

**VENDOR'S CHECKLIST**

- 1. Proof of compliance with the State Contractor Business Registration Program. See Paragraph 13. (Must be on file by the time contract is awarded) \_\_\_\_\_
  
- 2. Acknowledgement of Receipt of Addenda, if one was issued. See Paragraph 14 and **Exhibit A**. (Must be submitted with quotation). \_\_\_\_\_
  
- 3. Certification - Disclosure of Investment Activities in Iran, **Exhibit B**. (Form must be submitted with quotation). \_\_\_\_\_

\_\_\_\_\_  
**NAME OF VENDOR**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## INSTRUCTIONS TO VENDORS

### 1. RECEIPT, OPENING, WITHDRAWAL OF SOLICITATION FOR QUOTATIONS, AND FAILURE TO RESPOND

- 1.1 Sealed Quotations will be received by the CCMUA on the date, time, location and in the manner as listed in the advertisement.
- 1.2 Quotations must be received at the CCMUA PURCHASING DEPARTMENT no later than the due date and time indicated therein. It is recommended that solicitation for quotations be hand delivered to The CCMUA PURCHASING DEPT. The CCMUA assumes no responsibility for delays in any form of courier, mail order delivery service causing the solicitation to be received at the **CCMUA PURCHASING DEPT.** later than the due date and time. All late solicitations for quotations will be rejected in accordance with the law. **Submission by fax, telephone or e-mail is NOT PERMITTED.**
- 1.3 Any solicitation for quotation may be withdrawn prior to the time for openings of solicitations or the authorized postponement thereof. Any solicitations received after the opening of will not be considered. No vendor may withdraw a solicitation within sixty (60) days after the actual opening thereof.
- 1.4 Any questions regarding this Solicitation for Quotations must be made to

### 2. QUALIFICATION OF VENDORS

- 2.1 The CCMUA may make such investigation as it deems necessary to determine the ability of the vendor to perform the work and the vendor shall furnish to the CCMUA all such information and data for this purpose as the CCMUA may request. The CCMUA reserves the right to reject any solicitation for quotations if the evidence submitted by, or investigation of such vendor, fails to satisfy the CCMUA that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

### 3. PREPARATION OF SOLICITATION

- 3.1 **Solicitation for Quotations must be submitted on the prescribed form.** Three copies of the quotation should be submitted. The vendor shall fill in all blank spaces in ink or by typewriter, both in words and figures. Solicitation for quotations must be signed in ink by authorities with capacity to legally bind the vendor to its quotation.
- 3.2 Each solicitation for quotation shall be based upon the specifications prepared by the CCMUA attached hereto. The vendor accepts the obligation to become familiar with the CCMUA's specifications.

- 3.3** Each solicitation for quotation must give the full business address of the vendor and be signed by an authorized representative. Quotes by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Quotes by corporations must be signed in the legal name of the corporation, followed by the name of the State of Incorporation and must contain the signature and designation of the President, Secretary or other person authorized to bind the corporation in the matter. When requested by the CCMUA, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.
- 3.4** Solicitations containing any conditions, omissions, unexplained erasures or alterations, items not called for in the proposal form, attachment of additive information not required by the solicitation documents, or irregularities of any kind, may be rejected by the CCMUA. Any changes, white-outs, strike-outs, etc. on the proposal page must be clear as to meaning and initialed by the person responsible for signing the solicitations for quotations.
- 3.5** The CCMUA reserves the right to reject any or all solicitations or to waive any informalities in the solicitations received as permitted by law.
- 3.6** All solicitations must be submitted in sealed envelopes bearing on the outside the name of the vendor, address and subject and title of the solicitations. If forwarded by mail, the sealed envelope containing the solicitation must be enclosed in another envelope, addressed as set forth in the advertisement. The CCMUA assumes no responsibility for mailings not received on time at the department stipulated in the advertisement to receive solicitations. It is therefore recommended that solicitations be hand delivered.
- 3.7** Vendors must insert prices for furnishing all of the materials and/or labor required by these specifications whether or not such requirement is specifically set forth. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully pre-paid by the contractor F.O.B. destination and placement at locations specified by the CCMUA. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience when single shipment is ordered.
- 3.8** Payments will be made upon the approval of vouchers submitted by the successful vendor in accordance with the requirements of the CCMUA BOARD OF COMMISSIONERS and subject to the CCMUA 's customary billing procedures.
- 3.9** All documents required by the solicitation specifications must be submitted at the time of the quotation opening specified herein or in accordance with law.

#### **4. ADDENDA AND INTERPRETATIONS**

- 4.1** No interpretation of the meaning of any solicitation document will be made to any vendor orally. Any request for interpretation shall be in writing, addressed to the CCMUA's representative stipulated in the solicitation and must be received at least **10** days prior to the date fixed for the opening of solicitations. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective vendors in accordance with statute. Failure of any vendor to receive any such addendum or interpretation shall not relieve such vendor from any obligation under his solicitation as submitted. All addenda so issued shall become part of the contract documents.

#### **5. MISCELLANEOUS**

- 5.1** At the time of the opening of solicitations each vendor will be presumed to have read and to be thoroughly familiar with the specifications and all other documents (including addenda). The failure or omission of any vendor to receive or examine any form, instrument or document shall in no way relieve any vendor from any obligation in respect to his solicitation.
- 5.2** In case of default by the successful vendor, the CCMUA may procure the articles or services from other sources and hold the successful vendor responsible for any excess cost occasioned thereby.
- 5.3** CCMUA is exempt from any State sales tax and Federal excise tax. In submitting this solicitation, the vendor certifies that its total quoted price does not include any such taxes.
- 5.4** For purposes of evaluation where an equivalent is being furnished, the vendor must indicate any variation to the CCMUA's specifications no matter how slight. If no variations are indicated, it will be construed that the solicitation fully and exactly complies with the CCMUA's specifications.
- 5.5** All solicitation submitted shall include in price any applicable permits, or fees required by any other government entity that has jurisdiction to require the same.
- 5.6** In submitting its solicitation, the vendor certifies that the merchandise to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the CCMUA harmless from any damages resulting from such infringement.

**5.7** Bidders are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during a calendar year, they receive a contract(s) in excess of \$50,000 from public entities, including CCMUA . It is the bidder's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

**6. AWARD**

**6.1** Award of contract will be made by the CCMUA BOARD OF COMMISSIONERS within sixty (60) days after the opening of solicitations or within the time allowed by law.

**6.2** Upon award of the contract, appropriate documents shall be forwarded to the successful vendor.

**7. QUANTITIES**

**7.1** Quantities shown are approximate and the Board reserves the right to increase or decrease them to the extent of twenty percent (20%) at the unit price quotation. If the number of units in the total is less than ten (10), the CCMUA shall have the right to increase or decrease the quantity to not more than ten (10) or less than one at same unit price. Such change, however, will only be upon the written order of the CCMUA.

**8. METHOD OF AWARD**

**8.1** Award will be made on the basis of most advantageous price and other factors considered.

**8.2** The CCMUA may also elect to award the work on the basis of line items or unit prices, whichever is in the best interest of the CCMUA.

**9. AMERICAN GOODS AND PRODUCTS TO BE USED WHERE AVAILABLE**

**9.1** Pursuant to N.J.S.A. 40A:11-18, only manufactured and farm products of the United States wherever available, shall be used in the execution of the work specified herein.

**10. AVAILABILITY OF FUNDS**

**10.1** Pursuant to N.J.S.A. 40A:11-15 any contract resulting from this solicitation shall be subject to the availability and appropriation of sufficient funds annually.

**11. BRAND NAMES AND/OR PRODUCT DESCRIPTION**

**11.1** Pursuant to N.J.S.A. 40A:11-13, brand names and/or descriptions used in this specification for solicitation proposal are to acquaint prospective vendor with the type of equipment described (or commodity) and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the equipment described and material offered are to be fully explained by the vendor in an accompanying letter. In the absence of any changes by the vendor, it will be presumed and required that materials as described in these specifications be delivered.

**12. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

**12.1** Upon execution of the contract with the CCMUA, the successful vendor shall be required to complete and submit IRS Form W-9, Request For Taxpayer Identification Number And Certification to the CCMUA ACCOUNTS PAYABLE, 1645 FERRY AVENUE CAMDEN , N.J 08104 This requirement shall only apply to the successful vendor. Failure by the successful vendor to meet this requirement shall result in the County withholding such funds as required by IRS regulations.

**13. COMPLIANCE WITH CONTRACTOR BUSINESS REGISTRATION PROGRAM**

**13.1** Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. This means that ALL VENDORS (AND THEIR SUBCONTRACTORS) COMPETING FOR CCMUA CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE TIME THE SOLICITATION IS AWARDED. Questions regarding this law may be directed to the New Jersey Department of Taxation.

**14. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

**14.1** The vendor shall acknowledge the receipt of all addenda to this solicitation of quotations on **Exhibit A** attached hereto.

**15. CERTIFICATION OF DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN.**

**15.1** The vendor shall complete and submit **Exhibit B** with solicitation of quotations.

**EXHIBIT A**

**CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA  
PROPOSER REQUIRED TO COMPLETE AND RETURN FORM REGARDLESS  
OF WHETHER ADDENDA WAS ISSUED.**

**FAILURE TO COMPLETE AND RETURN FORM IS A FATAL DEFECT WHICH CANNOT  
BE CURED AND PROPOSAL WILL BE REJECTED.**

A. Proposer hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Initial</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OR:**

B. Proposer acknowledges to the best of his/her knowledge no addendum has been issued by the

CCMUA: \_\_\_\_\_ Dated \_\_\_\_\_ Initial \_\_\_\_\_

**Proposer is required to complete, sign and submit form with bid regardless of whether addenda were issued. Failure to complete and return form is a fatal defect which cannot be cured and quotation will be rejected. See: N.J.S.A. 40A:11-23.2**

By:

\_\_\_\_\_  
(Print or Type Name of Authorized Individual)

Signature: \_\_\_\_\_

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



**EXHIBIT B**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**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 and return it with the bid will render a bidder's proposal non-responsive and the bid will be rejected.** If the Director finds a person or entity to be in violation of law, s/he 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 bidder 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 - add additional sheets if necessary.**

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

Name of Entity: \_\_\_\_\_ ; Relationship to Bidder: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder/Offeror Contact Name: \_\_\_\_\_ ; Contact Phone: \_\_\_\_\_

**Sign Certification - next page**

**EXHIBIT B - continued**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**BIDDER:** \_\_\_\_\_

**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 County of Camden 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 County to notify the County 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 am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Camden permitting the County to declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

## QUOTATION FORM

WE SUBMIT HEREWITH our prices as indicated for Solicitation of Quotations.

Unit Price for	<b>SAGE HRMS SOFTWARE WITH HUMAN RESOURCE &amp; PAYROLL MODULE</b>	\$ _____
Unit Price for	<b>CURRENT LEVEL OF SOFTWARE LICENSING</b>	\$ _____
Unit Price for	<b>INSTALLATION/CONFIGURATION OF SOFTWARE</b>	\$ _____
Unit Price for	<b>MIGRATION OF DATA</b>	\$ _____
Unit Price for	<b>IMPLEMENTATION AND TRAINING</b>	\$ _____
Unit Hours	<b>SPECIFY NUMBER OF HOURS OF TRAINING</b>	# _____
Total Price:	<b>SUM OF ALL UNIT PRICES</b>	\$ _____

Submitted on \_\_\_\_\_, 20\_\_

By \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Contact Person and Number

\_\_\_\_\_  
Contact Email

