



Request for Quote

Bid # 20-DOS-606

For: Social Distancing Signs – Division of Elections

Event	Date	Time
Quote Submission Date	August 14, 2020	12:00 PM

RFQ Issued By:

State of New Jersey
Department of State
Division of Elections
Trenton, New Jersey 08625-0230

Date: August 10, 2020

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1.0 INFORMATION FOR VENDORS

1.1 PURPOSE AND INTENT

This Request for Quote (RFQ) is issued by the Department of State, Division of Elections. The purpose of this RFQ is to solicit Quotes from Vendors to provide Social Distancing Signs that will be used in the NJ General Election on November 2020.

In June, 2020 Division of Elections purchased 1,600 A-Frame signs for the primary elections. Division of Elections is now preparing for the General Election and looking to procure 2,200 more A-Frame signs to be delivered to the county boards of elections.

The Division of Elections is looking to procure the following:

2,200 - Simpo Square 24" A-Frame Signs (black or white) without graphics.

The intent of this RFQ is to award a Master Purchase Order to the responsible Vendor who's Quote, conforming to this RFQ is most advantageous to the State, price and other factors considered.

The State of NJ Standard Terms and Conditions (SSTC) accompanying this RFQ will apply to all P.O.s made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

1.2 BACKGROUND

The mission of the Division of Elections is to effectuate the statutory requirements that fall within the primary jurisdiction of the Secretary of State under Title 19, the Elections Laws of New Jersey.

The Division is responsible for creating and maintaining the Statewide Voter Registration System (SVRS); certifying voting machines; overseeing polling place accessibility; is the filing office for federal and State public elective offices; and compiles election results from the County Clerks to be used for the certification of results. Has regulatory authority over voter registration, political party declaration, vote by mail, and election district requirements. The Division also has daily interactions with the Superintendents of Elections, County Boards of Election and the County Clerks regarding election administration. Conducts voter education and outreach in addition to publishing a yearly chronological index of important election dates.

1.2.1 SUBMISSION OF QUOTES

In order to be considered for award, the Quote must be received by the Division of Elections at the appropriate location by the required time. Vendors shall submit a Quote to the following:

DATE: August 14, 2020

TIME: 12:00 PM EST

Quotes are to be emailed to Jacqueline Kemery @ Jacqueline.kemery@sos.nj.gov

QUOTES NOT RECEIVED PRIOR TO THE QUOTE OPENING DEADLINE MAY NOT BE CONSIDERED.

2.0 SCOPE OF WORK

The NJ Division of Elections is looking to procure 2,200 Black A-Frame signs for the 2020 General Election to be held on November 3, 2020.

2.1 A-FRAME SIGN (2,200)

Vendor is to provide a price for a Simpo Square 24" black or white as pictured below. For continuity purposes the State will only except quote for this particular sign to match the 1,600 signs frames purchased for the primary election in July.



3.0 QUOTE PREPARATION AND SUBMISSION

Failure to submit information as indicated below may result in your Quote being deemed non-responsive.

3.1 DELIVERY

Vendors will be required to ship all signs to the 21 County Boards of Election offices. The Division of Elections will provide the delivery addresses to the successful Vendor.

3.2.4 PRICE SHEET INSTRUCTIONS

The Vendor must submit its pricing on the attached pricing sheet.

4.0 PURCHASE ORDER (P.O.) AWARD

4.1 AWARD

An award will be made shall be made with reasonable promptness by written notice to the successful Vendor, whose Quote, conforming to this Request for Quote, is most advantageous to the State, price, and other factors considered.

5.0 DOCUMENTS REQUIRED BEFORE P.O. AWARD

The awarded Vendor must be registered in NJSTART prior to the issuance of a PO.

Vendors may register at www.NJSTART.gov

In addition to registering in NJSTART the successful vendor will be required to submit the forms as checked on Attachment 1 of this Quote.

Division of Elections
Price Sheet for Social Distancing Signs
Due Date - August 14, 12:00 PM

Price Line	Description	Unit of Measure	Quantity	Per Each Price	Total Price
1	Vendor is to provide a per each price for a Simpo 24"x24" sign frame (black or white or combination of both)	Each			
			2200		



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 039
TRENTON, NEW JERSEY 08625-0039**

**INFORMATION SHEET AND CHECKLIST FOR WAIVERS
AND DELEGATED PURCHASING AUTHORITY (DPA) TRANSACTIONS**

VENDOR NAME: _____

THIS CHECKLIST IS ONLY A GUIDE TO ASSIST VENDORS IN LOCATING AND COMPILING ALL REQUIRED COMPLIANCE FORMS FOR WAIVERS AND DPA TRANSACTIONS. VENDORS ARE REQUIRED TO ENSURE THAT ALL COMPLIANCE REQUIREMENTS HAVE BEEN MET.

	VENDOR HAS INCLUDED THE FORM
<u>STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</u> (For Waiver and DPAs)	
<u>WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</u> (For Waivers only)	
<u>OWNERSHIP DISCLOSURE FORM</u>	
<u>DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</u>	
<u>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</u>	
<u>TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</u>	
<u>CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM</u>	
<u>MACBRIDE PRINCIPALS FORM</u>	
PROOF OF BUSINESS REGISTRATION You may register your business <u>HERE</u> or obtain a copy of the Business Registration Certificate <u>HERE</u> .	
CERTIFICATE OF INSURANCE / ACORD	
<u>SOURCE DISCLOSURE FORM</u> (To be used only where the contract is primarily for services)	
AFFIRMATIVE ACTION COMPLIANCE (Submit one of the following)	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	
<u>AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT</u> (FORM AA302)	

VENDORS SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.