

**SPECIFICATIONS  
FOR  
CITY OF PLAINFIELD  
UNION COUNTY, NEW JERSEY**

**Payroll Services, Time and Attendance  
(BIOMETRIC SCANNING), and Human  
Resources Management Information System  
(HRIS)**



**REQUEST FOR PROPOSALS**

**REQUEST FOR PROPOSALS**

**PAYROLL SERVICES, TIME AND ATTENDANCE (BIOMETRIC SCANNING) AND HUMAN RESOURCES INFORMATION SYSTEM**

**THE CITY OF PLAINFIELD WILL RECEIVE SEALED PROPOSALS FOR PAYROLL SERVICES, TIME AND ATTENDANCE (BIOMETRIC SCANNING) AND HUMAN RESOURCES INFORMATION SYSTEM. ALL AS SHOWN DETAILED IN THESE SPECIFICATIONS, UNTIL 11:00 A.M. PREVAILING LOCAL TIME ON THURSDAY, JULY 22, 2010, AT THE PURCHASING DIVISION, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY 07061, AT WHICH TIME AND PLACE ALL PROPOSALS WILL BE PUBLICLY OPENED AND READ ALOUD.**

THE ABOVE CONTRACT SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE CONTRACT DOCUMENTS, INCLUDING ANY TECHNICAL SPECIFICATIONS WHICH ARE ON FILE WITH **THE CITY PURCHASING AGENT, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY, 07061.**

ATTENTION IS CALLED TO THE FACT THAT NOT LESS THAN THE MINIMUM SALARIES AND WAGES AS SET FORTH IN THE CONTRACT DOCUMENTS MUST BE PAID ON THIS PROJECT AND THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

BIDDERS ARE REQUIRED TO COMPLY WITH 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 PLAINFIELD. SUCH REQUIREMENTS ARE INCLUDED IN THE PROPOSAL DOCUMENTS.

THE CITY OF PLAINFIELD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE DEFECTS OR INFORMALITIES IN PROPOSALS, OR TO ACCEPT ANY PROPOSAL AS IT SHALL DEEM FOR THE BEST INTEREST OF THE CITY OF PLAINFIELD, NEW JERSEY.

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

**DAVID SPAULDING  
PURCHASING AGENT  
CITY OF PLAINFIELD N.J.  
COUNTY OF UNION**

# REQUEST FOR PROPOSALS

## PAYROLL SERVICES, TIME AND ATTENDANCE (BIOMETRIC SCANNING) AND HUMAN RESOURCES INFORMATION SYSTEM

### SCOPE OF SERVICES

#### Overview

City of Plainfield is seeking to implement a Human Resources/ Time and Attendance and Payroll system. Currently, all human resource functions are performed manually. In addition, there is no central repository for human resource information. By implementing an HR system, City of Plainfield will gain:

- A centralized human resources database
- Straight-through processing between Human Resources, Payroll and Corporate Accounting
- Improved data integrity
- Improved checks and balances between Human Resource, Payroll and Corporate Accounting

#### Costing Data

Cost associated with the following products/services should be provided in your response:

- Product: Integrated HR/PR System
- Product: Time & Attendance
- 15 Biometric devices (purchase cost, monthly rental fees, service fees)
- Annual software licensing fees for all modules
- Annual help desk/support fees (if not included in licensing fees)
- Software installation and implementation cost estimates
- Software installation and implementation timeframe estimates including typical data conversion efforts
- User training
- Technical training
- Third Party product costs (if applicable)
- Required hardware to support solution
- Other costs; please define

#### Viability of Vendor

- Describe the profitability/ stability of your organization
- What is your average client size?
- Please describe your market share.
- Please provide examples of other municipalities you provide service for.
- How much did your organization invest in Research and Development last year?

## Human Resources / Benefits

There are several human resources/benefits functionalities an HR system would need to deliver. Questions relating to several different functional needs are listed below.

- How long has your organization offered HR services?
- Approximately how many clients do you have on your HR technology?
- Approximate size of average client utilizing the technology?
- Does the system have the ability to provide Headcount Summaries?

### HR/Benefits:

- Does the module(s) interface with the Payroll module?
- Can the system accommodate and monitor in real time dependant and dependant eligibility information?
- Does the software have a self-invoice feature?
- Is there a charge for ongoing support?

### Deductions

- Does the system allow HR to enter Benefit payroll adjusted deductions?
- Does Payroll have the ability to audit the deductions data entered?
- Does your system provide the ability to perform multiple complex overtime calculations based on rules built into the system? Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed.

### Workers' Compensation

- Does the system have the capability to track Workers' Compensation data?

### Applicant Tracking

- Does the system have the ability to track customized Recruitment data (i.e. general and specific sources, costs, etc.?)
- Does it provide the ability to "transfer" an applicant's data to the New Hire function in the event of a hire?
- What EEO and/or AAP reporting capabilities does the system have?
- Can the system retain a pool of candidate for future use?

## Payroll

### Payroll Background

- How long has your organization been in business?
- Approximately how many clients do you have?
- Average size of the clients processing payroll?
- Do you have a parent company?
- Describe the financial health of your organization.

## Payroll: Pension/Retirement Plan

- Does the system allow for manual adjustments/overrides to matches? To percentages?
- Does the system allow for manual inputs/overrides of rates and limits?
- Does the system provide the ability to automatically calculate premiums based on the employees' scheduled or actual hours and criteria that is established within the system?
- Is there the ability to have multiple pay rates for the same task or activity (based on skill level/seniority)?
- Does your system allow for additional checks for employees each payroll? Usually the additional checks will not have deductions.
- Does your payroll service provide for the wiring of taxes each payroll and the 941 filing each quarter? If discrepancies arise with the payroll service research and resolve the issue.
- Fee associated with the 941 adjustments?
- Cost associated to run an additional payroll? (Usually occurs when a direct deposit is voided)
- Does the service run deduction reports and deductions checks each payroll?

## Downloaded Deductions

- Does the system have auditing capabilities for deductions?
- What deductions downloads does the system allow for:
  - Data by Pay Codes?
  - Data by Pay Types?
  - Hours & Earnings data?
  - Wage & Tax data?
- 

## Time & Attendance

The system should track attendance through the use of biometric palm print or fingerprint and should record but not be limited to arrival, departure, lunch breaks, going out to the field and return time. The system should provide supervisors with the ability to view/review employee's attendance records/history. Time clocks should be installed within a centralized network. Access to fingerprint or palm print templates should be available for all time clocks within the network. Time clocks should have the ability to register and store fingerprint or palm print templates locally but should also permit access to these templates from a centralized repository so that employees may punch in and out of multiple locations with ease and not require registration at every site where they may need to punch in or out. While not required it is desirable that the time clock provide a screen for messages to employees. These messages can be targeted for entire employee population, groups of employees or individual employees.

- Does the system allow for a custom link between HR, Payroll and Timekeepers for T&A functions?
- Does the system allow for a custom link between HR and Payroll for actual timekeeper data? For permanent recordkeeping?
- The system should not count vacation time and holidays towards overtime. The system will need to track total hours worked per employee.
- Will the system be hosted by our organization or yours?
- Does your system have a high degree of customization with the ability to accommodate multiple and complex union policies
- Will your system be able to accommodate both salary and hourly employees
- How many clients do you currently have with your time and attendance system in place

- Is there a limit to the types of days off for which balances can be maintained?
- Is the system hosted or do we have to host it ourselves? If the city need to host what are the requirements?
- Can the system be programmed to calculate 6 month time periods without sick days for specific employee groups? Can it be programmed so this function can also be manual?
- How many clients do you have on your T&A solutions
- Is the technology your own or did you partner with another organization. If it is not your own technology who supports it moving forward
- Can the system track each employee's Standard Hours worked?
- Can this data be changed for large groups of specified employees at once?
- Does the system have the ability to track:
  - Vacation days
  - Half-days
  - Bereavement days
  - Personal days
  - Sick days
  - Comp days
  - Holidays
  - Leaves of absence
- Are there any restrictions as to the types of days off for which histories can be maintained?
- Does your system provide an electronic signature for managers to approve time cards that will be sent to payroll when there are no errors and/or "show stopper" warnings as defined by the System Administrator?
- How does the system automate attendance and leave policy administration?
- Does your system provide the ability for Managers/Supervisors to view time entries that require approval (both summary and detailed level)?

## **Downloaded Deductions**

- Does the system have auditing capabilities for deductions entered by HR?
- What deductions downloads does the system allow for:
  - Data by Pay Codes?
  - Data by Pay Types?
  - Hours & Earnings data?
  - Wage & Tax data?

## **Tracking Historical Information**

- Can the system track history for?
  - Time & Attendance
  - Annual Salary
  - Employee Actions (e.g., dates of promotions, demotions, title changes, etc).
- How much history can be stored?
- Does the system have the capability to track types of benefit changes in historical "stacks"?

## Report Writing

- Is your system's report writing functions accessible to all users?
- Does your reports writer pull data from HR/ Payroll and Time and Attendance?
- Do your reports meet the unique and specific needs of a municipality?
- Does the system have the ability to produce ad-hoc and standard reports and data files?
- Does the system accurately handle date-sensitive data?
- Can your system export to any other financials software?
- Does it have the capability to export data into Excel?
- Does it allow for Point-in-Time reporting (including dates, department numbers and salaries)?
- Does it allow for archiving of Point in Time data?
- Can your system provide Headcount reports (comparing Point in Time data – by company and by department to new data on hires, terms, transfers and promotions)?
- Will it provide hierarchical, structured reporting?
- Does the system allow for ASCII data downloads to various third parties (both internal and external)?

## Forms/Statements

- Does the system have design capabilities flexible enough to create the following (please be prepared to provide samples of each):
  - Benefits Statements (created/produced annually in-house)
  - HIPAA Certificate of Insurance (customized forms produced/distributed in-house, not by insurance carriers)
  - Open Enrollment – Election forms & Confirmation Statements (customized forms produced annually in-house)
  - Premium Reports – including medical, dental, life, AD&D, disability (produced monthly on disk and paper)

## System User Groups

Three user groups have been identified. These groups would have varying levels of access of the system. Detail for each group will be provided later.

- HR Department
- Manager Self-Service
- Employee Self-Service
- 

## Implementation and Conversion

- Will your firm provide us with a conversion team? Is this an extra cost?

## Technical Issues

### Server Requirements

- What hardware vendors are supported?

- How much memory is needed?
- How much disk space is needed for ALL components of the system, including database, backup space, file space, etc. when fully populated? (This should also include enough space for one year's worth of growth) for database.
- Is Symmetrical Multi-Processor supported?
- What operating systems are supported?
- Is the software specifically targeted to them (i.e. Is NT support truly 32-bit)?
- Are multiple servers required or recommended? If so, how many?
- Can your system accommodate different domestic sites logging into its server? Different international sites?
- If multiple platforms are supported, which are recommended?
- Can the application be run off the server?
- How are patches (or upgrades) received? How are they implemented?
- How do patches (or upgrades) affect customizations?

## Database Requirements

- Which database products do you support? none
- Which releases do you support?
- Are any database products needed (i.e. replication product, database gateway, etc.)?

## Desktop Requirements

- What operating systems are supported?
- Is your software specifically targeted to these operating systems (i.e. Is NT support truly 32-bit)?
- What processor speed is recommended for optimal performance with your product and standard desktop applications?
- How much memory is recommended for optimal performance with your product and standard desktop applications?
- What communication protocol is used with your product?
- Which vendor's communication product do you support?
- What product is used for your front end? Which version of the product?
- How much local disk space is needed?

## Network Requirements

- What communication protocol is used between the server and the client?
- What is the expected network load for each client?
- What is the expected response time for the four major transactions?
- Will your product run across the following communication speeds: 56kb? 112kb? T1?
- Does your product rely on any broadcasting of data?

## E-Mail/Messaging Requirements

- Does your product distribute any data via e-mail?
- Does your product have any Internet/Intranet functionality?
- Does your product have any faxing requirements?

- If so, what products do you support?

## **Printing Requirements**

- Does your product have any special printing requirements?
- What is the minimum printer configuration?

## **Processing Requirements**

- Does the application require any additional servers or network resources (i.e. job servers, batch servers, etc.)?
- Does all batch processing run on the server?
- With which third party application does your product integrate? What version(s) do you require?

## **Service and Support**

- What are the hours your Technical Support is staffed?
- Is there a toll-free phone number to contact Technical Support?
- How large is the technical support staff?
- What is the normal protocol for responding to a support problem/service request?
- Does your firm have a protocol for emergency back-up support? Please describe.
- Is there a documented disaster recovery plan? Is there a fee associated with recovery of information and if so, what are the rates?

## **Security**

- Is Security fully customizable?
- How many different security levels are allowed?
- Does the system allow for more than one Administrator?
- Are there any limitations to the System Administrator specifying users' access?

## **Table Maintenance**

- Are all tables fully customizable?
- Are there any exceptions?

## **Customization Capability**

- Can your system be customized for us during the implementation?
- Will we have the ability to customize the system ourselves (with or without programmers)?

## **Web-enabled features and technology**

- Does your system include any web-enabled technology? Please describe.
- Does your system support any of the following? Please provide details.

- Employee Self-Service?
- Workflow enablement?

### **Global updates**

- Does your system allow for global updates to specified employee groups?
- Are there any limitations to this function of which we should be aware?

### **Site Licenses**

- Does your firm provide unlimited site licensing?

### **Audit Requirements**

- Do you have a SAS 70 letter from an external Auditor?
- If so, what type – Type I or Type II?
- What period does it cover?

## **PROPOSAL EVALUATION**

- **PROPOSAL EVALUATION COMMITTEE**
- Bid proposals may be evaluated by an Evaluation Committee composed of members of affected departments together with representative(s) from the Purchasing Department. On occasion, the Evaluation Committee may choose to make use of the expertise of outside consultant in an advisory role.
- **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL**

After the submission of bid proposals, unless requested by the City, contact with the City is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal to the buyer or any other City official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchasing Agent will be the sole point of contact regarding any request for an oral presentation or clarification.

David Spaulding  
Purchasing Agent  
908-226-2568  
David.Spaulding@plainfield.com

- **EVALUATION CRITERIA**

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process:

A) The bidder's general approach and plans in meeting the requirements of this RFP. (10 points)

B) The bidder's detailed approach and plans to perform the services required by the Scope of Work of this RFP. (10 points)

C) The bidder's documented experience in successfully completing contracts of a similar size and scope to the work as required by this RFP. (15 points)

D) The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the work required by this RFP. (20 points)

E) The overall ability of the bidder 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 bidder to complete the contract, the availability and commitment to the contract of the bidder's management, supervisory and other staff proposed and the bidder's contract management plan. (5 points)

F) The Bidder's documented experience with working with Public agencies as required by the scope of this RFP. (30 points)

G) The Bidder's detailed response to the cost proposal as required by this RFP. (10 points)

- **BID DISCREPANCIES**

In evaluating bids, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

**The City of Plainfield reserves the right to reject any to all proposals or to waive any informalities in the proposal.**

**City of Plainfield**  
**BID DOCUMENT CHECKLIST\***

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

**City of Plainfield  
NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_ (name of affiant)  
\_\_\_\_\_  
(name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of  
full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
\_\_\_\_\_  
(title or position)  
(name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid  
entitled \_\_\_\_\_, and that I executed the said proposal with  
\_\_\_\_\_  
(title of bid proposal)  
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,  
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding  
in connection with the above named project; and that all statements contained in said proposal  
and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_  
\_\_\_\_\_ relies upon the truth of the statements contained in said Proposal  
\_\_\_\_\_  
(name of contracting unit)  
and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**City of Plainfield  
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 \_\_\_\_\_, 2\_\_.

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

(Notary Public)

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

My Commission expires:

(Corporate Seal)

**City of Plainfield**

**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 Plainfield  
BID PROPOSAL FORM**

**PAYROLL SERVICES, TIME AND ATTENDANCE (BIOMETRIC SCANNING ), AND  
HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM (HRIS)**

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification 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

**City of Plainfield**  
**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 bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder 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 the 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 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.

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 Plainfield, (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. S121 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

**POLITICAL CONTRIBUTION DISCLOSURE SECTION**

*(The following section must be completed)*

I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the *City of Plainfield and/or County of Union*, if a member of that political party is serving in an elective public office of that *City of Plainfield and/or County of Union* when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that *City of Plainfield and/or County of Union* when the contract is awarded.

**OR**

I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has made reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed below:

<b>Contributor Name</b>	<b>Recipient Name</b>	<b>Date</b>	<b>Dollar Amount</b>
			\$

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

**Stockholders:**

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_  
day of \_\_\_\_\_, 2\_\_\_\_\_ .

(Notary Public)

My Commission expires:

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

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

(Corporate Seal)

**PROPOSAL COST SHEET**

Vendor:	Per Pay Period	Monthly Fee	One Time Fee	Annual Fee	Quarterly Fee	Annual Cost
Set up Fee*						
Payroll Processing						
Tax pay Service						
Pricing associated with resolving tax discrepancies						
941 Quarter Adjustments						
Cost associated with running an additional payroll.						
HRIS						
Time and Attendance						
Bio Metric Scan Device						
Service Fee						
Year End Fees (annual tax -W4)						
Training						
Grand Total						

\*Specify what is included in this cost: