

RESOLUTION

20-506

SEP 03 2020

Approved as to Form and Legality

JOHN MORELLI, CITY ATTORNEY

Councilman /woman

Date of Adoption

Factual content certified by

MARK LAVENBERG, ACTING INTERIM DIRECTOR OF
WATER AND SEWER

presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A COMPETITIVE CONTRACTING PROCESS TO HARRIS INHANCE DIVISION IN AN AMOUNT NOT TO EXCEED \$124,016.00 CC2020-04

WHEREAS, The City has a need for adding mobile services order capability to the existing Harris Impressa CIS software for a period of three (3) years with an option to extend one (1) year for the City of Trenton, Department of Water and Sewer; and

WHEREAS, a Request for Competitive Contracting Request for Proposal was advertised on June 17, 2020 per N.J.S.A. 40A:11-4.1A, and four (4) sealed proposals were received on July 17, 2020, and evaluated based on criteria that included quality of technical proposal, innovative approach to problem solving, experience, responsiveness to scope of services and proposal pricing; and

WHEREAS, the proposal of Harris Inhance Division, 3800 Paluxy Drive, Suite 540, Tyler, Texas 75703 to Add Mobile Services Order Capability to the Existing Harris Impressa CIS Software for a period of three (3) years with an option to extend one (1) year deemed to include the necessary qualifications and expertise for the performance of the services at the rates listed in the proposal; and

WHEREAS, funds in an amount not to exceed \$124,016.00 for a period of three (3) years; have been certified to be available in the following account: 1-05- -55-5500-852-014 (\$88,500.00), 2-05- -55-5500-852-014 (\$17,325.00), and 3-05- -55-5500-852-014 (\$18,191.00) from September 4, 2020 to September 3, 2023; with an option to extend one (1) year; and

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Harris Inhance Division, 3800 Paluxy Drive, Suite 540, Tyler, Texas 75703 to Add Mobile Services order Capability to the Existing Harris Impressa CIS Software for the City of Trenton's Information System for the City of Trenton, Department of Water and Sewer, Trenton Water Works.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11- 4.1.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BLAKELEY	✓				MUSCHAL	✓				MCBRIDE	✓			
CALDWELL	✓				RODRIGUEZ	✓								
WILSON					VAUGHN	✓								
HARRISON	✓													

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

SEP 03 2020

President of Council

City Clerk

CONTRACT
COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL
CC2020-04
RESOLUTION 20-506

THIS CONTRACT, made this **3RD** day of **SEPTEMBER 2020** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **HARRIS INHANCE DIVISION, 3800 PALUXY DRIVE, SUITE 540, TYLER, TEXAS 75703** ("CONTRACTOR")

WHEREAS, the City has a need for **ADDING MOBILE SERVICES ORDER CAPABILITY TO THE EXISTING HARRIS IMPRESSA CIS SOFTWARE** for the City of Trenton, Department of Water and Sewer, Trenton Water Works.

WHEREAS, Contractor agrees to provide **ADDING MOBILE SERVICES ORDER CAPABILITY TO THE EXISTING HARRIS IMPRESSA CIS SOFTWARE** in terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

1. PROFESSIONAL SERVICES:

The City agrees to retain **HARRIS INHANCE DIVISION, 3800 PALUXY DRIVE, SUITE 540, TYLER, TEXAS 75703** hereinafter set forth at the request of and under the general supervision for the City of Trenton, Department of Water and Sewer, Trenton Water Works.

2. SCOPE OF SERVICES

SEE SCOPE OF SERVICES SECTION

3. DURATION OF THE CONTRACT:

This contract shall remain in full force and effect for a period of three (3) years with an option to extend one (1) year from September 4, 2020 to September 3, 2023 in an amount not to exceed \$124,016.00; with an option to extend one (1) year.

- (a) All work performed by the must be continuous with no interruption in services to complete the project.
- (b) The Contractor shall submit monthly bills complete with appropriate support documentation to justify said billing.

4. STATUS OF CONTRACTOR:

It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.

5. NOTICES: Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.

6. **INTEGRATION:** Resolution #20-506 and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Health and Human Services.
7. **ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.
8. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.
9. **MISCELLANEOUS PROVISIONS:**
 - a. Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is 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. 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;
 - b. Contractor, 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, sex, gender identity or expression, affectional or sexual orientation.
 - c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
 - d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
 - e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies,

- f. discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- g. Contractor, where applicable, 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, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- h. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).
- i. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17:27:
 1. Appropriate evidence that the Independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
 2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
 3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

Dave Keddy
HARRIS INHANCE DIVISION
3800 PALUXY DRIVE, SUITE 540
TYLER, TEXAS 75703

9/22/2020
DATE

Seal: _____

Attest: _____

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:


MATTHEW H. CONLON, RMC
MUNICIPAL CLERK

10-13-2020
DATE

CITY OF TRENTON


W. REED GUSCIORA
MAYOR

9.30.2020
DATE

SCOPE OF SERVICES

Respondent must indicate how they will accommodate the following requisites:

- Respondent must describe how they will adhere to the Trenton / Mercer Continuum of Care policies and procedures that relate to that system's Coordinated Entry and Assessment Services
- Respondent must conduct screening, utilizing the CoC screening tool, for clients who exceed a 7-day stay in the shelter, within a 60-day period.
- Respondent must participate via liaison, in CEAS related activities; this will be limited to 15 hours per week, including accompanying clients to appointments at the request of the case manager
- Respondent must coordinate with community providers to ensure access to services and housing (provide protocol)
- Respondent must ensure that chronically homeless service-resistant clients are connected to the Coordinated Assessment Case Manager to facilitate access to permanent housing
- Respondent must work cooperatively with the CEAS Center to ensure individuals prioritized for housing are referred to the CEAS Center for assessment and engagement
- Respondent must provide a policy to address clients who are barred from their facility, when necessary; Vendor must be prepared to discuss such disbarment of any clients linked to the CEAS Center
- Respondent must demonstrate experience with utilization of a management information system, and be willing to participate in the Homeless Management Information System (HMIS)
- Respondent must work cooperatively with CEAS Center staff, and all Health and Human Services staff working directly with the homeless population.
- Respondent must work in conjunction with the CoC and City of Trenton to develop plans to reduce number and duration of emergency shelter stays
- Respondent must submit quarterly Consumers-In-Program HMIS report (available in HMIS)
- Respondent submit an invoice on a quarterly basis for payment.

I. INTRODUCTION

A. Purpose of the Competitive Contracting Request for Proposal (CCRFP)

Pursuant to N.J.S.A.:40A:11-1a the City of Trenton, Department of Water & Sewer (also known as Trenton Water Works or TWW) is requesting a competitive contracting request for proposals from qualified firms for a turnkey project to develop custom software, implant the program and train about 30 employee to add mobile service order capability to the existing Harris Impresa CIS software. This proposal shall be awarded for a period of three (3) years with an option to extend one (1) year.

B. Project Description

There are about 650 miles of water main in the TWW distribution system. Approximately 180 miles of that water main are unlined, cast iron water mains ranging in size from four inches in diameter to thirty-six inches in diameter. TWW also has approximately 64,000 metered connections.

This project is to implement mobile service order capability to

1. Construction and Maintenance, which includes water main and service leak repair & replace, hydrant inspection, repair & replacement of hydrants, valve exercise, repair and replacement and other related works on water appurtenances.
2. Meter Maintenance, which includes meter inspection, repair and replacement

The project includes the development of custom software to be implemented using field tablets and office computers and laptops for field workorder, overseeing online from the office and create daily/weekly/monthly/yearly reports on various activities. This turnkey project includes installation of the software and training of personnel.

II. SCOPE OF WORK

The scope of services required shall include, but not necessarily be limited to, evaluation of the current meter reading, billing and revenue collection process, development of programs for water loss reduction, providing bid services & recommendation. Each of those services is listed below in more detail.

1. Issue addenda as necessary through the City of Trenton Purchasing Dept.
2. Review bids and issue a bid report with recommendations for award of the contract for each of the contracts bid under this program

A. Evaluation of the existing applications of Harris Impresa CSI software applications

Currently this software is utilized to transmit the meter repair and replacement data including the recent meter reading to the billing unit and using the data to bill the customers. The meter maintenance field work orders manually printed out and assigned to the crew. Construction and Maintenance unit does not utilize this program

B. Creation and implementation of Custom Software as described below

1. Develop work order programs specifically for all field operations in Construction and Maintenance and Meter Maintenance Units
2. Integrate the mobile platform service orders to Harris Enhance Impresa CIS
3. Capabilities to create new work orders in the field
4. Must have capability for system administrators to review and accept or reject all completed service orders before they are finalized within Impresa CIS
5. Mobile platform shall support Android version 4.4 and above

6. System shall require a publicly accessible IP that can be obtained from internet service provider
7. The time frame in which the application will poll the server for new information shall be under 2 minutes
8. Remote users need to have remote password set within Impresa CIS
9. Once loaded and configured the remote user should be able to download assigned work orders
10. Work order must be able to allow to show additional crew members
11. Once assigned to a specific employee, the system should be able to prevent any other remote employee from seeing the work order in their available work order screen
12. Service orders shall be made available to specific workgroups. Setting the workgroup field shall display service orders only to those who are in that particular workgroup
13. Service orders shall be assigned a priority code
14. A service order availability screen shall display all available service orders for the logged in user
15. Users should be able to filter the availability screen by job code
16. Users should be able to create new work orders or edit an existing one
17. Current service orders assigned to user shall be displayed
18. Users should be able to add media attachments to the currently selected work order, such as pictures and video to work order
19. Service orders shall be set up by job type
20. Start date shall be available within the service order
21. Start time shall be available within the service order
22. Once the service order is submitted it shall be closed
23. A user shall be able to search for all customers in Harris Impresa CIS.
24. Users must be able change the service location, which shall be displayed
25. To find locations within a given area on a map, the application must be able to search for all service locations within 50 meters of the location and the information should be displayed
26. The user must be able to search by address, meter number or parcel number
27. A USER MUST BE ABLE TO ADD, REMOVE AND CHANGE A METER. They should be able to enter the new meter reading.
28. User should be able to edit and add notes to the service order
29. User should be able to view or navigate to any work order assigned and see all available work orders not yet assigned
30. Assigned work orders are those that are locked by the user. Available work orders are those which are not assigned to any user and are to be locked.
31. Users must be able to see all other crew members who have signed to the system and their last reported location
32. Users must be able to filter available screen by job code
33. Most grids within the application shall be customized. User should be able to sort most column by simply pressing on them
34. Supervisor shall have the option to review and finalize all work orders submitted by the field crew

C. Training of Employees

There shall be four training groups as below

1. Meter Shop Field crew
2. Construction and Maintenance Field Crew
3. Meter shop office personnel and supervisors
4. Construction and maintenance office personnel and supervisors

Four separate sessions shall be planned for the training