

Township of Long Beach: Public Works Department  
6805 Long Beach Blvd.  
Brant Beach, NJ 08008

**Quote Name:** CONSULTING SERVICES FOR DEVELOPING A CUSTOMIZED AGENCY POLICY MANUAL FOR LONG BEACH TOWNSHIP POLICE DEPARTMENT

**Description:** SEE BELOW FOR FURTHER INFORMATION

**Township Contact:** Chief Kevin Mahon

**Contact Phone Number:** 609-361-2071

**Quote Number:** Q21-33

**Posted Date:** Tuesday, November 23, 2021

**Date Quotes are DUE by:** December 3, 2021 by 10am

Township of Long Beach: Public Works Department  
6805 Long Beach Blvd.  
Brant Beach, NJ 08008

**Specifications:**

**CONSULTING SERVICES TO ASSIST THE LONG BEACH TOWNSHIP POLICE DEPARTMENT IN  
ATTAINING NJSACOP ACCREDITATION AND OR DEVELOPING A CUSTOMIZED AGENCY  
POLICY MANUAL**

Description

Consultation Services should provide a complete customized and update or rewrite of the Long Beach Township Police Department written directive system including SOP's, General Orders and Rules and Regulations to make them compliant with all laws, best practices and the standards required for NJSACOP Accreditation.

Availability

During the term of the contract, a member of the bidder's team should be available at all times, twenty-four hours per day, seven days per week to respond to emergent inquiries and assist the Long Beach Township Police Department in matters germane to the terms of the contract. Additional Monday through Friday during the hours of 9am to 5pm our office is open, and a member of the bidder's staff is available to assist with all inquiries.

Bidder should provide an implementation plan with tasks, begin and end date accompanied with the submission.

Total Price: \$ \_\_\_\_\_

Payment Option Plan: \_\_\_\_\_  
\_\_\_\_\_

Company Name

Agent Name

Agent Signature

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Contact Telephone # \_\_\_\_\_

Company Address: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\* Please include with Quote: Certificate of Insurance, BRC (attached), W-9 and Hold Harmless (attached)\*\*\*



**CERTIFICATE BUSINESS REGISTRATION**

**(P.L. 2004, c.57)**

**(N.J.S.A. 52:32-44)**

All business organizations that do business (i.e. compete for or enter into a contract) with a State, County or Local Contracting Agency are required to be registered with the State and provide proof of their registration to the contracting agency. Proof of valid business registration shall be in the form of a Business Registration Certificate issued by the Department of the Treasury, Division of Revenue. Information on how a business can obtain a certificate is located on the Internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by telephone at 609-292-1730. The purpose of the registration is to ensure that all businesses and their subsidiaries receiving government contracts pay appropriate sales, use, and other taxes. A contractor and its subcontractor(s) must collect and remit to the Division of Taxation the use tax pursuant to the Sales & Use Tax Act on all sales of tangible personal property delivered into this State. Notice of these requirements must be provided in bid specifications, requests for proposals and any other documents notifying potential contractors or procurement opportunities.

Business registration is required for any contract in excess of \$6,600 (15% of \$44,000) for municipalities with Qualified Purchasing Agents.

A contracting agency shall not enter into a contract with a business organization unless it has received proof of the business registration at the time of the bid or the proposal submission, in response to a request for bids or proposals. For all other transactions, the proof of business registration must be received prior to the issuance of a purchase order or other contracting document.

All public contractors submitting bids for public work must submit a copy of their proof of business registration with their bids. Bidders must also obtain and submit proof of registration from those subcontractors at all levels (tiers) if the specifications require the subcontractor to be listed or named in the bidder's submission. Proof of valid business registration must be provided by the bidders and their named subcontractors at all levels (tiers) at the time the bid or proposal is officially received and opened by the contracting agency if required by the specifications. Failure to submit proof of registration is considered a mandatory rejection of bids and is non-waivable by the contracting agency.

The contractor shall provide written notice to its subcontractor and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof extends down through all levels (tiers) of the project. After the award of a project, the contractor has the obligation to obtain proof of registration from each subcontractor or a supplier on the project (in addition to those listed or named in the bid submission) and file proof of their business registration with the contracting agency prior to receiving final payment.

If there are no subcontractors on a project, the contractor must certify to that effect.

-----Attach Certificate-----