

**REQUEST FOR PROPOSALS
FOR IT NETWORK SUPPORT AND MAINTENANCE SERVICES**

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Jersey City Municipal Utilities Authority (“JCMUA”) will be receiving sealed Proposals from qualified entities for the provision of network support and maintenance services. All Proposals will be publicly opened and read on **February 17, 2016 at 2:00 P.M.** prevailing time at the JCMUA’s Administrative Offices, at 555 Route 440, Jersey City, New Jersey 07305, in the Anthony J. Fiola Memorial Conference Room.

To be considered, one original, one copy and one CD ROM in a PDF format of a Proposal must be submitted to JCMUA. Any Proposal received after the date and time above will be rejected. Proposals may be submitted in person, by U.S. Mail certified mail, return receipt requested, or private courier services. JCMUA will not be responsible for the loss, non-delivery or physical condition of Proposals sent by mail or courier service. Proposals must be submitted individually in a sealed envelope addressed to the Purchasing Agent. Proposals will be evaluated by the Authority's Staff and its legal and/or financial advisors. No proposals will be accepted either electronically or faxed.

JCMUA intends to enter into an IT Network Support and Maintenance Services Contract, from March 1, 2016 through March 1, 2017, for network maintenance and support services of a qualified firm on the basis of a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Specifically, the services will consist of an IT consultant working in partnership with JCMUA, advising on how to use information technology in order to meet service objectives, achieve efficiency, reduce cost and prevent worker downtime or problems. In addition, the IT consultant will provide services to improve the structure and efficiency of IT systems in various departments at JCMUA. The consultant may be used or asked to provide guidance with regard to technology, infrastructures and enabling major service processes through enhancements to IT. The IT consultant will be responsible for maintaining the existing network system and providing repairs necessary to the existing system. A complete description is contained in section 2 on pages 8 and 9 entitled Network Support Services, Duties and Responsibilities.

During the evaluation process, JCMUA reserves the right, where it may serve the JCMUA’s best interests (in its sole discretion), to request additional information or clarifications regarding Proposals, to waive any technical error, to reject any Proposal, or any part thereof, for any reason whatsoever or to reject all Proposals and abandon the process.

The cost of the preparation and submittal of a Proposals is the responsibility of each Respondent. JCMUA will not, under any circumstances, be responsible for payment of any of the costs or expenses associated with the preparation or submission of a Proposal.

An entity responding to this Request for Proposals (“RFP”) will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. Respondents must

indicate the type of business organization under which it operates, e.g. corporation, partnership, sole proprietorship, or non-profit organization. If an entity is a subsidiary or direct or indirect affiliate of any other organization, it must indicate in the Proposal the name of the related organization and the relationship. If it is a partnership, it shall list the name of all partners and, if it is a corporation, it shall list the names of those stockholders 10% or more of the outstanding stock. See Ownership Disclosure Form.

Also, Respondents must certify that they have not made, and will not make, any contributions in violation of the City of Jersey City's Contractor Pay-to-Play Regulations, codified at Section 3-51.1 et seq. of the City of Jersey City Code, and have 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 (date of award tentatively scheduled for approval of the contract by JCMUA on February , 2016) to any named candidate committee, joint candidates committee, or political party committee representing the elected officials of the City of Jersey City as set forth in Section 3-51.1 et seq. of the City of Jersey City Code or as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Also, Respondents must comply with the requirements of P.L. 2004, c. 57 Business Registration of Public Contracts. A Respondent must provide a copy of its Business Registration Certificate either with its Proposal or prior to the award of a contract. Failure to submit a Business Registration Certificate prior to the award of a contract will result in the Respondent being removed from consideration to provide the services.

Requests for Proposals are available from the Jersey City Municipal Utilities Authority, 555 Route 440, Jersey City, New Jersey 07305, Kevin J. Carr, Purchasing Agent (201) 432-0845 or k.carr@jcmua.com or Lisa Domingues (201) 432-5794 at l.domingues@jcmua.com.

KEVIN J. CARR, RPPO, QPA
Purchasing Agent