

**LAKEWOOD DEVELOPMENT CORPORATION REQUEST FOR PROPOSAL  
FOR LAKEWOOD SHUTTLE BUSING LIAISON UNDER THE N.J. LOCAL  
UNIT COMPETITIVE CONTRACTING**

**LAKEWOOD DEVELOPMENT CORPORATION**

**PLEASE TAKE NOTICE** that the Lakewood Development Corporation (LDC) hereby solicits proposals for the below listed services.

Sealed proposals must be submitted to the Lakewood Development Corporation's Executive Director **on or before Monday February 2, 2026 at or before 10:00 am, .** Proposals may be submitted in person at the 231 Third Street, Lakewood Municipal Building, Room 12, or mailed to the Attention of the Executive Director, Lakewood Development Corporation, 231 Third Street, Lakewood, NJ 08701. All proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "**sealed proposal**" and the position sought. Please provide two (2) copies of proposals.

Any person having questions or to obtain further information should contact David Klein, Executive Director, via e-mail [dklein@lakewoodnj.gov](mailto:dklein@lakewoodnj.gov), or phone (732) 364-2500 x 5976, or mail to 231 Third Street, Lakewood, New Jersey.

Proposals for the below listed services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. The following criteria are being utilized as the basis for the award of services:

- A. Experience and reputation in the field
- B. Knowledge of non-profit corporations, the Township of Lakewood and the subject matter to be addressed under the contract.
- C. Availability to accommodate any required meetings of the Corporation.
- D. Such other factors demonstrated to be in the best interest of the Corporation, as contained in the detailed specifications for each position listed below.
- E. Vendor must be an active registered New Jersey business entity.
- F. Preference will be given to a vendor that is registered with the Urban Enterprise Zone and further preference given if registered in the Lakewood UEZ.

In addition, the Lakewood Development Corporation reserves the right to consider the following other factors:

- A. Past performance;
- B. Whether the Applicant's proposal demonstrated a clear understanding of the scope of work and related objectives;
- C. Whether the Applicant's proposal is complete and responsive to the public notice and specifications;
- D. Whether the Applicant's past performance of the same or similar services has been documented;

- E. History and experience of the Applicant in performing the work, including whether the Applicant is able to document a record of reliability;
- F. Whether the Applicant has a record of honesty and moral integrity;
- G. Availability of the Applicant's personnel, facilities and other resources, including proximity to Lakewood;
- H. The qualifications and experience of the Applicant's staff;
- I. Whether the Applicant provides a full explanation of its billing for goods and services, including a breakdown of specific tasks;
- J. The Applicant's financial stability and strength.
- K. Fee Schedule/Method of Billing

The following are specifications sought:

### **LAKWOOD SHUTTLE BUSING LIAISON**

- A. Planning and organizing Shuttle schedule, routes and timing of the buses.
- B. Assessing route efficiencies, and modifying routes, stops and hours.
- C. Assessing route efficiencies for holiday periods.
- D. Shuttle schedule publicity: Responsible to provide schedule accessibility to the Lakewood community such as recording messages on the Shuttle hotline, etc.
- E. Communal feedback: communicate with the community members regarding system upgrades, such as routes, hours, lost and found on buses, sanitization during pandemic, music choices on buses, carriages, masks etc. and directing comments and concerns to the Township.
- F. Corresponding with business owners and high traffic offices that need additional shuttle services.
- G. Relaying comments and concerns of the Public Works director and/or managers and/or drivers to the community members.
- H. Holidays: Coordinate with the Public Works director, managers and drivers to arrange holiday schedules on \*New Year's Day, \*MLK's Birthday, \*Lincoln's Birthday, \*President's Day, \*Good Friday, \*Memorial Day, \*Independence Day, \*Labor Day, \*Columbus Day, \*Election Day, \*Veteran's Day, \*Thanksgiving Day, \*Day after Thanksgiving, \*Christmas Day, \*Schools off.
- I. Changes in Shuttle busing schedule: Broadcasting to the community via multiple media channels of changes in schedule due to holidays, bus repairs or an emergency change in schedule due to driver calling in sick or accident, snow storms etc.
- J. Hold meetings and keep township committee members, manager, Public Works employees/drivers abreast of important going ons regarding the Lakewood Shuttle Service.
- K. Bus tracking: Adding live bus tracking capabilities.

## AFFIRMATIVE ACTION STATEMENT

Indicate in the applicable boxes below whether you have met any criteria for compliance with the *New Jersey Affirmative Action Regulations*. Your bid will be accepted even if you are not in compliance at this time. If, however, you are the lowest responsive bidder and have not complied with the Affirmative Action Regulations, we will send you the Affirmative Action documents for completion. You must return the completed document to us within **seven days after notice of award**.

- 1) Our company has a federal Affirmative Action Plan Approval. Yes [ ] No [ ]  
If you have marked yes above, submit a copy of said approval.
- 2) Our company has a New Jersey State Certificate of Approval. Yes [ ] No [ ]  
If you have marked yes above, submit a copy of said approval.
- 3) If you do not have either of the above, check below:  
\_\_\_\_\_ Please send our company an Affirmative Action form for our completion,  
(AA302 - Affirmative Action Employee Information Report)

I Certify that the above information is correct to the best of my knowledge.

FIRM NAME

SIGNATURE

TITLE

DATE

## NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY        )

SS

COUNTY OF OCEAN            )

I, \_\_\_\_\_ of the city of  
in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn according to law on my  
oath depose and say that:

I am

of the Firm of

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority, so to do; that  
said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise  
taken any action in restraint of free, competitive bidding in connection with the above named project; and that all  
statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the  
Township of Lakewood relies upon the truth of the statements contained in said proposal and in the statements  
contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an  
agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees  
or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_ (N.J.S.A. 52:34-15)

(Name of Contractor)

Subscribed and sworn to

(also type or print name of affiant under signature)

before me this        day of        20   .

Notary Public of

My Commission expires        , 20   .

## CHAPTER 33

### STATEMENT SETTING FORTH THE NAMES AND ADDRESSES OF STOCKHOLDERS OR PARTNERS OWNING MORE THAN 10% OF

(Name of Organization)

IN COMPLIANCE WITH CHAPTER 33 OF THE LAWS OF 1977.

The following constitute the names and addresses of all stockholders in the corporation if the corporation is a bidder, or partners if the bidder is a partnership who own 10% or more of the corporate stock of the bidder of any class or of all individual partners in the partnership who own 10% or greater therein.

In the event no stockholder or partner owns 10% or greater, please so indicate at the appropriate space on this form.

If one or more stockholder or partner is itself a corporation or is a partnership, the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership are as follows:

	NAME	ADDRESS	PERCENTAGE of OWNERSHIP
(1)	_____		
(2)	_____		
(3)	_____		
(4)	_____		

NO STOCKHOLDER OR PARTNER OWNS 10% OR MORE OF THE CORPORATE STOCK OR OWNERSHIP  
OF THE BIDDER. CHECK HERE [ ☐ ]

I certify that the foregoing information is correct.

Secretary or Partner  
of

Corporation or Partnership

## INSURANCE AND INDEMNIFICATION

### A. Insurance

The contractor shall assume all responsibility for his actions and those of anyone else working for him while engaged in any activity connected with this contract. The contractor shall carry sufficient insurance to protect him, the Lakewood Development Corporation and Township of Lakewood from any property damage or bodily injury claims arising out of the contracted work. Evidence of current insurance coverage shall be provided in the form of a certificate with 30 day cancellation notice with the bid proposal.

- (1) Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employer's Liability insurance as required by applicable State and Federal law.
- (2) Comprehensive General Liability policy as broad as the standard coverage form currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and shall include Lakewood Development Corporation as an additional insured. ***Limits of liability shall not be less than \$1,000,000 combined single limit.***
- (3) Comprehensive Automobile Liability policy covering owned, non-owned and hired vehicles with minimum ***limits of \$1,000,000 combined single limit.***

### **NOTICE:**

*All required insurance coverage must be in effect not later than 12:01 AM at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.*

Liability insurance must remain in effect for the duration of the contract, including any extension, and for ninety days following termination of all work.

Vendor shall list name of insurance firm with whom he maintains insurance coverage or from whom he contemplates purchasing above insurance and a person to contact at this firm. (SEE DATA SHEET). No contract shall be executed without proof of required coverage.

Name of Insurance Company

Name of Insurance Representative

Phone Number of Insurance Representative

### **B. Indemnification**

Successful bidder will indemnify and hold harmless the OWNER from all claims, suits or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER, resulting from negligent acts or omissions on the part of the bidder, the bidder's agent, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

## INDEMNITY AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_  
(Contractor, Individual, Group) Agrees

to indemnify and hold harmless the Lakewood Development Corporation, Lakewood Township, and its agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of our performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole

or in part by

(Contractor, Individual, Group)

negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether the Lakewood Development Corporation is made a direct party to the initial action or claim or is subsequently made a party to the action by third party in pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Description of Event/Facility/Contract

By:

(Contractor, Individual, Group)

(Title)

Date Signed: