



**Request for Quote
Bid # 22-MUS-001
For:
New Jersey State Museum
Collections Move - Packing,
Registrarial/Tracking, Transportation,
Load-in**

Event	Date	Time
Project Walk-Through (Refer to {RFQ} Section 2.2.2.A for more information.)	Wednesday, July 13, 2022	9:30 am
Vendor's Electronic Question Due Date (Refer to {RFQ} Section 1.2.1 for more information.)	Friday, July 22, 2022	12:00 noon
Quote Submission Date (Refer to {RFQ} Section 1.2.2 for more information.)	Monday, August 8, 2022	12:00 noon

Dates are subject to change. All times contained in the Bid Solicitation {RFQ} refer to Eastern Time. All changes will be reflected in Bid Amendments {Addenda} to the RFQ and will be sent via email.

Bid Solicitation {RFQ} Issued By

State of New Jersey
Department of State
Division of Administration
33 West State Street, 4th Floor
Trenton, New Jersey 08625-0459

Using Agency

State of New Jersey
Department of State
New Jersey State Museum
205 West State Street
Trenton, NJ 08625-0530

Date: June 30, 2022

Table of Contents

1.0	INFORMATION FOR VENDORS {BIDDERS}	3
1.1	PURPOSE AND INTENT	3
1.2	BACKGROUND	3
1.2.1	ELECTRONIC QUESTION AND ANSWER PERIOD	3
1.2.2	SUBMISSION OF QUOTES	4
1.3	ADDITIONAL INFORMATION	4
1.3.1	BID AMENDMENTS: REVISIONS TO THIS RFQ	4
1.3.2	VENDOR RESPONSIBILITY	5
1.3.3	COST LIABILITY.....	5
2.0	SCOPE OF WORK	5
2.1	PROJECT SCOPE	5
2.2	PLANNING APPROACH REQUIREMENTS	5
3.0	QUALIFICATIONS EXPERIENCE CRITERIA	6
3.1	RESUMES	6
4.0	QUOTE PREPARATION AND SUBMITTAL	7
4.1	QUOTE CONTENT	7
5.0	DELIVERABLES AND FINAL ACCEPTANCE	7
6.0	SELECTION AND PURCHASE ORDER AWARD	7
6.1	CLARIFICATION OF QUOTE AND/OR ON-SITE DEMONSTRATION	8
6.2	FINANCIAL CAPABILITY OF THE VENDOR {BIDDER}.....	8
7.0	REQUIRED FORMS	9
8.0	PRICE SHEET INSTRUCTIONS	10

RFQ-SPECIFIC ATTACHMENTS

Price Schedule/Sheet Vendor Checklist

1.0 INFORMATION FOR VENDORS {BIDDERS}

1.1 PURPOSE AND INTENT

This Request for Quote {RFQ} is issued by the Department of State, Division of Administration on behalf of the New Jersey State Museum (“NJSM”). The purpose of this RFQ is to solicit Quotes from Vendors (“Art Handlers”) to facilitate wrapping/packing/crating/palletizing (“Packing”) and moving portions of the NJSM’s collections (“Collections objects”), exhibition materials, equipment and supplies from current off-site warehouse and on-site NJSM storage to new off-site warehouse. This work must be done using the highest standards for collections stewardship, including but not limited to object handling, Packing, registrarial methods/object tracking, transportation and shelving, hanging, unwrapping, etc. as noted during bidder walks-through (“Load-in”).

The intent of this RFQ is to award a Purchase Order (“Blanket P.O.”) to that responsible Vendor whose Quote, conforming to this RFQ, is most advantageous to the State; price, methodologies, previous experience with Packing and moving museum collections, and other factors considered.

The State of NJ Standard Terms and Conditions (“SSTC”) accompanying this RFQ will apply to all Blanket 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 Bid Solicitation RFQ specifically indicates otherwise.

1.2 BACKGROUND

This is a new Blanket P.O. for the NJSM. The NJSM, a division of the New Jersey Department of State (“DOS”) is located in Trenton, NJ, and is one of the largest museums in the state. A general museum with collections, exhibitions, programs and research in Archaeology & Ethnography, Cultural History, Fine Art and Natural History, it was established in 1895 with education at the core of its mission. The Museum collections number over 2.3 million objects, specimens and artifacts (“Collection objects”). Collections are stored both on-site and off-site. Additionally, exhibition materials (casework, vitrines, props, etc.) are stored both on- and off-site.

The NJSM is moving into a newly constructed off-site warehouse. Collections and exhibition materials currently stored at an off-site warehouse, as well as a smaller number stored on-site at the NJSM, need to be Packed and moved to the new location. As the collections are from four different subjects, the methods of Packing will vary. Additionally, all Collection objects must be tracked either manually or electronically (bar codes or other method), so Museum staff knows what each box, container, wrapping, etc. contains.

1.2.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Division will electronically accept questions and inquiries from all potential Vendors via email sent to Jacqueline Kemery Jacqueline.kemery@sos.nj.gov and Margaret O’Reilly at Margaret.OReilly@sos.nj.gov

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

The cut-off date for electronic questions and inquiries relating to this RFQ is indicated on the RFQ cover sheet. In the event that questions are posed by

Vendors, answers to such questions will be issued to all potential bidders via blind copy email and will be referred to as a Bid Amendment. Any Bid Amendment to this RFQ will become part of this RFQ and part of any Blanket P.O. awarded as a result of this RFQ.

1.2.1.1 EXCEPTIONS TO THE STATE OF NJ STANDARD TERMS AND CONDITIONS (SSTC)

Questions regarding the SSTC and exceptions to mandatory requirements must be posed during this Electronic Question and Answer period and shall contain the Vendor's suggested changes and the reason(s) for the suggested changes.

1.2.2 SUBMISSION OF QUOTES

In order to be considered for award, the Quote must be received by the Department of State, Division of Administration, at the appropriate location by the required time. Vendors shall submit a Quote via mail at the following address:

DATE: Monday, August 8, 2022	TIME: 2 pm (EDT)
<u>LOCATION:</u> <u>In-Person or UPS/FedEX</u>	<u>Submittal by Regular Mail (USPS)</u>
Jacqueline Kemery, CFO NJ Dept. of State Division of Administration 33 West State Street, 4th Floor Trenton, NJ 08608	Jacqueline Kemery, CFO NJ Dept. of State Division of Administration PO Box 459 Trenton, NJ 08625-0530

QUOTES NOT RECEIVED PRIOR TO THE QUOTE OPENING DEADLINE SHALL BE REJECTED. THE DATE AND TIME OF THE QUOTE OPENING ARE INDICATED ON THE RFQ COVER SHEET.

NO FAX OR EMAILED PROPOSALS WILL BE ACCEPTED.

Note: A Vendor using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to the Division. A Vendor should make every effort to submit its Quote well ahead of the Quote submission deadline to mitigate unforeseen delays or issues. The Vendor is solely responsible for the timely submission of its Quote in response to this RFQ.

1.3 ADDITIONAL INFORMATION

1.3.1 BID AMENDMENTS: REVISIONS TO THIS RFQ

In the event that it becomes necessary to clarify or revise this RFQ such clarification or revision will be by Amendment. Any Amendment to this RFQ will

become part of this RFQ and part of any Blanket P.O. awarded as a result of this RFQ.

It is the sole responsibility of the Vendor to be knowledgeable of all Bid Amendments related to this RFQ.

1.3.2 VENDOR RESPONSIBILITY

The Vendor assumes sole responsibility for the complete effort required in submitting a Quote in response to this RFQ. No special consideration will be given after Quotes are opened because of a Vendor's failure to be knowledgeable as to all of the requirements of this RFQ.

1.3.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a Vendor in the preparation and submittal of a Quote in response to this RFQ.

2.0 SCOPE OF WORK

The New Jersey State Museum is seeking a firm experienced in Packing, tracking, moving and Load-in of Collection objects, exhibition furniture, and other equipment and supplies. Work must be done according to the current standards and best practices of museum care, with particular attention paid to the handling and tracking of object. While the NJSM collections encompass over 2.3 million objects, less than 15 percent of the overall collection is impacted by this move.

Work may begin at the NJSM's current warehouse as soon as the project P.O. is awarded. It is expected that the new warehouse space will be ready for load-in as early as September 6, 2022, barring construction delays. However, NJSM load-in may begin later. Full timeline will be developed in consultation with the selected Vendor, NJSM registrars and NJ Dept. of Treasury/DPM&C ("Warehouse Managers").

2.1 PROJECT SCOPE

The Museum is seeking a firm to Pack and track Collection objects either individually, boxed with like materials, or palletized (as in boxes of archaeological materials). This work should be done systematically to ensure that Collection objects are not mixed or disassociated from their collection. Art handlers must use extreme care when Packing, transporting and Load-in all Collection objects. The successful firm will provide daily onsite supervision of its art handlers and NJSM registrars or other identified NJSM staff will provide overall oversight of the project.

2.2 PLANNING APPROACH REQUIREMENTS

The Museum has held accreditation by the American Alliance of Museums ("AAM") since 1974 and is committed to collections stewardship. The Packing and movement of collections and other materials from current off-site warehouse and on-site NJSM storage to new warehouse must ensure the safety of the Collection objects and materials.

- A. Vendors should attend a project walk-through on Wed., July 13, 2022, at 9:30 am to learn of project scope prior to submitting a bid. Bidders must register for the walk-through by Monday, July 11 at 4 pm with Margaret.OReilly@sos.nj.gov. Location and any special requirements for the walk-through (hard hats, parking, number of participants per firm) will be provided once bidder has registered.

- B. Collection objects must be wrapped/packed/crated/palletized using the method most appropriate to the object type in consultation with the appropriate Museum registrar.
- C. Collection objects must be tracked, primarily via use of accession, lot or box numbers, to ensure that they can be easily identified while in transit and within the new warehouse. Vendors should identify tracking methodology they will employ which will be subject to approval by the NJSM registrars.
- D. All wrapping/packing materials should be archival and/or inert.
- E. Trucks used for transport must be exclusive use. As the distance between the current warehouse, NJSM and new warehouse is short, there is no need for climate-controlled trucks.
- F. Non-collection materials and exhibit furniture/equipment/supplies should be moved separately.
- G. Exhibit furniture/equipment/supplies should be blanket-wrapped or boxed as appropriate.
- H. All materials – archival boxes, tissue, Tyvek, crates, dollies, plastic pallets, tags/labels, blankets, shrink wrap, etc. - needed for packing, palletizing, labeling, transporting Collection objects and other materials, equipment and supplies are to be provided by the Vendor, and remain the property of the NJSM.

3.0 QUALIFICATIONS EXPERIENCE CRITERIA

The quote verbiage must describe the firm's qualifications to provide the requested products and/or services, and include the following:

- A. Description of the nature of the firm's business; include a description of experience, competencies, and overall organizational capabilities.
- B. Corporate organization chart indicating key management team members.
- C. Number of years in business.
- D. Description of the firm's capabilities to provide the requested products(s)/service(s).
- E. Description of the project staff structure, the background, qualifications and relevant experience of primary staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the executive of this project.
- F. Overview of approach and description of methodology to be used.
- G. Description of project structure and detailed project timelines and phases (if applicable).
- H. References: The bidder must provide three (3) independent references from three (3) different projects of similar scope, nature and complexity to that requested by the NJSM. The previous project experience must be with mid-size museums or historical societies. The NJSM prefers multidisciplinary/multi-collection institutions but will consider single discipline/collection institutions as well. Projects focused on library collections do not qualify. Each of the references must include the following information:
 - i. Entity Name
 - ii. Collection type
 - iii. Address, City, Province/State/Country
 - iv. Contact Name, Title, Phone Number, and Email Address
 - v. Year(s) service(s) were provided
 - vi. Comments (include details regarding the current status of the product/service provided by proposer).

3.1 RESUMES

Detailed resumes shall be submitted for all management, supervisory, and key personnel to be assigned to the P.O. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing P.O.s of a comparable size

and scope to those required by this RFQ. Resumes should include the following:

- a. The individual's previous experience in completing each similar P.O.;
- b. Beginning and ending dates for each similar P.O.;
- c. A description of the P.O. demonstrating how the individual's work on the completed P.O. relates to the individual's ability to contribute to successfully providing the services required by RFQ; and

With respect to each similar P.O., the name and address of each reference together with a person to contact and telephone number for a reference check.

4.0 QUOTE PREPARATION AND SUBMITTAL

4.1 QUOTE CONTENT

The Quote should be submitted in three (3) volumes with the content of each volume as indicated below.

- A. Volume 1
Section 1 - Forms and Financial Capability
- B. Volume 2
Section 2 – Timeline. Actual start date will be determined after awarding of the contract.
Section 3 - Project Methodology, Firm Experience and Qualifications
Implementation Schedule, Implementation and/or delivery schedule,
Relevant References; and
Section 3A - Any other miscellaneous documents to be included by the Vendor.
- C. Volume 3
Section 4 - Price Schedule.

5.0 DELIVERABLES AND FINAL ACCEPTANCE

Bi-weekly progress update meetings will be held with Vendor and NJSM Project Liaison or their proxy (NJSM Project Liaison and proxy will be identified from the NJSM Project Team, including, but not limited to, registrars, Asst. Curator of Natural History, Museum Director).

The project is completed when the Collection objects, exhibit casework, non-collection materials, equipment and supplies currently located at off-site warehouse and on-site at the NJSM have been moved to the newly constructed warehouse and loaded into assigned storage locations.

6.0 SELECTION AND PURCHASE ORDER AWARD

Quotes shall be evaluated based on the requirements set forth in the RFQ. Selection of the firm(s) will be at the discretion of the Museum and will be based on the quote that the Museum deems to be the most responsive and responsible and serves the best interests of the Museum.

It is the intent of the Museum to negotiate and enter into a contract with the selected firm following a Notice of Intent of selection.

Quotes will be reviewed by a selection committee and will be evaluated based on the following criteria, which are listed in descending order of importance:

- A. Project Methodology and Structure.
 - i. Description of the approach, methodology and project structure to be used to satisfy the Museum's project scope and objectives.
- B. Firm Experience and Qualifications
 - i. Experience with projects of similar type and scope in the past 5 years.
 - ii. Experience with museums, particularly AAM accredited institutions.
 - iii. Experience with public sector organizations.
- C. Implementation and/or delivery schedule
 - i. Proposed timeline reasonableness and responsiveness to project's intended outcomes.
- D. Financial Quote
 - i. Total cost to NJSM as it relates to the services.
- E. Financial Viability
 - i. Contractor's ongoing financial viability to provide services to the NJSM.
- F. Relevant References
 - i. Feedback from submitted references.

6.1 CLARIFICATION OF QUOTE AND/OR ON-SITE DEMONSTRATION

After the Quotes are reviewed, one (1), some or all of the Vendors may be asked to clarify certain aspects of its Quotes. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors.

Selected vendor may be required to make on-site oral and visual presentations or demonstrations at the request of the Museum. The Museum will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the proposer. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

6.2 FINANCIAL CAPABILITY OF THE VENDOR {BIDDER}

In order to provide the State with the ability to judge the Vendor's {Bidder's} financial capacity and capabilities to undertake and successfully complete the Blanket P.O. {Contract}, the Vendor {Bidder} should submit opined certified financial statements in accordance with applicable standards by a Certified Public Accountant which include a balance sheet, income statement, and statement of cash flow, and all applicable notes for the most recent calendar year or the Vendor's {Bidder's} most recent fiscal year. If certified financial statements are not available, the Vendor {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 Vendor {Bidder} as of, and for, the periods presented in the statements. In addition, the Vendor {Bidder} should submit a bank reference.

If the information is not supplied with the Quote {Proposal}, the State may still require the Vendor {Bidder} to submit it. If the Vendor {Bidder} fails to comply with the request within seven (7) business days, the State may deem the Quote {Proposal} non-responsive.

A Vendor {Bidder} may designate specific financial information as not subject to disclosure when the Vendor {Bidder} has a good faith legal/factual basis for such

assertion. A Vendor {Bidder} may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with the Quote {Proposal}.

The State reserves the right to make the determination to accept the assertion and shall so advise the Vendor {Bidder}.

7.0 **REQUIRED FORMS**

The vendor with the winning quote must submit the following forms which are included in the **Information Sheet and Checklist for Waivers and Delegated Purchasing Authority ("DPA") Transactions** prior to the award of a purchase order.

<http://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

	The completed certification and/or form is available in NJSTART , or has been submitted to the appropriate State agency
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For Waivers and DPAs	<input type="checkbox"/>
WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For Waivers and DPAs as applicable	<input type="checkbox"/>
OWNERSHIP DISCLOSURE FORM	<input type="checkbox"/>
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	<input type="checkbox"/>
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	<input type="checkbox"/>
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	<input type="checkbox"/>
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	<input type="checkbox"/>
MACBRIDE PRINCIPALS FORM	<input type="checkbox"/>
PROOF OF BUSINESS REGISTRATION - You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	<input type="checkbox"/>
CERTIFICATE OF INSURANCE / ACORD	<input type="checkbox"/>
SOURCE DISCLOSURE FORM - To be used only where the contract is primarily for services	<input type="checkbox"/>
EO 271 CERTIFICATION - If applicable	<input type="checkbox"/>
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3. - The Using Agency must provide the form to the Vendor	<input type="checkbox"/>
PROOF OF AFFIRMATIVE ACTION COMPLIANCE - Submit one of the following	<input type="checkbox"/>
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	<input type="checkbox"/>
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	<input type="checkbox"/>
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)	<input type="checkbox"/>

Vendors must be registered with **NJSTART**. Vendors who are not already registered should go to <https://www.njstart.gov> to complete their registration.

8.0 PRICE SHEET INSTRUCTIONS

The Vendor shall submit a firm fixed price for all price lines on the attached Price Sheet.

For evaluation purposes, vendors will be ranked from the lowest to the highest based on Quote Price located on the Price Sheet, as well as method(s) and references.

PRICE SHEET

**New Jersey State Museum
Collections Move - Packing, Registrarial/Tracking,
Transportation, Load-in Services
22 MUS 001**

Vendor is to complete all information in
the designated blue areas below.

Vendor Name:	
Vendor NJSTART #:	
Vendor FEIN#:	

Price Line#	Description	Unit	Firm Fixed Cost
1	Bidder is to provide an all-inclusive price to complete this project.	1	\$0.00

VENDOR CHECKLIST

	The completed certification and/or form is available in NJSTART , or has been submitted to the appropriate State agency
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For Waivers and DPAs	<input type="checkbox"/>
WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For Waivers and DPAs as applicable	<input type="checkbox"/>
OWNERSHIP DISCLOSURE FORM	<input type="checkbox"/>
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	<input type="checkbox"/>
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	<input type="checkbox"/>
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	<input type="checkbox"/>
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	<input type="checkbox"/>
MACBRIDE PRINCIPALS FORM	<input type="checkbox"/>
PROOF OF BUSINESS REGISTRATION - You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	<input type="checkbox"/>
CERTIFICATE OF INSURANCE / ACORD	<input type="checkbox"/>
SOURCE DISCLOSURE FORM - To be used only where the contract is primarily for services	<input type="checkbox"/>
EO 271 CERTIFICATION - If applicable	<input type="checkbox"/>
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3. - The Using Agency must provide the form to the Vendor	<input type="checkbox"/>
PROOF OF AFFIRMATIVE ACTION COMPLIANCE - Submit one of the following	<input type="checkbox"/>
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FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	<input type="checkbox"/>
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)	<input type="checkbox"/>