

## Nancy Meyers

---

**From:** Nancy Meyers  
**Sent:** Thursday, June 12, 2014 11:48 AM  
**To:** Nancy Meyers  
**Cc:** Geraldine M. Stout  
**Subject:** ADDENDUM #1 - REQUEST FOR QUOTATION - Jabra Wireless Headsets and Adapters  
**Attachments:** Disclosure of Investment Activities in Iran (#6).pdf; 3. Affirmative Action.pdf; NJEDA-RFB Standard Terms - Conditions Rev 05 (10-22-12).docx; 2. New Jersey Business Registration Certificate.pdf; P.L. 2005, c. 271 - Vendor Certification & Political Contribution Disclo....pdf; 6. c. 51 - Two-year Certification & Disclosure.pdf; 4. Ownership Disclosure.pdf

**Importance:** High

**Tracking:**

Recipient	Delivery
✓ Nancy Meyers	Delivered: 6/12/2014 11:48 AM
✓ Geraldine M. Stout	Delivered: 6/12/2014 11:48 AM
✓ 'Kathy Dorbat'	
✓ 'Kathy Dorbat'	
✓ Joseph Guarracino	
✓ 'Jacqueline M. Bohn'	
✓ 'Nicole Lawrence'	
✓ 'Lisa Hockenbury'	

✓ Delivered

### ADDENDUM #1

Dear Prospective Bidder,

This Addendum #1 is issued to **increase the quantity of Jabra Headsets and Adapters from three (3) to five (5)**; The quantity of three (3) each was originally requested in Request for Quotation dated June 10, 2014 (below). The modified request is indicated below:

Qty	Manufacturer Number	Description	Unit Price	Extended Price	Confirmed IN-HOUSE Due Date
5	9326-607-405	Jabra GN9350e Wireless Headset			
5	14201-16	Jabra Line Adapter			

Also, this Addendum #1 EXTENDS the Due Date of Bid responses from Friday, June 13, 2014 to Monday, June 16, 2014, no later than 3:00 PM (EST).

- BIDS SHALL BE SUBMITTED no later than 3:00 PM (EST) on Monday, June 16, 2014, via e-mail to [nmeyers@njeda.com](mailto:nmeyers@njeda.com). Your quote must be received by this deadline in order to be considered.

IMPORTANT: If you've already submitted your Quotation for the previous quantity of three (3), prior to your receipt of this Addendum #1, (if the emails crossed) you may request, in writing via e-mail, to retract your Quotation for the quantity of three (3) each, and resubmit for the additional quantity totaling five (5) each, prior to the new deadline date and time.

All other requirements / attachments / information, etc. as indicated in Request for Quotation of June 10, 2014 remain the same.

Thank you.

Nancy C. Meyers  
Procurement Officer  
Internal Process Management Department  
New Jersey Economic Development Authority (NJEDA)  
P.O. Box 990

Trenton, New Jersey 08625-0990

(609) 858-6714

(609) 278-4767 (fax)

[nmeyers@njeda.com](mailto:nmeyers@njeda.com)

For more information about NJEDA's products and services please visit us on the web at [www.njeda.com](http://www.njeda.com)

# Nancy Meyers

**From:** Nancy Meyers  
**Sent:** Tuesday, June 10, 2014 11:09 AM  
**To:** Nancy Meyers  
**Cc:** Geraldine M. Stout  
**Subject:** REQUEST FOR QUOTATION - Jabra Wireless Headsets and Adapters  
**Attachments:** Disclosure of Investment Activities in Iran (#6).pdf; 3. Affirmative Action.pdf; NJEDA-RFB Standard Terms - Conditions Rev 05 (10-22-12).docx; 2. New Jersey Business Registration Certificate.pdf; P.L. 2005, c. 271 - Vendor Certification & Political Contribution Disclo....pdf; 6. c. 51 - Two-year Certification & Disclosure.pdf; 4. Ownership Disclosure.pdf

**Importance:** High

**Tracking:**

**Recipient**

Nancy Meyers  
Geraldine M. Stout

**Delivery**

Delivered: 6/10/2014 11:09 AM  
Delivered: 6/10/2014 11:09 AM

- 'Nicole Lawrence'
- 'Jacqueline M. Bohn'
- 'Kathy Dorbat'
- 'Kathy Dorbat'
- Joseph Guarracino
- 'Lisa Hockenbury'

*Delivery & read*

**REQUEST FOR QUOTATION**  
**(THIS IS NOT AN ORDER)**

Dear Prospective Bidder,

For your review and consideration, please provide a Request for Quotation for the following items:

Qty	Manufacturer Number	Description	Unit Price	Extended Price	Confirmed IN-HOUSE Due Date
3	9326-607-405	Jabra GN9350e Wireless Headset			
3	14201-16	Jabra Line Adapter			

- **REQUESTED IN-HOUSE DUE DATE: June 20, 2014**  
*Vendor must use a shipping method that will ensure all goods are received by the deadline.*
- **Prices shall include delivery and be quoted FOB: Delivered / Inside Delivery. The Bidder shall not indicate separate shipping charges on its bid quotation. Freight / shipping charges shall be amortized into the unit price for the items indicated. Bids which include separate shipping / freight charges will be deemed non-responsive and will not be reviewed.**
- **Bidders must specify and quote the brand indicated above (or an Authority approved equivalent). If the Bidder is offering alternate product to that which is specified, it is the Bidder's responsibility to provide detailed specifications, as well as brand, make and model information for the proposed alternate product with the quote. This information (i.e. product literature, brochures, etc.) must be marked to indicate those product specifications which differ from that of the specified item listed in this request for quote. The literature and product brochures must contain sufficient**

information to demonstrate that the proposed alternate being offered is equal to or superior to the product specified herein. The Authority, in its sole discretion, shall determine whether an alternate brand is acceptable.

- As an instrumentality of the State of New Jersey, **the New Jersey Economic Development Authority is tax exempt.**
- **The New Jersey Economic Development Authority's Standard Terms and Conditions (attached) shall apply to all orders.**
- **QUESTIONS shall be accepted, via e-mail, to [nmeyers@njeda.com](mailto:nmeyers@njeda.com), until Wednesday, June 11, 2014 at 4:00 PM (EST). No phone calls please.**
- **BIDS SHALL BE SUBMITTED no later than 3:00 PM (EST) on Friday, June 13, 2014, via e-mail to [nmeyers@njeda.com](mailto:nmeyers@njeda.com). Your quote must be received by this deadline in order to be considered.**

Please be advised that the successful Bidder will be required to complete/submit compliance documents as required by law for this purchase. **Note: In the interest of time, the Bidder is requested to complete and submit the following compliance documents with the bid response.** A copy of each compliance form is attached for your use.

- **Affirmative Action verification –One (1)** of the following forms must be submitted (samples of which attached) (#3):
  - Form AA302 Employee Information Report; (This form is one that can be completed; instructions provided on sheet; or
  - Certificate of Employee Information Report; or
  - U.S. Department of Labor Federal Letter of Approval
- **New Jersey Business Registration Certificate (BRC)** (This form can be accessed on Division of Revenue's website):  
On-line Business Registration Certificate Service at:  
[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)
- **Disclosure of Investment in Activities in Iran (#6)** (please complete and return per the instructions given);
- **Ownership Disclosure Form (#7, #7.1)** (please complete and return per the instructions given)
- **PL 2005, C.271 – Vendor Certification & Political Contribution Disclosure Form;**
- **PL 2005, c.51 / EO 117 – Ownership Disclosure Form.**

#### **OPEN PUBLIC RECORDS ACT:**

Respondents should be aware that responses to this RFB will be available, upon request, for public inspection. The Authority, as an instrumentality of the State of New Jersey, is subject to the *New Jersey Open Public Records Act (N.J.S.A. 47:1A-1)* and *New Jersey Right-to-Know* statutory law and relevant case law.

In addition, pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at: <http://nj.gov/comptroller/sandytransparency/contracts/sandy/>

The contract resulting from this RFQ is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the RFQ, the winning Bidder's quotation and other related contract documents for the above contract on the Sandy Transparency website.

Thank you for your anticipated attention to this matter.

Nancy C. Meyers  
Procurement Officer  
Internal Process Management Department  
New Jersey Economic Development Authority (NJEDA)  
P.O. Box 990  
Trenton, New Jersey 08625-0990  
(609) 858-6714  
(609) 278-4767 (fax)  
[nmeyers@njeda.com](mailto:nmeyers@njeda.com)

For more information about NJEDA's products and services please visit us on the web at [www.njeda.com](http://www.njeda.com)

Please consider the environment before printing this message.