

# **BOROUGH OF STONE HARBOR**

## **Request for Competitive Proposals for Competitive Contracting Process N.J.A.C 5:34-1, et. seq Deadline: January 31<sup>st</sup> 2024**

Please submit the following information with your Request for Proposal (RFP):

### **1. COMPANY INFORMATION**

- Camp/Program Owner Name:
- Website:
- Social Media Platforms:
- Professional Certificates:
- Telephone Number (Home/Cell):
- Mailing Address:
- Email Address:
- Related experience background/proof of certification:

### **2. CAMP/PROGRAM PROPOSAL**

- Camp/Program Name:
- Dates and Times:
- Audience Age Groups:
- List of fees of Camp/Program\*

*\*Please note: The contractor will be responsible for collecting all registration fees.*

*The minimum share of gross revenues to the Borough is 30%*

### **3. TERM**

The term shall be 1-5 years.

### **4. CERTIFICATE OF LIABILITY INSURANCE**

Liability insurance certificate must have the following to hold the Borough of Stone Harbor harmless: "The Borough of Stone Harbor, including all elected and appointed officials, all employees and volunteers, all boards: commissions and/or authorities and their board members, employees and volunteers". This must be placed at the bottom of the certificate or it will be returned.

### **5. DISCLOSURE STATEMENT, NON-COLLUSION AFFIDAVIT, AFFIRMATIVE AFFIDAVIT, and MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE AGREEMENT (ALL ATTACHED)**

### **6. BACKGROUND CHECKS**

- Owner background checks must be completed and submitted with proposal. Supplemental staff and/or volunteers, 18-years-old and older, must be completed and submitted at least 30 days prior to the opening day of camp/program; Statute 13:59-1. This includes a list of instructors and their codes to be coordinated with the camp/program and the Stone Harbor Police Department. The Stone Harbor Police will be able to identify our camp(s) instructor(s) as they come through the State Police reports.
- Background checks must be submitted and completed through IdentoGo;  
<https://uenroll.identogo.com/>
  - ✓ Agency number is **NJ0051000**,
  - ✓ Contributor case number is **2023-00344**
  - ✓ Service code is **2F17ZY**
- Please ensure to write the name of your camp/program in Box (8) Miscellaneous.
- All costs involved in background checks will be absorbed by the Company submitting the proposal.

## 7. PROPOSAL SUBMISSION

- Please be aware that no camp/program will be allowed to operate without appropriate insurance certificates and instructor background checks. This checklist must be completed and submitted with your executed agreement. Please initial below indicating these documents are included. An agreement submitted without the following documents may be rejected.
- If documentation is submitted successfully and all criteria is met and approved by Borough Council, a contract will then be executed stating the terms and conditions in which both parties will adhere to.
- Mail proposal to:  
Borough of Stone Harbor  
Attn: Recreation Director  
9508 Second Ave  
Stone Harbor, NJ 0824

Item	Initials
Executed Company Information	
Camp/Program Proposal	
Proof of Liability Insurance	
Disclosure Statement	
New Jersey Business Registration Certificate <a href="http://www.nj.gov/njbusiness/registration/">http://www.nj.gov/njbusiness/registration/</a>	
Executed Criminal History Report(s)	
Disclosure Statement	
Non-Collusion Affidavit	
Affirmative Action Affidavit	
Employee Information Report Form AA302	
Stockholders Disclosure Certification	

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

Company submitting Proposal: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. EVALUATION CRITERIA

The evaluation criteria set forth below will be used to score your proposal by a panel. The panel will evaluate each proposal according to the weights outlined. It is the submitter's responsibility to include the necessary information in their proposal that will clearly demonstrates their ability to fulfill the different criteria listed in the table below.

The Borough plans to award contracts based on a best value analysis. The Borough reserves the right to not award a contract depending upon the quality of proposal received.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Weight</b>
<i>Program Content</i>	The quality of your service vs. the demand in our community	35%
<i>Social Presence</i>	How influential is your company	15%
<i>Revenue Share</i>	Proposed percentage split with Borough	25%
<i>Experience</i>	Experience working with similar organizations on similar projects.	25%

9.

## PROCESS

<b>Step</b>	<b>Action</b>
1	Borough issues a request for proposals that solicits complete proposals from all competitors.
2	Borough receives competing proposals.
3	Borough convenes a panel or set of panels to evaluate the competing proposals.
4	Panels evaluate all proposals on the basis of the complete set of evaluation factors for award.
5	Decision makers either: (a) selects the contractor or (b) establishes a "competitive range" that includes all of the most highly rated competitors.
6	Panels report their findings to the Recreation Committee in writing.
7	Recreation Committee recommends contractor to Borough Council.
8	Borough Council awards the contract by resolution.
9	Borough announces the award decision.

**DISCLOSURE STATEMENT**

The attention of prospective proposer is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Borough of Stone Harbor or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest. In furtherance thereof, every proposer must disclose below, being a Borough of Stone Harbor Officer or employee or whether an immediate family member is a Borough of Stone Harbor Officer or employee. If the proposer is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the proposer or a member of the proposer's immediate family, or anyone having an interest in the proposer's business organization including their immediate family members, an officer or employee of the Borough of Stone Harbor?

NO \_\_\_\_\_ YES \_\_\_\_\_

\_\_\_\_\_  
President, Vice President or Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing, prior to the bid date, to the Borough Administrator, Borough of Stone Harbor, 9508 Second Avenue, Stone Harbor, New Jersey 08247. (Kindly attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS QUALIFICATION.**

**NON-COLLUSION AFFIDAVIT**

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

I am \_\_\_\_\_, of \_\_\_\_\_ the \_\_\_\_\_ (Title) (Company Name)

proposer making this Qualification for the above named project, and that I executed the said Qualification with full authority to do so; that said proposer has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive action in connection with the above named project and that all statements contained in said Qualification and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey, County of Cape May, and the Borough of Stone Harbor relies upon the truth of the statements contained in said Qualification and in the statements contained in this affidavit in awarding the contract for the said project.

I fully 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 \_\_\_\_\_ (Company Name)

S/\_\_\_\_\_  
President, Vice President or Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS QUALIFICATION.**

**AFFIRMATIVE ACTION AFFIDAVIT**  
(To be completed by firms with less than 50 employees)

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the (City, Town, Borough) of \_\_\_\_\_ in the County of \_\_\_\_\_, State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that.

1. I am \_\_\_\_\_ of \_\_\_\_\_ a contractor making a proposal upon the above named service.

2. \_\_\_\_\_ does not have 50 or more employees inclusive of all officers and employees of every type.

3. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

4. \_\_\_\_\_ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P. L. 1975, c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

5. I am aware that if \_\_\_\_\_ does not comply with P.L. 1975, c. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of \_\_\_\_\_, until an affirmative action plan is approved. I am also aware that the contract may be terminated and \_\_\_\_\_ may be barred from all public contracts, for a period of up to five (5) years.

6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information report.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name and Title

Subscribed and sworn to  
Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Seal) Notary Public of New Jersey My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

**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 [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

ACKNOWLEDGED BY:

S/

President, Vice President or Signature of Authorized Representative

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Print Name

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Title

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Date

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**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.**

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 \_\_\_\_\_, 2 \_\_\_\_.

(Notary Public)

\_\_\_\_\_  
(Affiant)

My Commission expires:

\_\_\_\_\_  
(Print name and title of affiant)

(Corporate Seal)



## Fingerprint Service Code Form

Service Name: Local Ordinance

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

**2F17ZY**

When prompted, please enter the following:

Your ORI: NJ0051000

Contributor Case Number: 2023-00344

*Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.*

**Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

**Juveniles**

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
  - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
    - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
    - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.