



*Barbara Jo Crea, Director
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*Tristin J. Collins, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent*

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

REQUEST FOR PROPOSALS
MOVE MANAGEMENT CONSULTING SERVICES

ADVERTISEMENT DATE: February 8, 2024
OPENING: March 12, 2024, 4:00 pm

REQUEST FOR PROPOSALS

The Ocean County Board of Commissioners is requesting proposals for the services of a firm to provide Move Management Consulting Services.

All proposals must be received prior to **4:00 pm**, prevailing time on **Tuesday, March 12, 2024**.

Proposals will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated on this notice.

A voluntary Technical Assistance meeting will be held on February 21, 2024, at 11:00AM-12:30PM. The meeting will be held virtually via Microsoft Teams at the link below. If you are experiencing difficulties entering the Teams Meeting, please contact Michele Henry, Ocean County Buildings and Grounds at 732-929-2039.

Microsoft Teams link for Technical Assistance meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmQ4NDRhNzktMjY4OS00MjI5LThkMTktMzI1OTdhYmE1Mzhk%40thread.v2/0?context=%7b%22Tid%22%3a%22db9cdc8c-6fae-4c51-a7a2-638f7e69aecc%22%2c%22Oid%22%3a%229ec9374f-51c3-4e5d-a3e2-a87fa0df8ec2%22%7d

Meeting ID: 268 164 535 387

Passcode: PqCTXi

Or call in (audio only)

+1 848-200-0868, United States, Edison

Phone Conference ID: 432 452 720#

The **deadline** for receipt of questions will be **February 26, 2024**, at 10:00AM. All questions should be submitted electronically through this OpenGov portal.

By order of the Board of Commissioners of the County of Ocean.

Signed:

BARBARA JO CREA, Director

JENNIFER L. BOWENS, Purchasing Agent

Introduction to Proposers

Summary

The Ocean County Board of Commissioners is requesting proposals for the services of a firm to provide Move Management Consulting Services.

Contact Information

For further information regarding these specifications, contact

Jennifer Bowens

Purchasing Agent

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2101](tel:(732)929-2101)

Department:

Buildings and Grounds

Timeline

Advertising Date	February 8, 2024
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<p>Pre-Bid Meeting (Non-Mandatory)</p>	<p>February 21, 2024, 11:00am A voluntary Technical Assistance meeting will be held on February 21, 2024, at 11:00AM-12:30PM. The meeting will be held virtually via Microsoft Teams at the link below. If you are experiencing difficulties entering the Teams Meeting, please contact Michele Henry, Ocean County Buildings and Grounds at 732-929-2039.</p> <p>Microsoft Teams link for Technical Assistance meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmQ4NDRhNzktMjY4OS00MjI5LThkMTktMzI1OTdhYmE1Mzhk%40thread.v2/0?context=%7b%22Tid%22%3a%22db9cdc8c-6fae-4c51-a7a2-638f7e69aecc%22%2c%22Oid%22%3a%229ec9374f-51c3-4e5d-a3e2-a87fa0df8ec2%22%7d</p> <p>Meeting ID: 268 164 535 387 Passcode: PqCTXi Or call in (audio only) +1 848-200-0868, United States, Edison Phone Conference ID: 432 452 720#</p>
<p>Question Submission Deadline</p>	<p>February 26, 2024, 10:00am</p>
<p>RFP Receipt Date</p>	<p>March 12, 2024, 4:00pm Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753</p>

Instructions to Proposers

INTRODUCTION

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests proposals from firms capable of providing **Move Management Consulting (MMC) Services** to coordinate, plan and manage the relocation efforts described herein for the new Ocean County Resource Center, located at 1005 Hooper Avenue, Toms River, New Jersey. This contract is for a one-year contract term or until services are completed.

METHOD OF SUBMISSION

The County of Ocean is accepting **only electronic proposals** for this RFP. Submitting your proposal manually is cause for rejection.

You may only provide one (1) final submission which includes one (1) cost proposal and one (1) technical proposal. **DO NOT** submit a hard copy of your electronic submission.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".

Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Important Instructions for Electronic Submittal

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Mandatory Equal Employment Opportunity

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)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Americans with Disabilities Act

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY 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 COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, 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 COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY 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 COUNTY 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 COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

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

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

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Proposer’s Understanding of the Scope of work</p> <ul style="list-style-type: none"> • Proposer understands the level of coordination required between Ocean County, stakeholders, furniture vendor and OCIT and the 3 phases of project services (development phase, the implementation phase, and the execution/ move phase). (11) • Proposals depicts a logical approach to fulfilling the requirements for a complete move plan. (6) • Ability to perform the tasks timely as necessitated by construction schedule for move plan to comply with building demolition requirements. (5) • Including conflict resolution, and confidentiality. (4). • Planned approach to being on site, being of adequate physical presence at a location near the project and ability for virtual meetings as required of the job. (5) • Fully responds to all questions set forth in submission requirements? (4) 	Points Based	35 <i>(35% of Total)</i>

2.	<p>Experience and Qualifications</p> <ul style="list-style-type: none"> • Has proposer and individuals assigned to the project demonstrated experience of comparable complexity and sized projects, on at least 3 prior projects within the last 5 years. (15) • Has proposer conveyed sufficient ability to (18) <ul style="list-style-type: none"> ○ work with all necessary stakeholders to develop, implement and execute a comprehensive Move Plan; ○ based on the departmental operations (consider both existing and new locations); ○ And County resources required to support the move; ○ Coordinated with the General Contractor's construction schedule. • Has the proposer demonstrated sufficient levels of staffing and project team organization relative to the requested scope of work? (10) • If a subcontractor will perform work on the contract, do they measure up to the evaluation used for the proposer? (2) 	Points Based	45 <i>(45% of Total)</i>
3.	<p>Contractual Conditions Provide required documents and requested information required by RFP (5)</p> <p>Was additional rate schedule submitted for any additional services? (2)</p> <p>Provide sample Certificate of Insurance evidencing the required types and levels of insurance coverage (3)</p>	Points Based	10 <i>(10% of Total)</i>
4.	<p>Cost Once the list of Proposers has been rated on the above scoring system, the cost proposals for the highest scoring vendors will be evaluated. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set forth below:</p> <p>$\frac{(\text{lowest cost proposal}) \times (\text{max points})}{(\text{amount of proposal being rated})} = \text{points awarded}$</p>	Reward Low Cost	10 <i>(10% of Total)</i>

Scope of Work

SCOPE OF WORK

Please refer to the PDF under "Attachments - Project Documents" to view the downloadable RFP document and Scope of Work.

Vendor Questionnaire

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran

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

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

Certificate of Employee Information Report

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 County of Ocean:

- (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 Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.**

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of New Jersey Business Registration Certificate

A Valid BRC is required Prior to Award of Contract. Please upload your company's BRC.

Use the following link to check the status of your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

NOTE: a BRC is not required at the time of submission, only prior to award of the contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the PROPOSER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the PROPOSER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

TECHNICAL PROPOSAL *

Please upload your technical proposal for Move Management Consulting Services.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

*Response required

SAMPLE CERTIFICATE OF INSURANCE

Please provide a sample Certificate of Insurance evidencing the required types and levels of insurance coverage for Move Management Consulting Services.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

COST PROPOSAL*

Please download the below document, complete, and upload.

- [Cost Proposal.docx](#)

*Response required

RATE SCHEDULE

Please provide a rate schedule for other additional services.

ADDITIONAL VENDOR DOCUMENTATION

Please use this area to include additional paperwork you wish to be considered as part of this RFP.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

PROPOSAL SUBMISSION ACKNOWLEDGMENT*

The County of Ocean is accepting only electronic proposals for this RFP. Submitting your proposal manually is cause for rejection. You may only submit one (1) proposal. DO NOT submit a hard copy of your proposal. Please confirm that you understand that the method of submission is electronic ONLY and that submitting a proposal manually is automatic cause for rejection.

Please confirm

*Response required

SUBMISSION OF PROPOSAL FORMS*

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

*Response required

BACKGROUND

Ocean County is currently constructing a new Ocean County Resource Center, which is +/- 120,000 SF three-story office building located at 1005 Hooper Avenue, Toms River, NJ. The building will house the County's social services programs and support approximately 600 employees, with initial occupancy being approximately 540 employees. The departments to be relocated to the new building are generally listed below and currently reside in four buildings on the same site as the new building and two offsite locations in Lakewood, NJ and Manahawkin, NJ. While the number of departments is not expected to change, the exact number of employees to be relocated may change.

Departments to be relocated:

- OC PIC, Inc. *
- OC Dept. of Senior Services
- OC Dept. of Human Services
- OC Dept. of Consumer Affairs
- OC Adjusters Office
- OC Veterans Services Bureau
- Congressional Office *
- Board of Social Services (BOSS) *:
 - Director and Legal
 - Fiscal
 - HR & Training
 - Income Maintenance & Social Work
 - Administration Services

** Note: Autonomous governmental agencies having similar but separate requirements than Ocean County*

The construction project is being completed in two major stages; the first stage includes the construction of the new building, and the second stages includes the relocation of occupants, demolition of the four existing/adjacent buildings and completion of final site improvements. See Attachment titled Aerial Site Map located under Project Documents portal section for reference.

The General Contractor's construction contract includes a sequenced approach to the building demolition and final site work, whereas upon receipt of the Certificate of Occupancy for the new building the County has 30 days to move out of the first of the four existing on-site buildings and turn that building over to the General Contractor for demolition. Each subsequent building will be turned over to the General Contractor after completion of the building demolition and site work around the preceding building, and so-on until all building demolition and site work is complete. While the move durations cannot exceed these construction contractual requirements, the goal in planning the relocations will be to minimize the amount of moving time while balancing County resources needed

to support the relocations. The final sequence and timeframe for relocations and demolition is to be coordinated and planned as part of this RFP with the County and General Contractor.

The building is being furnished with all new furniture and, in general, only the staff, their personal desk/work area items, files and select equipment will be relocated. Once the Move Plan is complete, MMC and County will develop a bid for the physical moving services which the County will bid separately.

IT network equipment has already been purchased and the purchase/development of the queuing system for the lobby is in progress. The County will be installing this equipment. At this point Ocean County IT will be moving current computers, phones and peripherals, unless OCIT determines new will be purchased and installed, and unless it is determined in the Move Plan that it is more efficient to have the mover do so and sufficient liability insurance can be in place.

The furniture and the high-density file storage equipment has also already been purchased. MMC will coordinate with already identified stakeholders. While the General Contractor is responsible for installing the HD file storage equipment, the consultant will be responsible for coordinating the installation of the new furniture by the County's furniture vendor.

The information contained in the departmental files to be relocated is confidential and all necessary measures must be taken to prevent unauthorized and/or accidental disclosure of confidential information. The qualified vendor must demonstrate an ability to meet this standard of confidentiality and record keeping integrity. Confidentiality agreements shall be executed.

Anticipated Schedule:

- Building F/F/E Ready – Q3 2024 possibly later based on latest Contractor construction schedule
- TCO/Move-in – Q4 2024 possibly later based on latest Contractor construction schedule

SCOPE OF WORK

The Move Management Consultant (MMC) shall work with all necessary stakeholders to develop, implement and execute a comprehensive Move Plan that is based on the operations of the departments (considering both the existing and new locations), County resources required to support the move and coordinated with the General Contractor's construction schedule, generally as detailed below.

The qualified firm shall have the ability to establish adequate physical presence at a location near the project. Enhanced local presence will be required during physical relocation activities and as

requested during project progression. The qualified firm shall establish virtual availability for less complicated project management tasks.

The MMC shall provide a single point of contact for the duration of the contract.

Meetings shall be no less than bi-weekly with the core Owner's team to report on progress. The MMC shall schedule and chair other meetings as necessary with department stakeholders.

- Development Phase

- Conduct/lead all aspects of planning for the relocation of the staff, equipment, files (including confidential records), a minimum of 2 banker's boxes per each existing workstation, etc., while BOSS' historical retention is extensive.
- Meet with all project stakeholders to identify key team members that will make up the planning and move teams. Assign key roles and responsibilities and generate member directories.
- Obtain goals, objectives and other information from all end-users and other departments/resources related to the move. Identify resources, man-power and operational constraints affecting the logistics and schedule of the move. Include recommendations of days, hours and shifts, overtime, durations of departments closure as may be required for the moves.
- Develop the sequence and schedule for the move by building and department, with input from the stakeholders and based on progress of construction. Make recommendations for adjustments to the General Contractor's schedule where of benefit.
- Coordinate with the County and BOSS IT departments to generate an IT network equipment installation schedule.
- Generate a master list of all staff and items to be relocated, the parties responsible for their relocation, the scheduled move date/duration and other relevant information. Coordinate with the County asset management teams.
- Generate a final seating chart for all staff members and finalize department storage locations.
- Generate a master list of all items necessary for purchase and installation to support initial operations, based on end-user and County input and monitor status.
- Generate pre-move and post-move checklists.
- Coordinate access requirements and the issuance of keys and access control badges for all staff.

- Develop the packing, move and unpacking procedures for each department. Limit downtime and facilitate continuous operations to the extent possible.
- Document the logistical requirements and needs for each origin location and the new building to support the move.
- Identify any temporary storage requirements.
- Work with the end-users to identify what can be purged. Make recommendations with respect to existing furnishings, relocation and installation of equipment, and move phase consolidation.
- Identify any decommissioning requirements for the origination sites.
- Finalize and formalize the “Move Plan” to be used as the play book for the move.
- Implementation Phase
 - Coordinate with all necessary stakeholders and monitor activities to ensure the building is ready to be occupied from an operational point-of-view.
 - Coordinate with all necessary stakeholders and monitor activities of the departments to ensure they are ready to move on-time.
 - Coordinate with all resources to ensure they are ready to support the move on-time.
 - Utilizing the Move Plan, the MMC and County Purchasing department will develop a bid for the physical moving services. County will procure the bid via their online procurement portal.
 - Upon award, manage the movers and ensure their preparedness for the move. Verify sufficient moving supplies are on-hand.
 - Conduct training session(s) to present the Move Plan, seating chart and building layout/amenities to all stakeholders. Engage other stakeholders as necessary to present on operational procedures/protocols. Develop and issue a summary guidance document reflecting the same for all staff.
 - Ensure temporary storage is in place, as necessary.
 - Finalize the move schedule.
- Execution/Move Phase
 - Conduct all aspects of the move operations and execute the Move Plan.
 - Monitor progress, update the move schedule and keep all stakeholders informed.
 - Assist with resolving issues as they arise during the move.
 - Establish a process to provide support and answer questions and be always available during the move.
 - Complete post-move checklist and obtain confirmation from all respective departments that building may be turned over for demolition.

SUBMISSION REQUIREMENTS

1. Cover letter.
2. Narrative of proposed approach, describing the understanding and methodologies for the development, implementation and execution/move phases of the Move Plan, as per the scope of work outlined herein.
3. Explain vendor's communication strategies and demonstrate vendor's methods for conflict management and establishing accountability across stakeholder activities.
4. The qualified vendor must demonstrate an ability to meet standard of confidentiality for departmental files and record keeping integrity. Describe proposed measures to avoid unauthorized and/or accidental disclosure of confidential information.
5. A statement of qualifications and resumes of key team members that demonstrate the required qualifications.
6. Demonstrate at least 3 prior projects within the last 5 years of comparable size and complexity.
7. Provide three client reference letters.
8. Organizational chart (if more than one staff member) with their respective responsibilities for this project.
9. Proposed schedule of milestones for the Development and Implementation Phases.
10. Cost proposal. Propose a not to exceed fee for the Development, Implementation and Execution/Move Phases, which shall include all direct labor, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services.
11. Rate schedule for other additional services. Any additional services will be procured by purchase order only per rate schedule submitted.

SELECTION CRITERIA

The Buildings and Grounds department superintendent shall designate a committee to review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein, shall include:

35%	Proposer's Understanding of the Scope of Work
45%	Experience and Qualifications
10%	Contractual Conditions
10%	Cost

Proposer's Understanding of the Scope of work (35)

- Proposer understands the level of coordination required between Ocean County, stakeholders, furniture vendor and OCIT and the 3 phases of project services (development phase, the implementation phase, and the execution/ move phase). (11)

- Proposals depicts a logical approach to fulfilling the requirements for a complete move plan. (6)
- Ability to perform the tasks timely as necessitated by construction schedule for move plan to comply with building demolition requirements. (5)
- Including conflict resolution, and confidentiality. (4).
- Planned approach to being on site, being of adequate physical presence at a location near the project and ability for virtual meetings as required of the job. (5)
- Fully responds to all questions set forth in submission requirements? (4)

Experience and Qualifications (45)

- Has proposer and individuals assigned to the project demonstrated experience of comparable complexity and sized projects, on at least 3 prior projects within the last 5 years. (15)
- Has proposer conveyed sufficient ability to (18)
 - work with all necessary stakeholders to develop, implement and execute a comprehensive Move Plan;
 - based on the departmental operations (consider both existing and new locations);
 - And County resources required to support the move;
 - Coordinated with the General Contractor's construction schedule.
- Has the proposer demonstrated sufficient levels of staffing and project team organization relative to the requested scope of work? (10)
- If a subcontractor will perform work on the contract, do they measure up to the evaluation used for the proposer? (2)

Contractual Conditions (10)

Provide required documents and requested information required by RFP (5)

Was additional rate schedule submitted for any additional services? (2)

Provide sample Certificate of Insurance evidencing the required types and levels of insurance coverage (3)

Cost (10)

Once the list of Proposers has been rated on the above scoring system, the cost proposals for the highest scoring vendors will be evaluated. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set forth below:

$$\frac{(\text{lowest cost proposal}) \times (\text{max points})}{(\text{amount of proposal being rated})} = \text{points awarded}$$

PROPOSAL SUBMISSION REQUIREMENTS

All responses to the Request for Proposal (“RFP”):

1. Must be submitted electronically and must be received prior to 4:00pm, prevailing time on the date on which they are to be unsealed.
2. The County will not be responsible for late submissions and no responses to this RFP will be accepted by the County if received after the time stipulated above.

AWARD

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

INDEMNITY CLAUSE

The proposer, if awarded a contract, agrees to protect, defend and save harmless the County 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 he further agrees to indemnify and save harmless the County 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 negligent acts of the contractor, his servants or agents.

INSURANCE REQUIREMENTS

The contractor shall maintain primary insurance to protect against all claims under Worker’s Compensation, Comprehensive General Liability and Automobile. Except for Worker’s Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

ADDITIONAL INFORMATION

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Commissioners will make award within sixty (60) days after receipt of proposals.

The County of Ocean 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.”

PAY TO PLAY REQUIREMENTS

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.

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the

Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

TRANSITIONAL PERIOD (excluding Professional Contracts)

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County's request.

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

COMPLETION OF DOCUMENTS

Proposer's shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

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)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity for Individuals with Disabilities

The CONTRACTOR and the COUNTY 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 COUNTY 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 COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, 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 COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY 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 COUNTY 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 COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

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

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



Cost Proposal

Breakdown of proposal per phase

Propose a not to exceed fee for the following phases, which shall include all direct labor, fringe benefits, insurance, overhead, profit and all other expenses the consultant will incur in providing the services.

Consultant's response should provide breakdown for certain standardized components of the Move Management Consulting Services as may be applicable. The fee shall be a not to exceed fee by task/activity and any other fee breakdown it deems appropriate for County consideration.

Also provide consultant's typical rate schedule separately.

Development Phase	Pricing
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Company Name and Address: _____

Telephone: _____ E-mail: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____