



# Ocean County Library

## **REQUEST FOR PROPOSAL**

FOR

## **AUTOMATED LAPTOP & TABLET SELF-CHECKOUT STATIONS**

**CONTACT PERSON:** Phil Rosenow, Buyer  
Corinne Baniowski, QPA, RPPS, Buyer

**MAILING ADDRESS:** THE OCEAN COUNTY LIBRARY  
101 WASHINGTON STREET  
TOMS RIVER, NEW JERSEY 08753  
ATTN: PURCHASING DEPARTMENT

**SUBMISSION DATE:** MARCH 5, 2024

## THE OCEAN COUNTY LIBRARY

**NOTICE IS HEREBY GIVEN** that sealed responses will be received by the Purchasing Department for the Ocean County Library on **March 5, 2024 at 1:00 PM** prevailing 101 Washington Street, Toms River, NJ 08753 then publicly opened and read aloud for the following:

### **REQUEST FOR PROPOSALS – AUTOMATED LAPTOP & TABLET SELF-CHECKOUT STATION**

RFP documents may be obtained from the Purchasing Department via email [prosenow@theoceancountylibrary.org](mailto:prosenow@theoceancountylibrary.org) or [cbaniowski@theoceancountylibrary.org](mailto:cbaniowski@theoceancountylibrary.org) and may also be picked up at the Ocean County Library, 101 Washington Street, Toms River, NJ 08753 from 9 a.m. to 4 p.m., Monday through Friday.

The Ocean County Library is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Respondents shall comply with the requirements N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved.  
By order of the Ocean County Library Commission.

Signed: **SUSAN QUINN**  
Director

**SARA SIEGLER**  
Assistant Director

**PHIL ROSENOW**  
Buyer

**CORINNE BANIOWSKI**  
Buyer

# 2024

## OCEAN COUNTY LIBRARY COMMISSION

### Request for Proposal for Automated Laptop & Tablet Self-Checkout Stations

The Ocean County Library Commission is seeking proposals for hardware, software, shipping, training and ongoing maintenance for up to five (5) Automated Laptop/Tablet Self-Checkout Stations as detailed in the enclosed Request for Proposal (RFP).

Proposals must be submitted by March 5, 2024 at 1:00 pm at the Ocean County Library, 1<sup>st</sup> Floor, Green Room, 101 Washington Street, Toms River, NJ 08753 and will be reviewed by a Library committee consisting of members of the management team, who may elect to conduct discussions with responsible proposers who submit proposals determined to be eligible for award, at a date determined by the Library.

If you have any questions regarding the project, please contact Tim Mailley, Technology Manager, at 732-349-6200, extension 5867.

#### **I. OVERVIEW**

The Ocean County Library Commission is soliciting proposals for hardware, software, shipping, training, and ongoing maintenance for up to five (5) Automated Laptop/Tablet Self-Checkout Stations. The specifications/project scope for this Request for Proposal are attached (pages 20-21).

#### **II. PROPOSAL SUBMISSION**

Sealed proposals will be received by the Ocean County Library, 101 Washington Street, Toms River, NJ 08753 (Attention: Purchasing Department).

All proposals must include a **SEPARATE, SEALED ENVELOPE CONTAINING THE COST PROPOSAL**, bearing the name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelopes. Proposers must submit **ONE (1) original and ONE (1) copy** of all proposals. The person authorized to do so must sign the proposal in ink or ballpoint pen.

The Library will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated in the Request for Proposal.

Proposers shall complete and sign all procedural documents. Failure to do so may be cause for rejection.

The Library reserves the right to reject any or all proposals, or to waive any informality in the proposals and to accept any proposal deemed in the best interest of the Library.

The proposer, if awarded a contract, agrees to protect, defend, and save harmless the Library against any damage for payment for the use of any patented material process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract, and s/he further agrees to indemnify and save harmless the Library from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the acts of the contractor, his or her servants, or agents.

The proposer shall maintain Professional Liability Insurance in the amount of \$1,000,000.00 per occurrence with aggregate limits of \$3,000,000.00. Said insurance must remain in force until the final completion or termination of all work and services hereunder.

A copy of bidder's New Jersey Business Registration Certificate should be included with the proposal. Award cannot be made until certificate is provided.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Library Commission and subject to the Library Commission's customary procedures.

Ocean County Library Commission will make the award within sixty (60) days after receipt of proposals. The Ocean County Library is exempt from any State sales tax or Federal excise tax.

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

New Jersey Business Registration Requirements: N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,
- During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.
- A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

## **I. EVALUATION/SELECTION CRITERIA**

- A. Qualifications: Provide FOUR (4) professional references with addresses, contacts and phone numbers (40%)
- B. Experience: What have you worked on before that is similar to this project? (30%)
- C. Cost (30%)

## **II. GENERAL CONDITIONS TO THE PROPOSALS**

All proposals and other material submitted become the property of Ocean County Library and may be returned only at the Library's option. Information contained in the proposals will not be disclosed during the evaluation process. Under New Jersey's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time the Notice of Award is issued.

Each proposal shall include a statement indicating whether or not the firm or any individual working on the contract has a possible conflict of interest (e.g., themselves, spouse, or child employed by the Library) and if so, the nature of the conflict. The Library reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculations as to the objectivity of the project to be performed by the vendor. The Library's determination regarding any questions of conflict of interest shall be final.

The Library may exclude a proposer from submitting a proposal, or may reject a proposal after making a written determination that the proposer received payment for assistance in drafting the RFP, or gained substantial information regarding the RFP that was not available to the public.

Proposer must submit **ONE (1) original and one (1) copy** of their proposal in a sealed envelope marked **AUTOMATED LAPTOP & TABLET SELF-CHECKOUT STATIONS**. Proposals must be submitted to the Ocean County Library, 101 Washington Street, Toms River, NJ 08753 (attention: Purchasing Department). Oral proposals and proposals received via facsimile or other electronic means will not be accepted.

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and illustrates the methodology that will serve to accomplish the work.

The Library may elect to conduct discussions with responsible proposers who submit proposals determined to be eligible for award. The purpose of these discussions will be to clarify and assure proposer's full understanding of, and responsiveness to, the solicitation requirements. Proposers reasonably eligible for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and revisions may be permitted after submissions and before award of the contract for the purpose of obtaining best and final offers. In conducting these discussions, the Library may not disclose information derived from proposals submitted by competing proposers.

Response format and content: The RFP sections that must be submitted and clearly defined in this order are:

- Cover Page
- Table of Contents
- Introduction, Background Statement
- Complete proposer information and a specific point of contact if questions should arise
- Response to General Conditions
- Organizational Chart and Qualifications
- Staff Qualifications
- References
- Required Documentation
- A statement acknowledging that the proposer shall comply with all conditions outlined

An officer of the company empowered to bind the company must sign the proposal. Failure to include these items may cause the proposal to be determined as non-responsive and the proposal may be rejected.

The cost proposal must include all direct and indirect costs associated with the performance of this service. Costs must include, but not be limited to, total number of hours of various professionals, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time associated with the project and profit.

**THIS PROPOSAL SHALL BE INCLUDED IN A SEPARATE SEALED ENVELOPE.**

To be considered, proposers must follow the instructions outlined in this document. Any exception to the terms, conditions or other requirements in any part of the RFP must be clearly stated in the proposal. Otherwise, the Library will consider that all proposals offered are in strict compliance with this RFP and the successful proposer will be responsible for compliance. The Library recognizes that proposers may have cost-saving ideas that would require them to stray from the specification in this document. Alternate proposals may be submitted for consideration only if the same proposer also provides a proposal based upon the specifications outlined in this document. Such alternate proposals shall be clearly marked with the words "Alternate Proposal" on each page of the proposal document.

After the Library's completion of the evaluation process, including any discussion held with proposers during the evaluation process, the Library may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely on the Library. If the Library elects to initiate contract negotiations, these negotiations cannot involve changes in the Library's requirements or the proposal submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.


If the selected proposer fails to provide information to begin negotiations in a timely manner, if the proposer fails to negotiate in good faith, if the Library and proposer cannot mutually agree to an acceptable expenditure, or if the proposer and the Library after a good faith effort simply cannot come to terms, the Library may terminate negotiations with the proposer initially selected and commence negotiation with the next highest ranked proposer.

The Library shall award a contract under competitive sealed proposals to the responsible and responsive proposer whose proposal was determined in writing to be the most advantageous to the Library, taking into consideration price and the criteria set forth herein.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:		TRADE NAME:
TAXPAYER IDENTIFICATION#:		SEQUENCE NUMBER:
ADDRESS:		ISSUANCE DATE:
EFFECTIVE DATE:		<i>J.P. &amp; Tully</i> Acting Director
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

THESE ARE SAMPLES OF THE **ONLY** ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE BID OR PRIOR TO AWARD OF THE CONTRACT, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF OCEAN. THE CERTIFICATE MUST BE DATED PRIOR TO THE RECEIPT OF BIDS.

 <b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

**NON - COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY:

COUNTY OF \_\_\_\_\_

ss

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 firm of  
\_\_\_\_\_ the bidder  
making the Proposal for the above-named Project, and that I executed the said Proposal with  
full authority so to do; 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  
Ocean County Library relies upon the truth of the statements contained in said Proposal 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 \_\_\_\_\_.  
(N.J.S.A. 52:34-15). (Name of Contractor)

\_\_\_\_\_  
(Also type or print name of affiant under signature)

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

\_\_\_\_\_  
Notary Public of  
My commission expires

(REVISED 4/10)

**EXHIBIT A**  
**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**.

# NOTICE TO ALL CONTRACTORS

## RE: AFFIRMATIVE ACTION REGULATIONS P.L. 1975 C. 127 (N.J.A.C. 17:27)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- Procurement and/or Service Company
- Professional Consultant
- Other \_\_\_\_\_

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the Ocean County Library:
  - (a) An existing federally approved or sanctioned affirmative action program.
  - (b) A New Jersey Certificate of Employee Information Report Approval.
  - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employees Information Report (Form AA302). This form will be made available to the Contractor by the Ocean County Library. **NOTE: NOT REQUIRED IF APPLYING AS AN INDIVIDUAL**

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - (a) If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C. 127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L.1975, C. 127. (N.J.A.C. 17:27)

***OCEAN COUNTY LIBRARY***  
***AMERICANS WITH DISABILITIES ACT***  
Equal Opportunity for Individuals with Disabilities

The CONTRACTOR and the LIBRARY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the LIBRARY 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 LIBRARY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the LIBRARY, 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 LIBRARY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the LIBRARY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the LIBRARY or if the LIBRARY 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 LIBRARY 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 LIBRARY or any of its agents, servants and employees, the LIBRARY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the LIBRARY or its representatives.

It is expressly agreed and understood that any approval by the LIBRARY 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 LIBRARY pursuant to this paragraph.

It is further agreed and understood that the LIBRARY 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 provision 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 LIBRARY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

**SIGNATURE PAGE**

The Ocean County Library does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The Ocean County Library shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The Ocean County Library considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any Library employee, nor shall any Library personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the Ocean County Library ".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership  
The undersigned is a Corporation under the law of the State  
Individual  
of, \_\_\_\_\_ having principal offices  
at \_\_\_\_\_.

\_\_\_\_\_  
NAME OF COMPANY, CORPORATION OR INDIVIDUAL  
- PLEASE PRINT -

**SIGNED BY:** \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AND OFFICIAL TITLE

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
INCLUDE ZIP CODE

**TELEPHONE:** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**FEDERAL IDENTIFICATION NO.** \_\_\_\_\_

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership     Limited Partnership       Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Ocean County Library** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **OCL** to notify the **OCL** in writing of any changes to the information contained herein; 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 constitute a material breach of my agreement(s) with the, permitting the **OCL** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

## DISCLOSURE OF CONTRIBUTIONS

### Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

# Disclosure of Investment Activities in Iran

<b>Person or Entity:</b>	
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## Part 1: Certification

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX  
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID 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 N.J. Division of Purchase and Property website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](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 may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who 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.

### CHECK THE APPROPRIATE BOX:

	<p><b>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</b> 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.</p>
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**OR**

	<p><b>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 sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.</b></p>
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## Part 2 – Additional Information

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.** 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 on additional sheets provided by you.

## Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 Contracting Unit 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 Contracting Unit to notify the Contracting Unit 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

## ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

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

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

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

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

**NOTE:**

**EACH BIDDER SHALL ASCERTAIN PRIOR TO SUBMITTING A BID THAT THE BIDDER HAS RECEIVED ALL ADDENDA ISSUED. WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL AT THE TIME OF BIDDING. **FAILURE TO DO SO WILL RESULT IN BID REJECTION.****

**PROPOSAL DOCUMENT CHECKLIST**

**Proposal Title:** Automated Laptop & Tablet Self-Checkout Stations

Items required

Items submitted with bid

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS MANDATORY CAUSE FOR REJECTION OF PROPOSAL.**

- |              |  |       |
|--------------|--|-------|
| <u>  X  </u> | Statement of ownership (Chapter 33 of the Laws of 1977)        | _____ |
| _____        | List of designated contractors                                 | _____ |
| <u>  X  </u> | Required documents as listed                                   | _____ |
| <u>  X  </u> | Acknowledgement of receipt of addenda or revisions (if issued) | _____ |
| _____        | Copies of each insurance certificate                           | _____ |

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF PROPOSAL.**

- |              |   |       |
|--------------|---|-------|
| <u>  X  </u> | Affirmative Action questionnaire                                | _____ |
| <u>  X  </u> | Non-Collusion Affidavit   | _____ |
| _____        | Catalog/price list  | _____ |
| _____        | Product samples   | _____ |
| _____        | Certified financial statement                                   | _____ |
| _____        | Certification of available equipment                            | _____ |
| <u>  X  </u> | Signature page  | _____ |
| <u>  X  </u> | Activities in Iran Disclosure Form                              | _____ |
| <u>  X  </u> | Copy of Proposer's New Jersey Business Registration Certificate | _____ |

**C. THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS.**

**PRINT NAME OF PROPOSER:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_

**PRINT NAME AND TITLE:** \_\_\_\_\_

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

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS.**

## **Specifications/Project Scope**

The Ocean County Library seeks proposals for hardware, software, shipping, training, and ongoing maintenance for up to five (5) Automated Laptop/Tablet Self-Checkout Stations. Proposal must include the per-unit cost of all services/materials related to the dispensing, management, and support of devices. The cost of client devices is not included in the scope of this proposal

### **Scope of Work:**

#### **1. General System Requirements**

- a. System must be able to accommodate a variety of devices including, but not limited to, Apple MacBooks, Apple iPads, and Dell Latitude Laptops
- b. System must accommodate both laptop and tablet lending simultaneously
- c. Proposed solution must secure laptops/tablets from theft when not in use
- d. Proposed solution must allow for future expansion to accommodate more tablets and/or laptops as the need arises
- e. Proposed system must have the capability to charge usage and late fees, or be configured to disable fees.
- f. Proposed system must ensure proper inventory management by monitoring and tracking the tablets/laptops with automatic notification for needed service.
- g. Availability of customized kiosk graphics and/or color scheme
- h. Vendor must provide option to accommodate any laptop/tablet brand, size, and shape
- i. Proposed system must be built to recommended ADA standards

#### **2. Technical Requirements**

- a. System must authenticate users via Polaris Integrated Library System using SIP2 protocol
- b. System must rapidly charge laptops/tablets and determine battery life in real time
- c. System must have the ability to monitor the battery life and remove the device from service until an administrator configured charging threshold is attained
- d. System must return laptops/tablets to a preconfigured state after each use, reversing any changes made and removing any data left on the device(s)
- e. System must have the capability to email administrators indicate that there is an issue with the device malfunctioning.
- f. System must have the capability to email administrators with trouble codes

- g. System must have feature where kiosk proactively prevent the use of a malfunctioning device until administrator can check on the issue.
- h. System must have the ability to manage kiosks remotely using a secure login
- i. System must have the ability to manage kiosks individually or in groups.
- j. System must have an option for a camera that takes a picture of each user at time of checkout
- k. System must have the capability to send email receipts to each user after each session
- l. System must have the capability to read barcoded library cards and have the option to upgrade to RFID or magnetic stripe reader
- m. System must have the ability for the kiosk enclosure to be easily moved from one location to the other.
- n. System must have remote monitoring, troubleshooting, and basic system diagnostic capabilities
- o. System must have a centralized server management capability to manage multiple kiosks
- p. System must have the capability to provide audit trails of checkout duration, software, user authentication and the capability of charging late fees
- q. System must provide detailed reports including, but not limited to, checkout/rental times, rental length, number of checkout/rentals, and dollar amounts
- r. System must allow an administrator to customize the user interface design, text, and graphics
- s. System must allow an administrator to block individual users from using the kiosk without the need to make changes to the Library's Integrated Library System database
- t. System must support multiple languages
  
- u. System must have the capability to dispense differently configured devices based on the needs of the user
- v. System must have the ability to solicit user feedback using a survey