



# Request for Proposal 07-X-39114

## For: Sign Blanks, Aluminum for DOT & DOC

Event	Date	Time
<b>Bidder's Electronic Question Due Date</b> (Refer to <a href="#">RFP Section 1.3.1</a> for more information.)	12/28/06	5:00 PM
<b>Mandatory Pre-bid Conference</b>	N/A	
<b>Mandatory Site Visit</b>	N/A	
<b>Bid Submission Due Date</b> (Refer to <a href="#">RFP Section 1.3.2</a> for more information.)	1/12/07	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

<p><b>Small Business Set-Aside</b> (Refer to <a href="#">RFP Section 4.4.2.2</a> for more information.)</p>	<p><b>Status</b></p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Entire Contract</p> <p><input type="checkbox"/> Partial Contract</p> <p><input type="checkbox"/> Subcontracting Only</p>	<p><b>Category</b></p> <p><input type="checkbox"/> I</p> <p><input type="checkbox"/> II</p> <p><input type="checkbox"/> III</p>
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RFP Issued By

State of New Jersey  
Department of the Treasury  
Division of Purchase and Property  
Trenton, New Jersey 08625-0230

Using Agencies

State of New Jersey  
Department of Transportation  
Department of Corrections  
Cooperative Purchasing Members

Date: December 11, 2006

## Table of Contents

<b>1.0 INFORMATION FOR BIDDERS.....</b>	<b>4</b>
1.1 PURPOSE AND INTENT .....	4
1.2 BACKGROUND.....	4
1.3 KEY EVENTS.....	4
1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD .....	4
1.3.2 SUBMISSION OF BID PROPOSAL .....	5
1.4 ADDITIONAL INFORMATION.....	5
1.4.1 ADDENDA: REVISIONS TO THIS RFP.....	5
1.4.2 BIDDER RESPONSIBILITY .....	5
1.4.3 COST LIABILITY .....	5
1.4.4 CONTENTS OF BID PROPOSAL.....	6
1.4.5 PRICE ALTERATION.....	6
1.4.6 BID ERRORS.....	6
1.4.7 JOINT VENTURE.....	7
<b>2.0 DEFINITIONS.....</b>	<b>8</b>
2.1 GENERAL DEFINITIONS.....	8
<b>3.0 COMMODITY DESCRIPTION/SCOPE OF WORK.....</b>	<b>9</b>
3.1 INTENT.....	9
3.2 MATERIALS .....	9
3.3 FABRICATION .....	9
3.4 INSPECTION AND TESTING .....	9
3.5 PACKAGING .....	9
3.6 SHIPMENT AND DELIVERIES .....	10
3.7 QUANTITY AND PAYMENT .....	11
3.8 DIMENSIONS:.....	11
3.9 SIZES .....	12
3.10 ORDERING AND PAYMENT OF SIGN BLANKS (EXAMPLES):.....	17
<b>4.0 BID PROPOSAL PREPARATION AND SUBMISSION.....</b>	<b>19</b>
4.1 GENERAL .....	19
4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION.....	19
4.3 NUMBER OF BID PROPOSAL COPIES.....	19
4.4 BID PROPOSAL CONTENT .....	19
4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL .....	19
4.4.1.1 SIGNATORY PAGE.....	19
4.4.1.2 OWNERSHIP DISCLOSURE FORM.....	19
4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER .....	20
4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL.....	20
4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE .....	20
4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.....	20
4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION .....	20
4.4.3.2 AFFIRMATIVE ACTION.....	20
4.4.4 SUBMITTALS.....	21
4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS .....	21
4.4.4.2 SAMPLES/SAMPLE TESTING .....	21
4.4.5 FINANCIAL CAPABILITY OF THE BIDDER .....	21
4.4.6 PRICING .....	21
4.4.7 COOPERATIVE PURCHASING .....	22
4.4.8 PRICING SHEETING INSTRUCTIONS.....	22
<b>5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS.....</b>	<b>23</b>
5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS.....	23

5.2 CONTRACT TERM AND EXTENSION OPTION .....	23
5.3 CONTRACT TRANSITION.....	23
5.4 CONTRACT AMENDMENT .....	23
5.5 CONTRACTOR'S WARRANTY .....	23
5.6 ITEMS ORDERED AND DELIVERED.....	24
5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS.....	24
5.8 MANUFACTURING/PACKAGING REQUIREMENTS.....	24
5.9 CLAIMS .....	24
5.10 CONTRACT ACTIVITY REPORT .....	25
<b>6.0 PROPOSAL EVALUATION .....</b>	<b>26</b>
6.1 CONTRACT EVALUATION.....	26
6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL.....	26
6.3 BID DISCREPANCIES .....	26
<b>7.0 CONTRACT AWARD.....</b>	<b>27</b>
7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD .....	27
7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134).....	27
7.1.1.1 DEFINITIONS .....	27
7.1.1.2 BREACH OF TERMS OF THE LEGISLATION.....	27
7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS.....	28
7.1.1.4 STATE TREASURER REVIEW .....	28
7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271.....	28
7.2 FINAL CONTRACT AWARD .....	28
7.3 INSURANCE CERTIFICATES .....	29
<b>8.0 CONTRACT ADMINISTRATION.....</b>	<b>30</b>
8.1 CONTRACT MANAGER .....	30
8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES.....	30
8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER .....	30

## **1.0 INFORMATION FOR BIDDERS**

### **1.1 PURPOSE AND INTENT**

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Dept. of Transportation and the Dept. of Corrections, Bureau of State Use Industries. The purpose of this RFP is to solicit bid proposals for aluminum sign blanks.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposals, conforming to this RFP is most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The NJ Standard Terms and Conditions version 05 09 06 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

The State intends to extend the contract[s] awarded to the Purchase Bureau's cooperative purchasing partners. These partners include quasi-state agencies, counties, municipalities, school districts, volunteer fire departments, first aid squads, independent institutions of higher learning, County colleges and State colleges. Although the State, with the assent of the vendor(s), is making the use of any contract resulting from this RFP available to non-State Agencies, the State makes no representation as to the acceptability of any State RFP terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.

### **1.2 BACKGROUND**

This is a reprocurement of the Sign Blanks, Aluminum term contract, presently due to expire on **February 28, 2007**. Bidders who are interested in the current contract specifications and pricing information may review the current contract T#0136 at <http://www.state.nj.us/treasury/purchase/contracts.htm>.

### **1.3 KEY EVENTS**

#### **1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD**

The Purchase Bureau will accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau website after the cut-off date (see Section 1.4.1. of this RFP for further information.)

### 1.3.2 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:**

BID RECEIVING ROOM - 9TH FLOOR  
PURCHASE BUREAU  
DIVISION OF PURCHASE AND PROPERTY  
DEPARTMENT OF THE TREASURY  
33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NJ 08625-0230

Directions to the Purchase Bureau can be found at the following web address:

<http://www.state.nj.us/treasury/purchase/directions.htm>.

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

### 1.4 ADDITIONAL INFORMATION

#### 1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML.

There are no designated dates for release of addenda. Therefore interested bidders should check the Purchase Bureau "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

#### 1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

#### 1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

#### 1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. If the State proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.**

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the State or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

#### 1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

#### 1.4.6 BID ERRORS

In accordance with N.J.A.C. 17:12-1.22, "Bid Errors," a bidder may withdraw its bid as follows:

A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made, in writing, to the Supervisor of the Business Unit. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place specified.

If, after bid opening but before contract award, a bidder discovers an error in its proposal, the bidder may make written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. Some of the factors that may be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal. Note: a PB-36 complaint form may be filed and forwarded to the Division's Contract Compliance and

Administration Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's vendor performance file for evaluation of future bids submitted.

All bid withdrawal requests must include the bid identification number and the final bid opening date and sent to the following address:

Department of the Treasury  
Purchase Bureau, PO Box 230  
33 West State Street – 9<sup>th</sup> Floor  
Trenton, New Jersey 08625-0230  
Attention: Supervisor, Business Unit

If during a bid evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the vendor fails to respond, its bid shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director may seek clarification from the bidder to ascertain the true intent of the bid.

#### 1.4.7 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

## **2.0 DEFINITIONS**

### **2.1 GENERAL DEFINITIONS**

The following definitions will be part of any contract awarded or order placed as result of this RFP.

**Addendum** - Written clarification or revision to this RFP issued by the Purchase Bureau.

**Amendment** - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the Director, Division of Purchase and Property or his/her designee.

**Bidder** – A vendor submitting a bid proposal in response to this RFP.

**Contract** - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

**Contractor** - The contractor is the bidder awarded a contract.

**Director** - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

**Division** - The Division of Purchase and Property.

**Joint Venture** – A business undertaking by two or more entities to share risk and responsibility for a specific project.

**May** - Denotes that which is permissible, but not mandatory.

**Request for Proposal (RFP)** - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

**Shall or Must** - Denotes that which is a mandatory requirement.

**Should** - Denotes that which is recommended, but not mandatory.

**State** - State of New Jersey

**Using Agency[ies]**- The entity[ies] for which the Division has issued this RFP.

### **3.0 COMMODITY DESCRIPTION/SCOPE OF WORK**

#### **3.1 INTENT**

This specification covers the requirements for the fabrication and processing of flat sheet aluminum sign blanks to which a chemical conversion treatment coating has been applied. Sizes, shapes and thickness shall be in accordance with Tables and specifications listed.

#### **3.2 MATERIALS**

Blanks shall conform to ASTM-B209, 5052-H38 or 6061-T6. The manufacturer must indicate in the space provided on the price sheet the specific ASTM Alloy on which the bid is based and from which the aluminum blanks will be fabricated and furnished. Failure to select one of the three (3) aluminum alloys specified above and indicate the selected alloy on the price sheet shall be cause for rejection of the bid. All sign blanks shall be given a chromate conversion coating. The chromate coating shall be compatible with the application of enclosed lens reflective sheeting, encapsulated lens reflective sheeting and air dry enamels. The coating shall be applied after all fabrication is completed including shearing, hole punching and corner radiuses.

#### **3.3 FABRICATION**

3.3.1 Blanks shall be a continuous section of length, width and thickness with required mounting holes and corner radius as indicated on the attached drawings and tables. They will conform to commercial tolerance with regard to length, width, thickness and flatness.

3.3.2 Blanks made from sheet or coil shall be free from buckles, warps, dents, burrs, cockles and other defects and shall be essentially a plane surface. All shearing shall be placed and packaged face up.

#### **3.4 INSPECTION AND TESTING** for Department of Transportation Orders

After notification of contract award and prior to shipment of the material, the contractor shall contact the Bureau of Materials, 930 Lower Ferry Road, Trenton, NJ 08625. Telephone 609-530-2287 , to arrange for inspection and testing of the material. Only material which clearly exhibits the appropriate stamp or has obtained the necessary approvals of the Department for approved material will be accepted upon delivery, except, that material which will be sampled after delivery will be accepted conditionally pending satisfactory results of the required sampling tests.

All materials supplied are subject to inspection, testing or rejection at any time prior to acceptance. Samples for testing will be taken by a representative of the Department. Results of the tests made with the department laboratory's apparatus, conforming to the requirements specified in the prescribed test methods are official and final. Copies of the test results will be furnished upon request.

#### **3.5 PACKAGING**

3.5.1 The aluminum blanks shall be properly packaged so that the total weight of any one package shall not exceed 3000 pounds. Each package shall contain blanks of the same overall size and thickness. Delivery of packages containing blanks of different sizes or of various thicknesses will not be accepted.

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**NOTE: PACKAGING OF ORDERS FOR DELIVERY TO THE BUREAU OF STATE-USE INDUSTRIES, BRIDGETON, NJ - SHALL NOT EXCEED 1500 POUNDS.**

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3.5.2 Each package shall be individually wrapped to protect the blanks from dirt or dust particles. The wrapping shall be firmly held in place with metal band tautly drawn around the package. A minimum of two (2) bands per direction shall be drawn at perpendicular directions.

3.5.3 Each delivery must be accompanied with a certified mill analysis and certified count affixed on the outside of each package.

**3.6 SHIPMENT AND DELIVERIES**

3.6.1 Shipments will be required to be made to two State Agencies at the following delivery sites:

**New Jersey Department of Transportation  
Bureau of Maintenance Engineering & Operations - Sign Shop  
Building 21  
999 Parkway Avenue  
Trenton, NJ 08625**

Or

**New Jersey Department of Corrections  
Bureau of State Use Industries  
South Woods State Prison  
Building I Receiving Gate  
ATTN: Sign Shop  
217 S. Burlington Road  
Bridgeton, NJ 08302  
Phone: 856-459-7720**

3.6.2 Shipments shall be delivered within 30 days after notification from agency to ship. No deliveries will be accepted unless shipment had been requested. When a shipment is requested, deliveries will be accepted, as required, at the designated site of the appropriate agency requesting the material.

3.6.3 New Jersey Department of Transportation materials to be delivered as authorized and directed by the Bureau of Maintenance Support.

3.6.4. Materials ordered and delivered without authorization and direction will not be accepted nor will they be paid for.

3.6.5 All questions concerning orders, and deliveries, for the Department of Transportation are to be referred to:

**Department of Transportation  
Sign Shop Supervisor  
Bureau of Maintenance Engineering & Operations  
PO Box 600  
Trenton, NJ 08625-0600  
Phone: 609-530-2691**

3.6.6 The contractor will notify the Supervisor of Materials, at the New Jersey Department of Transportation offices located at 1035 Parkway Avenue, PO Box 600, Trenton, NJ 08625 Telephone: 609-530-2691, a minimum of 48 hours in advance of any shipment to this agency. Deliveries must be arranged to be made on a State business day between the hours of 8:00 AM to 3:00 PM.

3.6.7 The contractor will notify the State Use Shop Supervisor, at the New Jersey Department of Corrections offices located at the South Woods State Prison, Attn: Bruce Bryant, a minimum of 48 hours in advance of any shipment to this agency at 856-459-7720. Deliveries must be arranged to be made on a State business day between the hours of 8:00 AM to 2:00 PM.

3.6.8 In the event deliveries are not received within fifteen (15) days after the allotted delivery time specified elsewhere herein, the Director of Purchase and Property may authorize the requesting Department to secure the full quantity of the requested delivery from the nearest available source, and the difference in price, if any, will be deducted from monies due the defaulting contractor.

3.6.9 Each delivery shall be made with open flat bed vehicles. The sign blank packages as specified under Section 3.5 shall be properly stacked on wooden pallets so that the sum of the weight of packages on any one pallet does not exceed the weight limitation for a single package as specified herein before and shall be arranged to permit safe unloading with mechanical fork-lift equipment.

3.6.10 The sign blank packages shall be fully covered and protected with a waterproof covering to insure the packages will remain dry in transit.

3.6.11 The contractor will be required to complete and ship all orders having a total minimum weight of not less than 5,000 pounds of sign blanks placed by NJDOT and Bureau of State Use Industries, South Woods State Prison to their respective locations listed in Section 3.6 of the RFP. However, orders placed by the Bureau of State Use Industries, Bridgeton, NJ facility shall not exceed 1500 pounds. The total minimum weight requirement pertains to the entire order and not to any specific sign size.

### 3.7 QUANTITY AND PAYMENT

3.7.1 The quantity of sign blanks - Aluminum of each specified size and thickness, will be the sum of certified count indicated on each package actually delivered to the site(s) specified in Section 3.6.1 of this RFP.

3.7.2 Payment for sign blanks - will be made for the quantity as described above, multiplied by unit cost per blank as determined under Section 3.10 " Ordering and Payment of Sign Blanks (Example)" specified in this bid proposal. This price shall include proper packaging, loading, trucking expense, labor and all else necessary therefore and incidental thereto to insure delivery to the designated location.

### 3.8 DIMENSIONS:

3.8.1 All blanks are to be manufactured in accordance with the attached drawings and tables. All blank sizes listed on the attached tables are rectangles unless otherwise noted. The first number of each size is the thickness, the second number on the table price sheet is the "A" dimension that indicates the width and the third number is the "B" dimension that indicates the length (Refer to Table "A").

3.8.2 Bidders should note that the Agencies may also order sign blanks in other square or rectangular shapes not listed on the attached tables and dimension in the various thickness not listed on the tables.

3.8.3 Blanks ordered by the Bureau of State Use Industries, DEPTCOR, shall be manufactured in accordance with the American National Standards Institute Manual on Uniform Traffic Control Devices, 1988 edition or latest.

### 3.9 SIZES

Sizes of sign blanks normally ordered are listed in the Tables below:

**TABLE "A"**

The first column of the table is the item number. The next column lists the thickness, width and length of the signs.

ITEM	SIZES		SHAPE
	Thickness x	A-Width x B-Length	
1.	0.040" X	5" X 144"	
2.	0.040" X	18" X 18"	SQUARE
3.	0.040" X	24" X 24"	SQUARE
4.	0.040" X	24" X 24"	INTERSTATE SHIELD
5.	0.040" X	30" X 36"	
6.	0.040" X	36" X 36"	SQUARE
7.	0.040" X	36" X 36"	INTERSTATE SHIELD
8.	0.040" X	36" X 45"	
9.	0.040" X	48" X 48"	SQUARE
10.	0.040" X	45" X 36"	INTERSTATE SHIELD
11.	0.080" X	5" X 5"	SQUARE
12.	0.080" X	5" X 10"	
13.	0.080" X	6" X 36"	
14.	0.080" X	8" X 36"	
15.	0.080" X	9" X 24"	
16.	0.080" X	10" X 14"	
17.	0.080" X	10" X 18"	
18.	0.080" X	10" X 27"	
19.	0.080" X	10" X 36"	
20.	0.080" X	12" X 6"	
21.	0.080" X	12" X 12"	SQUARE
22.	0.080" X	12" X 18"	
23.	0.080" X	12" X 24"	
24.	0.080" X	12" X 30"	
25.	0.080" X	14" X 16"	
26.	0.080" X	15" X 21"	
27.	0.080" X	18" X 18"	SQUARE
28.	0.080" X	18"	CIRCLE
29.	0.080" X	18" X 24"	
30.	0.080" X	21" X 15"	
31.	0.080" X	24" X 6"	
32.	0.080" X	24" X 8"	
33.	0.080" X	24" X 10"	
34.	0.080" X	24" X 12"	
35.	0.080" X	24" X 18"	
36.	0.080" X	24" X 24"	SQUARE
37.	0.080" X	24" X 24"	DIAMOND

ITEM	SIZES	SHAPE
	Thickness x A-Width x B-Length	
38.	0.080" X 24" X 24"	OCTAGON
39.	0.080" X 24" X 24"	PENTAGON CO. SHIELD
40.	0.080" X 24" X 24"	INTERSTATE SHIELD
41.	0.080" X 24"	CIRCLE
42.	0.080" X 24" X 30"	
43.	0.080" X 24" X 36"	
44.	0.080" X 24" X 48"	
45.	0.080" X 24" X 90"	SHEET
46.	0.080" X 24" X 96"	SHEET
47.	0.080" X 30" X 18"	
48.	0.080" X 30" X 24"	
49.	0.080" X 30" X 24"	INTERSTATE SHIELD
50.	0.080" X 30" X 30"	SQUARE
51.	0.080" X 30" X 30"	DIAMOND
52.	0.080" X 30" X 30"	OCTAGON
53.	0.080" X 30"	EQUILATERAL TRIANGLE
54.	0.080" X 30" X 30"	PENTAGON SCHOOL
55.	0.080" X 30"	CIRCLE
56.	0.080" X 30" X 30"	PENTAGON CO. SHIELD
57.	0.080" X 30" X 36"	
58.	0.080" X 30" X 90"	SHEET
59.	0.080" X 30" X 96"	SHEET
60.	0.080" X 32" X 23"	
61.	0.080" X 36" X 12"	
62.	0.080" X 36" X 18"	
63.	0.080" X 36" X 24"	
64.	0.080" X 36" X 30"	
65.	0.080" X 36" X 36"	SQUARE
66.	0.080" X 36" X 36"	DIAMOND
67.	0.080" X 36" X 36"	OCTAGON
68.	0.080" X 36	EQUILATERAL TRIANGLE
69.	0.080" X 36" X 36"	PENTAGON SCHOOL
70.	0.080" X 36	CIRCLE
71.	0.080" X 36" X 48"	
72.	0.080" X 36" X 144"	SHEET
73.	0.080" X 48" X 36"	ISOSCELES TRIANGLE
74.	0.080" X 48" X 18"	
75.	0.080" X 48" X 24"	
76.	0.080" X 48" X 30"	
77.	0.080" X 48" X 36"	
78.	0.080" X 48" X 48"	
79.	0.080" X 96" X 48"	NO HOLES
80.	0.080" X 120" X 48"	NO HOLES
81.	0.080" X 96" X 60"	NO HOLES
82.	0.080" X 120" X 60"	NO HOLES
83.	0.091" X 6" X 18"	STREET SIGN BLANKS
84.	0.091" X 6" X 24"	STREET SIGN BLANKS
85.	0.091" X 6" X 30"	STREET SIGN BLANKS
86.	0.091" X 6" X 36"	STREET SIGN BLANKS
87.	0.091" X 6" X 42"	STREET SIGN BLANKS
88.	0.091" X 6" X 48"	STREET SIGN BLANKS
89.	0.091" X 8" X 18"	STREET SIGN BLANKS
90.	0.091" X 8" X 24"	STREET SIGN BLANKS
91.	0.091" X 8" X 30"	STREET SIGN BLANKS
92.	0.091" X 8" X 36"	STREET SIGN BLANKS

ITEM	SIZES	SHAPE
	Thickness x A-Width x B-Length	
93.	0.091" X 8" X 42"	STREET SIGN BLANKS
94.	0.091" X 8" X 48"	STREET SIGN BLANKS
95.	0.091" X 9" X 18"	STREET SIGN BLANKS
96.	0.091" X 9" X 24"	STREET SIGN BLANKS
97.	0.091" X 9" X 30"	STREET SIGN BLANKS
98.	0.091" X 9" X 36"	STREET SIGN BLANKS
99.	0.091" X 9" X 42"	STREET SIGN BLANKS
100.	0.091" X 9" X 48"	STREET SIGN BLANKS
101.	0.100" X 12" X 48"	
102.	0.100" X 18" X 48"	
103.	0.100" X 24" X 48"	
104.	0.100" X 30" X 48"	
105.	0.100" X 36" X 48"	
106.	0.100" X 42" X 48"	
107.	0.100" X 48" X 48"	
108.	0.100" X 12" X 60"	
109.	0.100" X 18" X 60"	
110.	0.100" X 24" X 60"	
111.	0.100" X 30" X 60"	
112.	0.100" X 36" X 60"	
113.	0.100" X 42" X 60"	
114.	0.100" X 48" X 60"	
115.	0.100" X 12" X 72"	
116.	0.100" X 18" X 72"	
117.	0.100" X 24" X 72"	
118.	0.100" X 30" X 72"	
119.	0.100" X 36" X 72"	
120.	0.100" X 42" X 72"	
121.	0.100" X 48" X 72"	
122.	0.100" X 12" X 84"	
123.	0.100" X 18" X 84"	
124.	0.100" X 24" X 84"	
125.	0.100" X 30" X 84"	
126.	0.100" X 36" X 84"	
127.	0.100" X 36" X 144"	
128.	0.100" X 42" X 84"	
129.	0.100" X 48" X 84"	
130.	0.100" X 18" X 96"	
131.	0.100" X 24" X 96"	
132.	0.100" X 30" X 96"	
133.	0.100" X 36" X 96"	
134.	0.100" X 42" X 96"	
135.	0.100" X 48" X 96"	
136.	0.100" X 30" X 108"	
137.	0.100" X 36" X 108"	
138.	0.100" X 42" X 108"	
139.	0.100" X 48" X 108"	
140.	0.100" X 24" X 120"	
141.	0.100" X 30" X 120"	
142.	0.100" X 36" X 120"	
143.	0.100" X 42" X 120"	
144.	0.100" X 48" X 120"	
145.	0.100" X 36" X 132"	
146.	0.100" X 42" X 132"	
147.	0.100" X 48" X 132"	

ITEM	SIZES		SHAPE
	Thickness	A-Width x B-Length	
148.	0.100"	X 42" X 144"	
149.	0.100"	X 48" X 144"	
150.	0.100"	X 36" X 45"	
151.	0.125"	X 12" X 36"	
152.	0.125"	X 18" X 36"	
153.	0.125"	X 23" X 32"	
154.	0.125"	X 24" X 36"	
155.	0.125"	X 30" X 30"	SQUARE
156.	0.125"	X 30" X 30"	DIAMOND
157.	0.125"	X 30" X 30"	OCTAGON
158.	0.125"	X 30"	EQUILATERAL TRIANGLE
159.	0.125"	X 30" X 36"	
160.	0.125"	X 36" X 12"	
161.	0.125"	X 30" X 24"	
162.	0.125"	X 36" X 30"	
163.	0.125"	X 36" X 36"	SQUARE
164.	0.125"	X 36" X 36"	DIAMOND
165.	0.125"	X 36" X 36"	OCTAGON
166.	0.125"	X 36"	EQUILATERAL TRIANGLE
167.	0.125"	X 36" X 36"	PENTAGON SCHOOL
168.	0.125"	X 36" X 36"	INTERSTATE SHIELD
169.	0.125"	X 48" X 36"	ISOSCELES TRIANGLE
170.	0.125"	X 48" X 24"	
171.	0.125"	X 48" X 30"	
172.	0.125"	X 48" X 36"	
173.	0.125"	X 48" X 48"	SQUARE
174.	0.125"	X 48" X 48"	DIAMOND
175.	0.125"	X 48" X 72"	SHEET
176.	0.125"	X 45" X 36"	
177.	0.125"	X 45" X 36"	INTERSTATE SHIELD
178.	0.040"	X 24" X 72"	
179.	0.040"	X 30" X 72"	
180.	0.040"	X 48" X 72"	
181.	0.100"	X 60" X 60"	SQUARE
182.	0.100"	X 60" X 72"	

**Exceptions to the Above:**

Item #	DESCRIPTION
2-4,5-10, 40, 49, 176 AND 177	BLANKS SHALL HAVE NO HOLES
11	BLANKS TO HAVE ONE 3/8" DIAMETER HOLE CENTERED FROM TOP AND BOTTOM AND FROM SIDE TO SIDE. CORNERS SHALL HAVE 3/4" RADIUS.
1, 5, 45, 46, 58, 59, 72, 175 178-180	BLANKS ARE TO HAVE NO HOLES AND SQUARE CUT CORNERS
77-78 and 101-151	BLANKS ARE TO HAVE NO HOLES, ALL CORNERS TO HAVE 1 1/2" RADIUS.

**TABLE "B"**  
**RECTANGLE - TWO HOLES**

ITEM	Width	Length	Hole Size	Distance between the Holes	Corner Radius
1	36"	45"	-	-	1-1/2"
2	48"	8:	-	-	1-1/2"
3	5"	10"	1"	8"	3/4"
4	5"	36"	3"	30"	1-1/2"
5	8"	36"	2"	32"	1-1/2"
6	9"	24"	1"	22"	1-1/2"
7	10"	14"	1"	12"	1-1/2"
8	10	18"	1"	16"	1-1/2"
9	10"	27"	1"	25"	1-1/2"
10	10"	36"	1"	34"	1-1/2"
11	10"	36"	1"	34"	1-1/2"
12	12"	6"	1"	4"	1-1/2"
13	12"	18"	2"	14"	1-1/2"
14	12"	24"	2"	20"	1-1/2"
15	12"	30"	2"	26"	1-1/2"
16	14"	16"	2"	12"	1-1/2"
17	15"	21"	2"	17"	1-1/2"
18	18"	24"	3"	18"	1-1/2"
19	21"	15"	2"	11"	1-1/2"
20	24"	6"	1"	4"	1-1/2"
21	24"	8"	1"	6"	1-1/2"
22	24"	10"	1"	8"	1-1/2"
23	24"	12"	2"	8"	1-1/2"
24	24"	18"	3"	12"	1-1/2"
25	24"	30"	3"	24"	1-1/2"
26	24"	36"	3"	30"	1-1/2"
27	24"	48"	3'	42"	1-1/2"
28	30"	18"	2"	14"	1-1/2"
29	30"	24"	3"	18"	1-1/2"
30	30"	36"	3"	30"	1-1/2"
31	36"	12"	2"	8"	1-1/2"
32	36"	18"	3"	12"	1-1/2"
33	36"	24"	3"	18"	1-1/2"
34	36"	30"	3"	24"	1-1/2"
35	36"	48"	6"	36"	1-1/2"
36	48"	18"	2"	14"	1-1/2"
37	48"	24"	3"	18"	1-1/2"
38	48"	30"	3"	2"	1-1/2"
39	48"	36"	6"	24"	1-1/2"
40	12"	36"	2"	32"	1-1/2"
41	18"	36"	2"	32"	1-1/2"
42	23"	32"	2"	28"	1-1/2"
43	24"	36"	3"	30"	1-1/2"
44	30"	36"	3"	30"	1-1/2"
45	36"	12"	2"	8"	1-1/2"
46	36"	24"	3"	18"	1-1/2"
47	36"	30"	3"	24"	1-1/2"
48	48"	24"	3"	18"	1-1/2"
49	48"	30"	3"	24"	1-1/2"
50	48"	36"	6"	24"	1-1/2"
51	45"	36"	2"	32"	1-1/2"

### 3.10 ORDERING AND PAYMENT OF SIGN BLANKS (EXAMPLES):

3.10.1 Examples of the proposed methods of ordering and determining the unit price for all orders are as follows:

The Using Agency will contact the contractor to place an order for a named quantity of sign blanks.

The contract pricing shall be based upon (Price Line 00001) a fixed processing price per pound for vendor's processing cost, plus (Price Line 00003) a published fluctuating market price cost aluminum (\$Comex) from the Wall Street Journal. An additional charge will apply for custom shapes only, via (Price Line 00002) a routing charge based on square footage.

Price Line 00001, (bid price) fixed processing price per pound, must remain fixed for the duration of the contract and is not subject to any escalation clauses.

In order to establish Price Line 00003, market price of Aluminum (\$Comex), the Agency will obtain the most recently published price in the Wall Street Journal. This price will be forwarded to the vendor when an order is placed and the vendor shall confirm the price. Any discrepancies must be resolved prior to execution of the order.

A conversion factor of .098 lb. per cubic inch will be used to calculate the weight of any flat sign blank.

A conversion factor of .94 lb. per foot will be used to calculate the weight of any extruded, 6" blade street sign blank. A conversion factor of 1.28 lb. per foot will be used to calculate the weight of any extruded, 9" blade street sign blank.

3.10.2 Example of 100 flat sign blanks size 12" x 18", .080 gauge aluminum, standard shape. Cost examples include \$0.80 per lb for fixed processing cost and \$0.95 current Wall Street Journal, Aluminum (\$Comex) price per pound.

Weight conversion: (thickness x width x length x conversion factor)

$$.080 \times 12 \times 18 \times .098 = 1.69 \text{ lbs}$$

Price Line 00001 Fixed processing cost \$0.80 per lb x 1.69 lb = \$1.35 x 100 = \$135

Price Line 00003 Market price from Wall Street Journal \$1.15 per lb x 1.69 lb = \$1.94

Unit cost of \$1.94 x 100pcs = \$194

3.10.3 Example of 50 pieces of flat Smokey Bear custom sign, size 29" x 72", .080 gauge aluminum. Cost examples include \$0.80 per lb for fixed processing cost, \$1.15 current Wall Street Journal, Aluminum (\$Comex) price per pound and \$1.70 per sq ft routing charge.

Weight conversion: (thickness x width" x length" x conversion factor)

$$.080 \times 29 \times 72 \times .098 = 16.37 \text{ lbs}$$

Price Line 00001 Fixed processing cost \$0.80 per lb x 16.37 lb = \$13.10 x 50 pcs = \$655.00

Price Line 00003 Market price from Wall Street Journal \$1.15 per lb x 16.37 lb = \$18.83

Unit cost of \$18.83 x 50 pcs = \$941.50

Square Footage Calculation: [(width" x length") / 144]

$$(29 \times 72) / 144 = 14.5 \text{ sq ft}$$

Price Line 00002 Routing charge \$1.70 per sq ft x 14.5 sq ft = \$24.65  
Unit cost of \$24.65 x 50 pcs. = \$1,232.50

3.10.4 Example for 20 pieces of extruded, 6" blade street sign 24" length. Cost examples include \$0.80 per lb for fixed processing cost and \$1.15 current Wall Street Journal, Aluminum (\$Comex) price per pound.

Weight conversion: [(footage length) x 6" conversion factor]  
 $2 \times .94 = 1.88 \text{ lbs}$

Price Line 00001 Fixed processing cost \$0.80 per lb x 1.88 lb = \$1.50 x 20 pcs. = \$30.00  
Price Line 00003 Market price of Aluminum, (\$Comex) from the Wall Street Journal,  
\$1.15 per lb x 1.88 lb = \$2.16 x 20 pcs = \$43.20

3.10.5 Example for 20 extruded 9" blade street sign 48" length. . Cost examples include \$0.80 per lb for fixed processing cost and \$1.15 current Wall Street Journal, Aluminum (\$Comex) price per pound.

Weight conversion: [(footage length) x 9" conversion factor]

$$4 \times 1.28 = 5.12 \text{ lbs}$$

Price Line 00001 Fixed processing cost \$0.80 per lb x 5.12 lb = \$4.10 x 20 pcs. = \$82.00

Price Line 00003 Market price from the Wall Street Journal \$1.15 per lb x 5.12 lb = \$5.89  
\$5.89 x 20 pcs. = \$117.80

## **4.0 BID PROPOSAL PREPARATION AND SUBMISSION**

### **4.1 GENERAL**

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its bid proposal.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid's content changes as the referenced web pages change.

### **4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION**

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. **State regulation mandates that late bid proposals are ineligible for consideration. THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.**

### **4.3 NUMBER OF BID PROPOSAL COPIES**

The bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit **two (2) full, complete and exact copies** of the original. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

### **4.4 BID PROPOSAL CONTENT**

#### **4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL**

##### **4.4.1.1 SIGNATORY PAGE**

The bidder shall complete and submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>. The Signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

##### **4.4.1.2 OWNERSHIP DISCLOSURE FORM**

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

#### **4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER**

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The bidder shall use the Disclosure of Investigations and Actions Involving Bidder form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

#### **4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL**

##### **4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE**

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The bidder may go to [www.nj.gov/njbgs](http://www.nj.gov/njbgs) to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

#### **4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.**

##### **4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION**

The bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. The requirement is a precondition to entering into a State contract. The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage: <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

##### **4.4.3.2 AFFIRMATIVE ACTION**

The bidder is required to submit a copy of Certificate of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering into a State contract. The Affirmative Action Employee Information Report (AA-302) is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

#### **4.4.4 SUBMITTALS**

##### **4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS**

The bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

##### **4.4.4.2 SAMPLES/SAMPLE TESTING**

The samples submitted must meet the specification requirements set forth in the RFP and must be representative of the product bid. Bid samples for evaluation and testing purposes are to be made available at no charge and delivered to Department of Transportation, at the bidder's expense. The bidder must, within 10 working days following a request from the State, submit bid samples to the Department of Transportation, Shop Sign Supervisor, Bureau of Maintenance Engineering & Operations. Bid samples will not be returned. The Department of Transportation will conduct laboratory tests to assure that the bid samples submitted conform to this RFP. The State reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP. The testing results of the State are final.

##### **4.4.5 FINANCIAL CAPABILITY OF THE BIDDER**

Upon request, In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

If the information is not supplied with the bid proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its Bid Proposal.

The State reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

##### **4.4.6 PRICING**

The bidder must submit its pricing using the format set forth in the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

#### 4.4.7 COOPERATIVE PURCHASING

The bidder should complete the attached Cooperative Purchasing Form indicating willingness or unwillingness to extend State contract pricing and terms to Cooperative Purchasing partners

#### 4.4.8 PRICING SHEETING INSTRUCTIONS

4.4.8.1 Bidders are required to fill in all of the information requested on the bid sheets attached to this RFP. Failure to do so may make it impossible for the State to evaluate your proposal, thereby resulting in rejection of your bid proposal.

4.4.8.2 Bidders must bid on both price line 00001 and 00002 in order to be considered for an award. Bid price submitted for price line 00001 will be the primary factor used to determine a final award. Additionally, the State reserves the right to evaluate the price submitted for price line 00002 in the determination of a final award.

4.4.8.3 Price line #00002 is will be used when the using agency is in need of a special shape (i.e. Smokey the Bear signs)

## **5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

### **5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 05 09 06, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

### **5.2 CONTRACT TERM AND EXTENSION OPTION**

The term of the contract shall be for a period of two (2) years. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP: <http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of **two (2)** one-year periods, by the mutual written consent of the contractor and the Director. **Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.**

### **5.3 CONTRACT TRANSITION**

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **ninety (90)** days beyond the expiration date of the contract.

### **5.4 CONTRACT AMENDMENT**

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the Director.

### **5.5 CONTRACTOR'S WARRANTY**

- a) The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.
- b) The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The

acceptance or payment for any of the services rendered under the Contract shall not be construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

- c) The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the State or Agency, has or may have for latent defects or errors or other breaches of warranty or negligence.

## **5.6 ITEMS ORDERED AND DELIVERED**

The Using Agencies are authorized to order and the contractor is authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agency [Agencies] reveals [reveal] that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

## **5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS**

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

## **5.8 MANUFACTURING/PACKAGING REQUIREMENTS**

5.8.1 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.8.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

5.8.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the contractor's expense.

## **5.9 CLAIMS**

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

## 5.10 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 05 09 06, located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39114.shtml>, contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal. This includes purchases made by all using agencies including the State and political sub-divisions thereof. This reporting requirement includes sales to State using agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education. The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information.

Contractors are strongly encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to report this mandated information will be a factor in future award decisions.

## **6.0 PROPOSAL EVALUATION**

### **6.1 CONTRACT EVALUATION**

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not listed in order of importance:

6.1.1 Price

6.1.2 Experience of the bidder

6.1.3 The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

### **6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL**

Prior to contract award and with the exception of scheduling a review of submitted bids, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal with the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

The bidder may be required to give an oral presentation to the State concerning its bid proposal. The State may also require the bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with the bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the State's discretion whether to require the bidder to give an oral presentation or require the bidder to submit written responses to questions regarding its bid proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

### **6.3 BID DISCREPANCIES**

In evaluating bids:

- Discrepancies between words and figures will be resolved in favor of words.
- Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.
- Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.
- Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.
- Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

## **7.0 CONTRACT AWARD**

### **7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD**

#### **7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)**

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 (the "Legislation"), retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

##### **7.1.1.1 DEFINITIONS**

For the purpose of this section, the following shall be defined as follows:

a) Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) Business Entity – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition of a business entity includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

##### **7.1.1.2 BREACH OF TERMS OF THE LEGISLATION**

It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

### 7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee with the Notice of Intent to Award.

### 7.1.1.4 STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

### 7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor’s responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### 7.2 FINAL CONTRACT AWARD

Contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the State, price, and other factors considered (Refer to Section 4.4.7.2 for details). Any or all bid proposals may be

rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

### 7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

## **8.0 CONTRACT ADMINISTRATION**

### **8.1 CONTRACT MANAGER**

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and email address.

#### **8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES**

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

#### **8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER**

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor can not resolve a dispute with contract users.