

**BOROUGH OF BEACHWOOD NOTICE FOR IT SERVICES**

**NOTICE** is hereby given that the Borough of Beachwood will receive competitive contracting proposals for its annual IT Service for opening on **Friday, March 22, 2024 at 10:00 a.m.** at the office of the Borough Clerk, 1600 Pinewald Road, Beachwood, New Jersey in accordance with the technical specifications on file (Schedule A – IT Criteria) with the Beachwood Borough Clerk and available for public inspections Monday through Friday, 8:30 a.m. to 4:00 p.m.

All proposals shall be in accordance with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27 and each competitive contractor shall submit a copy of its business registration certificate as issued by the State of New Jersey. Notice with Schedule A (IT Criteria) is available on the Borough's website at [www.beachwoodusa.com](http://www.beachwoodusa.com) under the Borough Legal Notices Tab.

All proposals will be submitted via mail or hand delivery to:

***Borough of Beachwood  
IT SERVICES BID  
1600 Pinewald Rd. Beachwood NJ 08722  
Attn: Susan A. Minock, RMC - Municipal Clerk***

The Borough reserves the right to accept and/or reject any and all proposals.

Submitted by, Susan A. Minock, RMC - Municipal Clerk

## **SCHEDULE A IT Services Criteria**

Please provide proposal based on the following:

- On-Site and remote support during normal business hours
- On-Site and remote support outside normal business hours
- Off-Site backup
- On-Site Service calls
- On-Site Scheduled Maintenance Services
- Coverage of Municipal Complex (Administration, Construction, Court), Police, & DPW
- Inventory of equipment
- Time expectation of rendering on-site services

Agreement between Borough and IT Service will run from April 1, 2024 through March 31, 2025

	<u><b>Desk Top Computers</b></u>	<u><b>Laptop Computers</b></u>	<u><b>Desk Top Printers</b></u>
<b>Boro Hall</b>	13	2	11
<b>Court</b>		1	1
<b>Police Dept</b>	13	11	7
<b>DPW</b>	6	3	5

**3 Hidden WIFI Accounts for PD Boro (water billing) and Court**