

STATE OF NEW JERSEY  
Department of Environmental Protection  
**AGENCY PURCHASE ORDER FOR  
TERM CONTRACT / DPA PURCHASES**

CONTRACT NO.

DATE

FY

3/26/2014

14

TOTAL AMOUNT

\$1,558.00

**SANDY****VENDOR INFORMATION**

NAME AIRGAS, USA, LLC  
ADDRESS 259 N RADNOR-CHESTER RD  
RADNOR, PA 19087  
TELE. NO. 800-558-8900

SHIP F.O.B. DESTINATION TO:

DEP-NATURAL & HISTORIC RESOURCES  
AIDS TO NAVIGATION  
302 MARINE RD  
FORKED RIVER, NJ 08731

DEP CONTACT PERSON KARIN L GOODMAN

TELEPHONE NO. (732) 255-0775

**NON-CONTRACT ONLY**

Delivery Terms: Weeks ARO \_\_\_\_\_ or Days ARO \_\_\_\_\_

Quote Date:

AGENCY APPROVAL:

AUTHORIZED SIGNATURE

3/22/14

/DATE

MANAGER

TITLE

BILL TO

424895/B001

DEP-NATURAL & HISTORIC RESOURCES  
ENGINEERING & CONSTRUCTION  
1510 HOOPER AVE  
TOMS RIVER, NJ 08753

LINE NO	FUND	AGCY	ORG CODE	SUBORG	APPR UNIT	ACTIVITY CO	OBJECT CO	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
1	100	042	4NED		004	V6YF	4010				A7571200
2											
3											

(\* CONTRACT ONLY)

ITEM #	
1	Comm. Code: 998-95-000000 *Line #: _____ *Discount: _____ Unit/Measure: EACH Quantity: 1 *List Price: \$1,558.00 Disc. Price: _____ Amount: \$1,558.00 Description: WELDING EQUIPMENT -- PLASMA CUTTER, MILLER SPECTRUM 625 X-TREME CUTTING SYSTEM
	Comm. Code: _____ *Line #: _____ *Discount: _____ Unit/Measure: _____ Quantity: _____ *List Price: _____ Disc. Price: _____ Amount: _____ Description: _____
3	Comm. Code: _____ *Line #: _____ *Discount: _____ Unit/Measure: _____ Quantity: _____ *List Price: _____ Disc. Price: _____ Amount: _____ Description: _____
	Comm. Code: _____ *Line #: _____ *Discount: _____ Unit/Measure: _____ Quantity: _____ *List Price: _____ Disc. Price: _____ Amount: _____ Description: _____
	Comm. Code: _____ *Line #: _____ *Discount: _____ Unit/Measure: _____ Quantity: _____ *List Price: _____ Disc. Price: _____ Amount: _____ Description: _____

<b>STATE OF NEW JERSEY PAYMENT VOUCHER (VENDOR INVOICE)</b>				DOCUMENT				BATCH				ACTG PER.	FY
				TC	AGY	NUMBER		TC	AGY	NUMBER			
				PV	042								14
PP START		SCHED PAY		CHK	OFF	F	PY	CK	(A) VENDOR ID NUMBER				
MO	DY	YR	MO	DY	YR	CAT	LIAB	A					TP
P O #: 7959545		PV DATE											
CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)				(C) TOTAL AMOUNT					
	PMCAIR		NONE					\$ 1558.00					

(D) PAYEE NAME AND ADDRESS  <b>AIRGAS USA LLC</b> <b>PO BOX 802576</b> <b>CHICAGO IL 60680-2576</b>  <span style="color: red; font-size: 1.2em;">620 AD 000 11825049</span>	(E) SEND COMPLETED FORM TO:  <b>DEPT OF ENVIRONMENTAL PROTECT</b> <b>BUREAU OF COASTAL ENGINEERING (424895/B001)</b> <b>DEPE - NATURAL &amp; HISTORIC RESOURCES</b> <b>ENGINEERING &amp; CONSTRUCT</b> <b>1510 HOOPER AVE</b> <b>TOMS RIVER NJ 08753</b>
---	---

(F) PAYEE DECLARATION  I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.		PAYEE SIGNATURE  PAYEE TITLE  BILLING DATE
--	--	--

LINE NO	REFERENCE				(G) PAYEE REFERENCE
	CD	AGY	NUMBER	LINE	
1					INV 9027265843
2					
3					

BFY	14	FUND	AGCY	ORG CODE	SUBORG	APPR UNIT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
		100	042	4NED		004	V6YF	4010				A7571200

RPT CT	BS ACT	DESCRIPTION	DT	QUANTITY	AMOUNT	ID	PF	TX
					1558.00			
1								
2								
3								

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
00001	DELIVERY: 007WEEKS ARO  COMMODITY CODE: 998-95-000000 [WELDING EQUIPMENT, SALE OF SURPLUS AND...]  ITEM DESCRIPTION: PLASMA CUTTER/MILLER SPECTRUM 625 X-TREME CUTTING SYSTEM	1.000	EACH	1558.00	\$ 1558.00

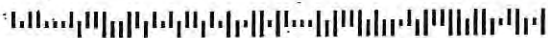
CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein.  <div style="text-align: center;">             Signature            Act Manager            Title         </div> <div style="text-align: center;">           5/18/14            Date         </div>	CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just, and payment is approved.  <div style="text-align: center;">           _____            Authorized Signature            _____            Title         </div> <div style="text-align: center;">           _____            Date         </div>
---	---





Airgas USA, LLC  
6055 Rockside Woods Blvd  
Independence, OH 44131

SOLD BY AIRGAS USA, LLC  
490 STELTON RD  
PISCATAWAY NJ 08854-3834  
866-718-0685



1075 1 MB 0.432 T4 MAAD296 PL1 S296

BILL TO STATE OF NEW JERSEY  
DEP, E&C  
1510 HOOPER AVE STE 140  
TOMS RIVER NJ 08753-2228



001075

# STANDARD INVOICE

FOR ADDRESS CORRECTIONS, PLEASE FAX NOTICE TO: 216-642-6670

INVOICE DATE	PAYER	INVOICE NO.	DUE DATE	PAY THIS AMOUNT
05/06/2014	3006536	9027265843	06/05/2014	\$ 1,558.00
PLEASE MARK YOUR METHOD OF PAYMENT				AMOUNT ENCLOSED
<input type="checkbox"/> Check				
<input type="checkbox"/> Credit Card				
Please visit <a href="http://www.airgas.com/onlinebillpay">www.airgas.com/onlinebillpay</a> or complete the information on the reverse side of this form.				

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:



Airgas USA, LLC  
PO BOX 802576  
CHICAGO IL 60680-2576

30065361902726584300001558004

TO ENSURE PROPER CREDIT, PLEASE RETURN THE UPPER PORTION WITH YOUR REMITTANCE. FOR QUESTIONS ON YOUR ACCOUNT PLEASE CALL: 216-520-6000

TO ENSURE PROPER CREDIT, PLEASE RETURN THE UPPER PORTION WITH YOUR REMITTANCE. FOR QUESTIONS ON YOUR ACCOUNT PLEASE CALL 810 290 0000										
ORDER NO.		INVOICE NO.		INVOICE DATE		SOLD TO NO.		SOLD TO NAME		
1025351951		9027265843		05/06/2014		3006536		STATE OF NEW JERSEY		
PO / RELEASE			BRANCH		SHIP VIA			PAYMENT TERMS		ORDER DATE
7959545			N207		BESTWY			NET 30		05/06/2014
DELIVERY NO. / DESCRIPTION	MATERIAL NUMBER		QTY SHIP'D	UOM	QTY B/O	CYLINDER SHIP'D    RET'D		UNIT PRICE	UOM	AMOUNT
8028105057	MIL907404		1	EA				1,558.00	EA	1,558.00 N
[AD] PLASMA SYS SPCTRM 625 X-TREME X-CS										
Sale subtotal:									1,558.00	



[www.airgas.com](http://www.airgas.com)

Airgas USA, LLC  
6055 Rockside Woods Blvd  
Independence, OH 44131

SHIP TO: 3006536  
BUREAU OF COASTAL ENGINEERING  
DEPE-NATURAL & HISTORIC RESOUR  
302 MARINE RD  
FORKED RIVER NJ 08731-4307

AMOUNT 1,558.00

FOR WIRE TRANSFER PAYMENTS

Airgas USA, LLC  
Acct No 8606074318  
PNC Bank, ABA No 031000053





# DELIVERY ORDER

FOR LOCATION NEAREST YOU  
VISIT [WWW.AIRGAS.COM](http://WWW.AIRGAS.COM)

**SHIPPER:**  
AIRGAS USA, LLC  
8929 STATE ROUTE 14 UNIT D  
STREETSBORO, OH 44241-5687

**SOLD BY:**  
AIRGAS USA, LLC  
490 STELTON RD  
PISCATAWAY, NJ 08854-3834  
866-718-0685

**DELIVERY ORDER #** 8028105057  
**PAGE** 1 OF 1  
**ORDER DATE:** 05/06/2014  
**SCH SHIP DATE:** 05/06/2014  
**PRINTED:** 16:16 05/06/2014  
**SALES ORDER:** 1025351951

**SHIP TO:** 3006536  
BUREAU OF COASTAL ENGINEERING  
DEPE-NATURAL & HISTORIC RESOURCES  
302 MARINE RD  
FORKED RIVER, NJ 08731-4307 US  
732-255-0767

**SOLD TO:** 3006536  
STATE OF NEW JERSEY  
DEP, E&C  
1510 HOOPER AVE STE 140  
TOMS RIVER, NJ 08753-2228 US

**CUST PO #** 7959545  
**RELEASE #**  
**ORD BY** E KARIN GOODMAN  
7322550775  
**ENT BY** ADAMBASSLE

37#

Order Type	Payment Terms	Incoterm	Route	Sales Office	Plant	Sales Org	Total Containers Ship	Return
Standard Order	NET 30	Freight Paid by Airgas	Best Way	N207	N077	NO00		

Qty Shipped	UOM Type	HM	Description & Hazard Class	Qty Order	Qty B/O	Bin Loc	WT
1	EA		<b>Line# 10 Material# MIL907404 Stor. Loc. F001</b> PLASMA SYSTEM SPECTRUM 625 X-TREME X-CASE 208/230 VOLT 1/3 PHASE 60 HZ ICE-40T HAND TORCH 12' LEADS 40 AMP S/N: _____	1	0	S22	38 LB

O.K.C.S  
Receives

## EMERGENCY CONTACT: 1-866-734-3438

PURCHASER AGREES TO OBTAIN MATERIAL SAFETY DATA SHEETS (MSDS) FROM ONE OF THE FOLLOWING SOURCES: POINT OF PURCHASE, AIRGAS WEB SITE AT [WWW.AIRGAS.COM](http://WWW.AIRGAS.COM) OR BY CALLING THE ABOVE LISTED EMERGENCY CONTACT PHONE NUMBER AND SELECTING OPTION #3

THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION

### PLACARDS OFFERED

☐ ACCEPT ☐ REJECT

CUSTOMER MUST  
INITIAL CHOICE

THIS AGREEMENT IS SUBJECT TO AIRGAS' STANDARD TERMS AND CONDITIONS SEE REVERSE SIDE FOR IMPORTANT SAFETY INFORMATION.

ACCEPTED FOR  
THE ABOVE  
CUSTOMER

X UPS

NAME  
PLEASE PRINT

AIRGAS PERSONNEL

DATE

T.O.D.

### INTERNAL USE ONLY

Filled By	Staging Area	Total PKGS	Tracking / Pro Number	Freight Charges

Delivery # 8028105057





**State of New Jersey  
Division of Purchase & Property**

**Information Sheet and Certification for Delegated Purchasing Authority Transactions**

Company Information			
Company Name	AIRGAS USA LLC		
Address	490 STELTON ROAD		
City	PISCATAWAY	State	New Jersey Zip Code 08854
Country	United States	Contact Person	COLIN DOYLE
Phone	(732) 752-4500	Fax	(732) 968-3717
Company Email	EAS.PISCATAWAY.ORDERS@AIRGAS.COM		
FEIN/SSN	[REDACTED] Quote or PO #		

The information provided above will be used to pre-populate information fields within the Delegated Purchasing Authority ("DPA") Transactions document packet for your convenience.

This certification will serve as your official signature for the following certifications presented within this document packet:

**Ownership Disclosure Form  
Disclosure of Investigations and Actions Involving Bidder Form  
Disclosure of Investment Activities in Iran Form  
Source Disclosure Certification Form  
MacBride Principles Certification Form  
Vendor Certification and Political Contribution Disclosure Form  
Two Year Chapter 51 / Executive Order 117 Vendor Certification  
and Disclosure of Political Contributions Form  
Affirmative Action Supplement Form  
Delegated Purchasing Authority Terms and Conditions**

Please Note: For businesses not registered by the State of New Jersey, Division of Revenue, you MUST complete a Business Registration Certificate Application, which is located here <http://www.nj.gov/njbusiness/starting/>. You must have a valid Business Registration Certificate to be eligible to do business with the State of New Jersey.

You must also answer the questions on the following forms/certifications: Ownership Disclosure Form, Disclosure of Investigation and Actions Involving Bidder Form, Disclosure of Investment Activities in Iran Form, Source Disclosure Certification Form, MacBride Principles Certification Form, Vendor Certification and Political Contribution Disclosure Form, Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form and the Affirmative Action Supplement Form. These questions must be answered in full in order for you or your company to be eligible for award.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to promptly notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

**I certify that the signature on this page below has the effect of and constitutes a signature on every page listed in this packet.**

Signed By: Laurie Sterner Current Date 12/17/14  
Title: GOVT SALES & ADMIN MGR

**State of New Jersey  
Division of Purchase & Property  
Affirmative Action Supplement Form**

Delegated Purchasing Authority Proposal      Company Name AIRGAS USA, LLC      Quote or PO # \_\_\_\_\_

**EXHIBIT A  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27  
GOODS, PROFESSIONAL SERVICE 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 be 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27\_5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**\* NO FIRM MAY BE ISSUED A PURCHASE ORDER OR CONTRACT WITH THE STATE UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS**

**PLEASE CHECK APPROPRIATE BOX (ONE ONLY)**

- ☒ I HAVE A CURRENT NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).
- ☐ I HAVE A VALID FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL LETTER, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).
- ☐ I HAVE COMPLETED THE ENCLOSED FORM AA302 AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT.



## INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

**IMPORTANT:** READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

**ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

**ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

**ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.

**ITEM 6** - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**ITEM 7** - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

**ITEM 8** - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey

**ITEM 9** - Enter the total number of employees at the establishment being awarded the contract.

**ITEM 10** - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

**ITEM 11** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report**

**Racial/Ethnic Groups will be defined:**

**Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

**Non-Minority:** Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

**ITEM 12** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**ITEM 13** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**ITEM 14** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**ITEM 15** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**ITEM 16** - Print or type the name of the person completing the form. Include the signature, title and date.

**ITEM 17** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

### TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE) TO:

NJ Department of the Treasury  
Division of Purchase & Property  
Contract Compliance Audit Unit EEO Monitoring Program  
P.O. Box 206  
Trenton, New Jersey 08625-0206  
Telephone No. (609) 292-5473



**State of New Jersey**  
**Division of Purchase & Property**  
**Delegated Purchasing Authority Terms and Conditions**

The following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey.

For agency purchase orders issued against term contracts, additional provisions shall apply in accordance with the provision of the agreement between the State of New Jersey and the Contractor.

**1. STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL CONTRACTORS**

**1.1 CORPORATE AUTHORITY** – It is required that all corporations be registered with the Office of the Secretary of the State prior to conducting business in the State of New Jersey.

**1.2 ANTI-DISCRIMINATION** – All parties to any contract with the State of New Jersey agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:4-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder.

**1.3 PREVAILING WAGE ACT** – The New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56-26 et seq., is hereby made a part of every contract entered into on behalf of the State of New Jersey through the Division of Purchase and Property, except those contracts which are not within the contemplation of the Act. The bidder's signature on this proposal is his guarantee that neither he nor any subcontractors he might employ to perform the work covered by this proposal has been suspended or debarred by the Commissioner, Department of Labor for violation of the provision of the Prevailing Wage Act.

**1.4 THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** – The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.

**1.5 OWNERSHIP DISCLOSURE** – Contracts for any work, goods or services cannot be issued to any corporation or partnership unless prior to or at the time of bid submission the bidder has disclosed the names and addresses of all its owners holding 10% or more of the corporation's or partnership's stock or interest. Refer to N.J.S.A. 52:25-24.2.

**1.6 COMPLIANCE: LAWS** – The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered and/or services performed hereunder.

**1.7 COMPLIANCE: STATE LAWS** – It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.

**1.8 COMPLIANCE: CODES** – The contractor must comply with NJUCC and the latest NEC70, B.O.C.A. Basic Building Code, OSHA and all applicable codes for this requirement. The successful vendor will be responsible for securing and paying for all necessary permits, where applicable.

**2. LIABILITIES**

**2.1 LIABILITIES – COPYRIGHT** – The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind of or on account of the use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.

**2.2 INDEMNIFICATION** – The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgment and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

**2.3 INSURANCE** – The contractor shall secure and maintain in force for the term of the contract liability insurance as provided herein. The contractor shall provide the State of New Jersey with current certificates of insurance for all coverage's and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after ~~thirty days~~ written notice.

The insurance to be provided by the contractor shall be as follows:

- a. General liability policy as broad as the standard coverage forms currently in use in the State of New Jersey shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall be endorsed to include:
  1. Broad Form Comprehensive General Liability
  2. Products / Completed Operations
  3. Premises / Operations

*\* NEGLIGENCE OR WILLFUL MISCONDUCT OF  
THE CONTRACTOR IN PROVIDING THE WORK.*



**State of New Jersey**  
**Division of Purchase & Property**  
**Delegated Purchasing Authority Terms and Conditions**

The limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.

- b. Automobile liability insurance which shall be written to cover any automobile used by the insured. Limited of liability for bodily injury and property damage shall not be less than \$1 million per occurrence. As a combines single limit.
- c. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employer's Liability Insurance with limits of not less than:
  - \$100,000 Bodily Injury, Each Occurrence
  - \$100,000 Disease Each Employee
  - \$500,000 Disease aggregate Limit

**3. TERMS GOVERNING ALL PROPOSALS TO NEW JERSEY PROCUREMENT BUREAU**

**3.1 SUBCONTRACTING OR ASSIGNMENT** – The contract may not be subcontracted or assigned by the contractor, in whole or in part, without the prior written consent of the Director of the Division of Purchase and Property. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract.

Nothing contained in the specifications shall be construed as creating a contractual relationship between any subcontractor and the State.

**3.2 PERFORMANCE GUARANTEE OF BIDDER** – The bidder hereby certifies that:

- a. The equipment offered is standard new equipment, and is the manufacturer's latest model in production with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.
- c. All new machines are to be guaranteed as fully operational for the period stated from time of written acceptance by the State. The bidder will render prompt service without charge, regardless of geographic location.
- d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- e. Trained mechanics are regularly employed to make repairs to equipment in the territory from which the service request might emanate within a 48 hour period or within the time accepted as industry practice.
- f. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- g. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract. The contract shall not be considered complete until final approval by the State's Using Agency is rendered.

**3.3 DELIVERY GUARANTEES** – Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the specifications.

The contractor shall be responsible for the delivery of material in first class condition to the State's Using Agency or the purchase under this contract, and in accordance with good commercial practice.

Items delivered must be strictly in accordance with the specifications.

In the event delivery of goods or services is not made within the number of days stipulated or under the schedule defined in the specifications, the Using Agency may be authorized to obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor failing to meet his commitments.

**3.4 STATE'S RIGHT TO INSPECT CONTRACTOR'S FACILITIES** - The State reserves the right to inspect the contractor's establishment.

**3.5 MAINTENANCE OF RECORDS** – The contractor shall maintain records for products and/or service delivered against the contract for a period of three (3) years from the date of final payment. Such records shall be made available to the State upon request.

**4. TERMS RELATING TO PRICE QUOTATIONS**

**4.1 PRICE FLUCTUATIONS DURING CONTRACT** – All prices shall be firm through issuance of contract purchase order and shall not be subject to increase during the period of the contract.

**4.2 DELIVERY COSTS** – Unless otherwise noted in this purchase order, all prices for items are to be F.O.B. Destination. Regardless of the methods of quoting shipment, the contractor shall assume all liability and responsibility for the delivery of merchandise in good condition to the State's Using Agency or designated purchaser.

**State of New Jersey**  
**Division of Purchase & Property**  
**Delegated Purchasing Authority Terms and Conditions**

F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of New Jersey unless otherwise specified. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience when a single shipment is ordered. The weights and measures of the State's Using Agency receiving the shipment shall govern.

4.3 C.O.D TERMS – C.O.D. terms are not acceptable.

4.4 TAX CHARGES – The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, they must not be included in the invoice. The State's Federal Excise Tax Exemption Number is 22-75-0050k.

4.5 PAYMENT TO VENDORS – Payment for goods and/or services purchased by the State will only be made against State Payment Vouchers. The State Payment Voucher in duplicate together with original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery.

4.6 NEW JERSEY PROMPT PAYMENT ACT – The New Jersey Prompt Payment Act (P.L.1987, c. 184) requires state agencies to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed State Payment Voucher or within sixty (60) days of receipt and acceptance of goods and services, whichever is later.

**5. CASH DEPOSITS**

a. A discount period shall commence on the day the State Using Agency received a properly signed and executed State Payment Voucher for products and services that have been duly accepted by the State Using Agency in accordance with the terms, conditions and specifications of the Contract/Purchase Order. If the State Payment Voucher is received prior to the delivery of the goods and services, the discount period begins with the acceptance of goods and services, whichever is later.

b. The date on the check issued by the State in payment of that State Payment Voucher shall be deemed the date of the State's responses to that Voucher.

6. STANDARDS PROHIBITING CONFLICTS OF INTEREST – The following prohibition on vendor activities shall apply to all contracts or purchase agreements made with the State of New Jersey, pursuant to Executive Order No. 189 (1988).

a. No vendor shall pay, or agree to pay, either directly or indirectly any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52-13D-13b and e, in Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52-13D-13i, of any such officer or employee, or any partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52-13D-13g.

b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.

c. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationships with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52-13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

d. No vendor shall influence, or attempt to cause or influence, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

e. No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.

f. The provisions cited above in paragraph 6a. shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 6c.