



Atlantic County Utilities Authority

Request for Proposals for Implementation of Infor EAM CMMS at the Atlantic County Utilities Authority

Issued by:

Atlantic County Utilities Authority
Centralized Maintenance Division

Date: 11/1/2011

Proposals Due: 11/30/2011

I. Introduction

The Atlantic County Utilities Authority (ACUA) owns and operates a Solid Waste complex in Egg Harbor Township, Atlantic County, NJ, known as the Howard F. Haneman Environmental Park, and a Wastewater Treatment Facility in Atlantic City, Atlantic County, NJ.

The Solid Waste facility is home to an active landfill, a recycling center, composting site, and ancillary facilities. Also on site is the ACUA's primary administration building, constructed in 1992, which features a closed-loop geothermal HVAC system. The site is home to a 5.4 MW landfill methane gas to electricity project which provides 100% of the power needs of the Park. The ACUA's solid waste complex is located at 6700 Delilah Road, in Egg Harbor Township, New Jersey. The site consists of approximately 360 acres with approximately 102 acres representing the landfill footprint.

The Wastewater Treatment Facility has been in operation since 1978 and services 14 communities in Atlantic County. It is home to the Jersey-Atlantic Wind Farm, a 7.5 MW wind farm that is privately owned and from which the ACUA purchases approximately 12 million kWh per year of electricity. In addition the facility also houses a 500 kW solar PV system.

The ACUA Centralized Maintenance Department was formed in May 2008 and currently has of 41 employees that repair and maintain all electrical, mechanical, fleet and facilities resources for Atlantic County Utilities Authority. The Department is headed by Gene Petitt, Chief Engineer of the Authority. The Centralized Maintenance Department will have the ongoing responsibility to operate, maintain and review the Enterprise Asset Management (EAM).

The ACUA invites you to provide a proposal for the implementation of a computerized management system (CMMS) to replace various custom systems that together compromise the current service request/work order system. This new system will provide the ACUA with a more efficient tool to manage the ACUA's assets and work orders. The selected firm/entity will be requested to perform a wide range of services as outlined in, but not limited to, the tasks in the Responsibility of Contractors/Scope of Work of this Request for Proposal.

We are seeking a complete response from vendors firms/entities who can demonstrate that they possess the organizational and technical capabilities to perform the services, and meet or exceed the requirements and service levels. The ideal vendor will have experience with implementing a CMMS, preferably with a government environment. Based on the timeline and deliverables outlined in this RFP, the chosen vendor should have the skill sets and resources available to complete all items based on descriptions provided. If the vendor requires more information than what is provided in the RFP, additional discovery sessions should be outlined in the vendor's proposal. Final testing/sign off on each deliverable will be required by ACUA staff before final payment will be authorized. The ACUA is responsible to the residents of Atlantic County to be financially prudent and environmentally responsible.

II. General Information

A. Issuing Office and Point of Contact

Harry Gallagher is the ACUA contact and can be reached at:

Email: hgallagher@acua.com
 Phone: 609-569-7315
 Fax: 609-569-7328
 Mailing Address: PO Box 996, Pleasantville, NJ 08232
 Street Address: 6700 Delilah Rd, Egg Harbor Township, NJ 08234
 RFP reference: <http://www.acua.com/acua/rfps.aspx>

B. Limits of Liability

The Authority assumes no liability for any cost incurred by proposers in responding to this RFP or in responding to any further request for interviews, additional information, etc. prior to the issuance of the contract.

C. Type of Contract, Fees and Compensation

The proposal Total Project Cost will be based upon a sum not-to-exceed high estimate. Any changes to scope of the project must be pre-approved by the Authority. The contractor shall provide a hourly labor rate based on title that includes all expenses including all travel, lodging, meals etc to be charged to the Authority in the event that there is a change in scope. Premium costs due to overtime work shall not be billed nor reimbursed.

D. Target Dates

The following schedule shows the target dates for performance of the work:

Event	Date	Time
RFP Issued	11/1/2011	N/A
Questions Due	11/14/2011	4:30pm EST
Proposals Due	11/30/2011	3:00pm EST
Award Contract	12/15/2011	N/A
Start of Work	1/9/2012	N/A

E. Proposal Format

There is no restriction to length of proposals; however, proposers are encouraged to be as concise as possible. All proposals should include:

1. A letter of transmittal and proposal may be submitted to the ACUA via mail, fax, or email. Should a response be sent via mail four (4) copies of the proposal will be required.
2. Qualifications: The proposer shall submit the following information to demonstrate their qualifications to perform the services described in this RFP:
 - a. Executive Summary
 1. The executive summary is limited to five (5) pages and should include the following information at a minimum:
 - i. Company Size
 - ii. Company location
 - iii. Financial stability
 - iv. The credit rating of your firm's parent entity
 - v. Related subsidiaries that would provide services under this RFP
 - vi. Time in business
 - vii. Vendor Contracts, Contact Name, Title, Phone Number, Email Address
 - b. Vendor Qualifications
 1. Vendor should provide the following:
 - i. Capability to provide software modifications, if required
 - ii. Ability to provide consulting support required by the RFP
 - iii. Ability to provide implementations, training, and technical support required by the RFP
 - iv. Summary of clients by industry over the last five (5) years.
 - v. Examples of implementation with both public and non-public entities.
 - vi. The number of implementation performed within the last ten years.
 - vii. The number of workstations in the largest implementation of this software you have performed, and the number of concurrent licenses in the largest implementation of this software you have performed.
 - c. Client References

1. Vendors must provide at least three (3) client references that encompass multiple operational processes in different business areas. The information should include the following:
 - i. Client Name
 - ii. Address
 - iii. Contact name, title, Phone number, Email Address
 - iv. Number of licensed users
 - v. Implementation status
 - d. Use of Sub-contractors
 1. Detail any work that will be accomplished by subcontractors. Provide references for previous projects for the subcontractors.
 - e. All pertinent company information including Name, Business Address, Type of Organization, Authorized Representative(s), Contact Information, etc.
 - f. Personnel including resumes or professional biographies of Key Officers and other Project Team Leaders.
 - g. Years and type of experience in Software Implementation with Infor EAM
 - h. Recent project history with references for similar facilities in the continental US.
 - i. Organization chart.
3. Business Proposals: Proposals to be considered shall include the following information:
- a. Total Project Cost shall not exceed high estimate.
 - b. Pricing – Proposals should include a pricing section that break the project into the corresponding sections outlined in Section D (Responsibilities of Contractor/Scope of Work)
 - Project Planning and Management
 - Business Process Discovery
 - Model Design
 - Hardware/Software Installation
 - Infor EAM Configuration
 - Data Conversion
 - Training
 - Manage Results

Each section should have a high and low estimate for both hours and cost with totals for each section and entire proposal total. High estimate will be used for pricing evaluation criteria. Expenses should be blended into the hourly rate which includes all travel, lodging, meals etc. If additional software modules are required for implementation, the consultant should include pricing for those modules.
 - c. Hourly rates for personnel assigned to the project

- d. Qualifications and services provided by firm.
- e. Any other relevant information specific to the requested services (see section III. D)
- f. Project timeline with milestones

4. Meetings:

Meetings are a major component of all tasks in cooperation and interaction with the Authority on an as necessary basis. This shall include but not be limited to an initial kick-off meeting to discuss the essential goals of the project and continuous update on the status of the project throughout the term of the contract. In a cooperative effort to save time and money, the Authority would like to conduct webex and conference calls for these meetings where mutually agreeable.

5. Evaluation Criteria:

The ACUA has established an evaluation committee that will work together to develop a score card to evaluate proposals. The score card will be established and approved by the Officer's of the Authority prior to proposals being received.

The following criteria will be rated by the committee for each proposal. The proposal with the highest overall score will be considered the most advantageous to the Authority.

- a. Total Project Cost (High Estimate)
- b. Specialized Technical Competence
- c. Capacity and Capability
- d. Past Record of Performance (Management Criteria)
- e. Familiarity with the Contracting Agency
- f. Presentation and Understanding of the Proposal
- g. Project timeline with milestones

The final score card will be released to the proposers, in written form by the ACUA, upon request. Any contract that is entered into by the ACUA will be required to be presented to our Board Members for approval.

If any of the evaluation criteria is incomplete or fails to address the questions in the proposal, the evaluation committee may reject the proposal. Each Proposer is responsible for reviewing technical and cost proposal requirements and preparing their responses in a clearly organized submittal.

Each technical and cost proposal is required to be in accordance with

the terms of the specific RFP and shall be signed by an executive officer of the proposing organization, and, where applicable, a corporate officer of the parent organization, recognizing that both will have authority to bind the proponent.

Technical and Total Project Cost proposals shall consider and be reflective of all federal, state, and local laws, statutes, ordinances, regulations, and other applicable laws that may affect cost, permitting, progress, performance or furnishing of the project including, but not limited to, applicable regulations concerning minimum wage rates, nondiscrimination in the employment of labor, protection of public and employee safety and health, environmental protection, protection of natural resources, fire protection, solid waste handling facility standards and permits, other permits, fees, and similar subjects.

6. Clarification of the Proposal

- a. After the submission of proposals, unless requested by the ACUA, there will be no proposer contact permitted.
- b. After reviewing the proposals, the Evaluation Committee may ask one, some or all of the proposers to clarify certain aspects of their proposals. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors.

7. After the Evaluation has been Completed

- a. All materials are kept on file at the ACUA.
- b. The evaluation committee makes a formal recommendation to the ACUA officers and authorized staff. **Note:** An ACUA officer may sit on the evaluation committee depending on the type of project. The officer will make the recommendation along with the entire evaluation committee to the rest of the officers.
- c. The most advantageous proposal will be chosen by the evaluation committee based on the score card evaluation.
- d. The ACUA Officers and authorized staff may at this point accept, reject or modify the recommendation of the Evaluation Committee.

- 1) For any proposal that is accepted, a resolution will be presented to ACUA's Board for their consideration.

- 2) For all rejected proposals the proposers will be notified in writing.

F. Examination of Existing Operation, Information and Questions

Questions must be in writing and addressed to Harry Gallagher before 4:30 pm EST on 11/14/2011. There will be no scheduled site visit, however site visits may be arranged if needed upon request.

III. Project Description

A. General Description

Design and Implement Infor EAM Enterprise Edition using current industry best practices across all ACUA maintenance services. Set control procedures and practices to maintain the system in an ongoing and consistent manner.

By employing best business practices and maximizing the functional and financial value of our capital assets through strategic acquisitions, allocations, operations, and dispositions, ACUA will also continue to ensure that all capital investments are based on sound business principles.

B. Contract Duration

From the acceptance date of the fully executed contract all proposals shall be for a 9 month duration.

C. Objective of and Benefit to the ACUA

The primary benefit of this system is to provide a comprehensive, centralized, easily accessible source of work order information for the Authority.

Computerized Maintenance Management System (CMMS) is one of the critical foundational elements necessary for the successful implementation of best practices. The CMMS is designed to automate and standardized business processes, collect historical information and leverage the ability to quickly sort and analyze large amounts of data to ensure a proactive management of assets. This proactive tool when properly implemented and utilized provides accurate and timely data, enabling informed maintenance and operational management decisions.

Other benefits include:

1. Enhancement of ACUA's contract management capabilities.
2. Improvement of citizen customer service experience.

3. Providing ACUA personnel with the ability to log, update or check the status of a request.
4. A central Work Order and Asset Management database.
5. Increased efficiency in task completion:
 - a. Decrease the paper in the current system
 - b. Keep work from being scheduled more than once or being lost
 - c. Retain historical data for budgetary planning and accounting
6. Providing a broad range of queries and reports that can be used to analyze performance measures.
7. Maintaining labor hours, equipment and equipment hours to assist in the development and administration of operating and capital budgets.
8. Tracking performance measures against the management of assets to identify potential opportunities to improve work activities or initiate new projects.
9. A platform for implementing a standard methodology for inventory management
 - a. Improve record keeping and tracking of maintenance tasks
 - b. Schedule needed maintenance tasks at the “best window of opportunity” regarding accessibility to work processes
 - c. Increased cost saving through well-planned, preventive / predictive maintenance scheduling
10. Improved communications and coordination of work activities.
11. Monitoring of equipment and facility depreciation for use in repair and/or replacement decisions.
12. Providing department managers with reporting and monitoring tools.

D. Responsibilities of Contractor/Scope of Work

Responding vendors must provide pricing for all sections in order to be considered a valid response to the RFP. During the scope of the project, ACUA reserves the right to complete and or assist the chosen vendor with any or all of the deliverables. This decision will be made mutually between the chosen vendor and the ACUA.

In any section below, if vendor determined a required deliverable that is not listed to successfully complete the project, they are permitted to add them with pricing and hourly estimates in the same format. ACUA reserves the right to review the additional deliverable and determine if they are necessary.

Chosen vendor will provide a detailed invoice at an agreed upon interval which includes hours spent on each deliverable. See attachments section for sample format of the invoice.

1. Project Planning and Management - The effective implementation of an asset management product requires systematic planning together with active and capable project management. The ACUA will require that the chosen vendor to provide a dedicated project manager that will develop a project plan, oversee the project execution in conjunction with the ACUA implementation team, and provide regular updates via reports and status meetings. This project manager will be the primary contact when communicating with the ACUA implementation team.

Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Project Plan and associated PM documentation				
Post Regular Project Status Reports to ACUA Provided Shared Project Site				
Weekly Status Meetings (ACUA's preference is virtual meetings)				
Total:				

2. Business Process Discovery– The chosen vendor shall conduct business process discovery sessions in conjunction with the ACUA implementation team and maintenance operations personnel. The purpose of this effort is to review the current maintenance systems in place and determine how to translate, consolidate, and optimize these processes into the Infor EAM system. During this discovery phase, existing processes should be evaluated to ensure they are still required and are conducted in the most efficient manner. The chosen vendor should also review all pre-Implementation documents created by the ACUA team during this phase.

Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Conduct meeting to review goals & objectives with ACUA implementation team and other stakeholders				
Conduct interviews with key maintenance personnel to discuss current business processes within the maintenance division				
Total:				

Source Documents:

- ACUA proposed process changes - attachment 3a

3. Model Design – The model design will take information collected during the business process discovery phase and transform it into design documents, process flows, policies, rules, and procedures for the new maintenance system. The primary goal of this phase is to create a model for total asset lifecycle management that can be implemented in the Infor EAM system. This portion of the project will involve working closely with the ACUA implementation team to review process flows, asset structures, and personnel roles. If changes to existing processes, roles, and procedures are recommended, they should be discussed during this phase. The final model produced during this phase should be reviewed and signed off on by all key stakeholders before proceeding with implementation.

Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Design asset structure hierarchy and any other data structures				
Produce process flow documents for business processes including but not limited to asset lifecycle, part lifecycle and work order				
Plan/Design entry forms for work requests, work orders, assets, PMs, and parts				
Produce business rules and procedure document based on existing or new processes				
Produce a roles and responsibilities document based on existing or new processes				
Produce asset and parts specification templates				
Total:				
Source Documents: <ul style="list-style-type: none"> • Work Request / Work Order Workflows – attachments 6a, 6b, and 6f • Maintenance Workflow – attachment 6e • Asset Notification Procedure – attachment 6g • Parts Management/Kitting – attachments 6c and 6d 				

4. Hardware & Software Installation – The Authority may require the chosen vendor to perform installation and setup work on production and development servers for this project. This would involve the setup/configuration of the base operating system, database software, and Infor EAM applications. The ACUA preference for the setup of this environment can be found in the topology diagram in **attachment 2a**. For a listing of Infor software that the ACUA currently owns, see **attachment 2b**.

Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Creation / Configuration of virtual environment (Hyper-V)				
Installation / Configuration of database software (Microsoft SQL Server 2008 R2)				
Installation of Infor EAM database server and application server (Development & Production environments)				
Configure Microsoft SQL Server Reporting Services (to host reports creating during the project)				
Total:				
Source Documents: <ul style="list-style-type: none"> • Proposed Server Topology – attachment 2a • Current INFOR licensing that ACUA purchased – attachment 2b 				

5. Infor EAM Configuration – Configure Infor EAM to ensure that it meet the organization’s needs and industry best practices based on the results of business process and workflow designs. Configuration activities include but are not limited to screen format changes, setting up validation lists, modifying data field attributes, and setting system use and security options.				
Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Configure core components to include at a minimum: Fleet, Assets, Parts, Work Orders/Requests, Work Schedules and Calendars, Reporting, Preventative Maintenance, Personnel, Vendors, Bar Coding, Warranty Tracking				
Configure custom user forms see attachments				
Configure standard user forms – Contractor shall create input forms as defined by the ACUA planning team				
Create security access user groups				
Create 5 custom reports in SQL Server Reporting Services				
Create additional vendor recommended reports in SQL Server Reporting Services				
Create ACUA required workflows (see attachments)				
Create vendor recommended workflows				
Configure Fuel Force SQL Server data import				
Practical Testing of Configuration and Acceptance				
Total:				
Source Documents: <ul style="list-style-type: none"> • Example Testing Checklist attachment 7a • General Work Request through Sharepoint – attachment 4a • Advanced Work Request through Sharepoint – attachment 4b • Other input forms required by the planning team – attachment 4d • Security Access user groups – attachment 4c 				

6. Data Conversion				
Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Perform data evaluation, cleaning and normalization				
Import Assets see attachment				
Import Parts see attachment				
Total:				
Source Documents: Attachments 5a – 5f				

7. Training				
Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
IT Training (4 staff)				
Admin Training (7 staff) to include but not limited to management training, KPIs, asset creation/update/deletion, customize screens, customize forms, and simple report creation				
Management training (7 staff) to include but not limited to scheduling work, assigning work, reporting, convert work request to work order, edit work orders, and asset updating				
Parts/Inventory training (2 staff) to include but not limited to part creation/update/deletion/returns, inventory, barcoding, assign parts to work order, and warranty and core management				
End user training documents for ACUA to train to include but not limited to edit work order, add parts and labor, and close work orders				
Total:				

8. Manage Results				
Deliverables	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Provide template for initial audit				
Provide template for yearly performance audits				
Train ACUA core group on evaluation audits				
Conduct a KPI discovery session				
Implement KPIs				
Total:				

9. Total Project Cost				
	Hours Estimate Low	Cost Estimate Low	Hours Estimate High	Cost Estimate High
Total:				

E. Other – ACUA Responsibilities

1. ACUA will provide all software licensing to complete the work outlined in the SOW. This includes but not limited to:
 - i. Infor EAM module licenses
 - ii. Customization toolkit licenses
 - iii. Server operating system licenses
 - iv. Database server licenses (MS SQL Server)
2. ACUA will provide all server hardware for this project that meet or beat the minimum system requirements for the Infor EAM software.

IV. State Purchasing Law Requirements

- A. **Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27. The mandatory equal employment opportunity language includes the following:**

Goods, Professional Services 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 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 American and

Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

B. Business Registration

Note that all proposers must comply with the Business Registration requirements of the New Jersey Department of Community Affairs in accordance with N.J.S.A. 25:32-44. **Firms must submit prior to the award of the contract a copy of their New Jersey Business Registration Certificate. Failure to do so will be cause for rejection of the firm's Proposal.**

C. New Jersey Pay to Play Regulations

This contract will be subject to New Jersey Pay to Play regulations. Upon receipt of the current Candidate Committee List from the Atlantic County Clerk, the Authority will provide to the Contractor and the Contractor as soon as is reasonably possible will complete and submit a Business Entity Disclosure Certification which will certify that the Contractor has not made any reportable contributions to a political or candidate committee in the County of Atlantic (1) in the previous one year; (2) and from January, 2011 to the date of award; (3) that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract.

D. General Insurance and Indemnity Requirements

See attachments

Attachments

- 1. Hardware/Software Installation**
 - a. [Proposed Server Toplogy](#)
 - b. [ACUA Current Infor EAM Licensing](#)

- 2. Business Process Discovery**
 - a. [ACUA Proposed Workflow Descriptions](#)

- 3. Infor EAM Configuration**
 - a. [General Work Request](#)
 - b. [Advanced Work Request](#)
 - c. [Security Access Groups](#)
 - d. [Standard User Form Configurations](#)

- 4. Data Conversion**
 - a. [Wastewater Parts Sample](#)
 - b. [Solid Waste Parts Sample](#)
 - c. [Asset Structure Sample](#)
 - d. [Fleet Specifications](#)
 - e. [Collection Systems Information](#)
 - f. [Fuel Force SQL Data Link Information](#)

- 5. Workflow Implementation**
 - a. [Operations Workflow](#)
 - b. [Systems Workflow](#)
 - c. [Parts Acquisition Workflow](#)
 - d. [Parts Management Workflow](#)
 - e. [Maintenance Workflow](#)
 - f. [Emergency Workflow](#)
 - g. [Asset Lifecycle Workflows](#)

- 6. Practical Testing**
 - a. [System Deliverable Checklist](#)

- 7. Other Reference Documents**
 - a. [Wastewater Process Start & Stop](#)
 - b. [Wastewater Process Diagram](#)
 - c. [Sample Invoice Format](#)

- 8. General Insurance and Indemnity Requirements**

REFERENCES :

List below current business references for which you have performed work similar to that required by this proposal. Please provide this information for each partner in a Joint Venture, and for all Subcontractors.

Client Name: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____ Title: _____
Telephone Number: _____ Email Address _____
Dates of Service: _____
Number of licensed users: _____
Implementation Status: _____

Client Name: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____ Title: _____
Telephone Number: _____ Email Address _____
Dates of Service: _____
Number of licensed users: _____
Implementation Status: _____

Client Name: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____ Title: _____
Telephone Number: _____ Email Address _____
Dates of Service: _____
Number of licensed users: _____
Implementation Status: _____

**ATLANTIC COUNTY UTILITIES AUTHORITY
GENERAL INSURANCE AND INDEMNITY REQUIREMENTS**

INSURANCE COVERAGE CHECK LIST

REQUIRED FOR ALL BIDS:

1. Forty five (45) Days Cancellation, non-renewal, material change or coverage reduction endorsement required.
2. Best's Rating for all carriers: "A-" VII or better, or its equivalent
3. Certificate must state bid number and bid title
4. ACUA and its officials, agents and employees named as additional insureds on other than W/C and auto. This coverage is primary to all other insurance and/or self-insurance available to ACUA.
5. Workers' Compensation & Employers' Liability: New Jersey statutory limits, employers' liability coverage minimum \$100,000 accident, \$100,000 disease, \$500,000 policy limit disease;
6. USL&H Employment: Statutory - if applicable to the project; and
7. CGL general aggregate is to apply per project.
Items marked "X" are required to be provided if award is made to your firm.

**ATLANTIC COUNTY UTILITIES AUTHORITY
GENERAL INSURANCE AND INDEMNITY REQUIREMENTS**

INSURANCE COVERAGE CHECK LIST (Continued)

<u>Coverage Required</u>	<u>Limits (Figures Denote Minimums)</u>
<u> X </u> 1. Workers' Compensation	Statutory limits of the State of New Jersey
<u> X </u> 2. Employers Liability	\$500,000 accident; \$500,000 each employee \$500,000 policy limit
<u> </u> 3. USL&H Endorsement	Statutory
<u> X </u> 4. Commercial General Liability	Items Nos: 4 ,5,6,8 &10 require: \$1,000,000.00 combined single limit for bodily injury and property damage each occurrence with \$1,000,000.00 general aggregate per project
<u> X </u> 5. Premises/Operations	
<u> </u> 6. Independent Contractors	
<u> </u> 7. Products/Completed Operations	<u>Two (2)</u> year(s) \$1,000,000 aggregate
<u> </u> 8. Contractual Liability	
<u> </u> 9. Personal Injury Liability	\$1,000,000 each offense
<u> </u> 10. XCU Coverage	
<u> X </u> 11. Automobile Liability	\$1,000,000 Bodily injury and Property Damage each accident (Items 11 & 12)
<u> X </u> 12. Owned, Hired & Non-owned	
<u> </u> 13. Motor Carrier Act End.	
<u> X </u> 14. Umbrella Liability	\$1,000,000 BI & PD & PERS INJURY unless other limits stated below \$ _____ BI & PD, & Pers Injury
<u> X </u> 15. Other Insurance Required: Professional Liability	\$1,000,000.

**ATLANTIC COUNTY UTILITIES AUTHORITY
GENERAL INSURANCE AND INDEMNITY REQUIREMENTS**

The Authority and its officials, agents and employees are to be named as additional insureds on Commercial General Liability, and Umbrella if applicable. This coverage is primary to all other coverage the Authority may possess.

INFORMATION FOR BIDDERS
(Continued)
INSURANCE AGENT'S STATEMENT

I CERTIFY that I have reviewed the insurance coverage requirements with the bidder named below and that the bidder can comply with all of those insurance requirements.

Name(s) and address(es) of bonding company(ies) or bank(s) submitting letter of credit, if applicable.

The policy(ies) carry the following deductibles:

Liability policies are (indicate):

Occurrence []
Claims Made []

NAME OF INSURANCE AGENT

SIGNATURE

Date _____, 2005

BIDDER'S STATEMENT

I HEREBY CERTIFY the Insurance Coverage Requirements of these specifications and agree to comply in full if awarded this contract.

NAME OF BIDDER

SIGNATURE

Date _____, 2005