



New Jersey Historic Preservation Office

REQUEST FOR PROPOSAL

New York Shipbuilding Corporation Archives Processing Project
Located at Camden County Historical Society
Camden, New Jersey

The New Jersey Historic Preservation Office (NJHPO) invites proposals for professional services to perform intensive archival processing of a collection of historical records relating to the New York Shipbuilding Corporation located at the Camden County Historical Society.

Included with this RFP packet are the following documents that must be read prior to submitting a proposal:

- Agency request for proposal
- Project Scope of Work
- Minimum Qualifications
- Terms and Conditions
- Vendor Links for DPA (Delegated Purchase Authority) Forms

In addition, interested parties/vendors will have an opportunity to examine a representative sample of the collection to be processed under this contract. The records will be available to review at the Camden County Historical Society, 1900 Park Boulevard, Camden, NJ 08103, between 10:00 and 11:30 a.m. only on the following dates: Wednesday, 5/18/16; Thursday, 5/19/16; and Friday, 5/20/16. Interested parties should select the date and time for the site visit, and notify NJHPO of their choice as soon as possible by e-mailing Karl.Niederer@dep.nj.gov.

Once interested parties/vendors have read these documents and examined the collection onsite, they should complete and sign the Agency Request for Proposal form. Submit the form along with proof of qualifications, and a detailed listing of relevant past and current employment and/or archival collections processing projects. Together, these will constitute the formal, all-inclusive bid for professional services to complete the project. **The deadline for receiving all bids is 3:00 p.m., Friday, May 27, 2016.** Completed proposals may be e-mailed to Karl.Niederer@dep.nj.gov, or sent by mail or ground carrier to:

Karl J. Niederer
N.J. Historic Preservation Office
501 East State Street
Mail Code 501-04B
Trenton, NJ 08625

The enclosed document entitled "Vendor Links for DPA Required Forms" contains hyperlinks to State of New Jersey forms, resources, and web sites with which interested parties should become familiar. The last of these links relates to NJ START, the State's e-procurement system. **Interested parties should enroll/register now in NJ START as a prospective bidder.** Please note however, that it is not required to obtain a State of New Jersey Business Registration Certificate or pay a registration fee prior to being selected as the contractor for this project.

The vendor ultimately selected for the project is advised that formal award of contract is contingent upon submitting fully executed State-required Delegated Purchasing Authority forms, which can be found at http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf (*NOTE: opens best in Internet Explorer; Firefox and Chrome users should right click and save file, then open in Adobe Reader*). In addition, contract award will be contingent upon the vendor being registered with the State of New Jersey, Division of Revenue and possessing a valid Business Registration Certificate at time of contract work. Vendors that are not registered with the Division of Revenue can fill out a Business Registration Application, found at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

If prior to the response deadline vendors have any questions concerning this RFP or the process for responding to it, they must submit all questions in writing via e-mail to Karl.Niederer@dep.nj.gov. Be advised that all questions and the State's responses thereto will be duly recorded and distributed to all persons who express an interest in bidding on the project. **Again, the deadline for receiving all bid responses is 3:00 p.m., Friday, May 27, 2016.**



State of New Jersey

AGENCY REQUEST FOR PROPOSAL



VENDOR NAME AND ADDRESS:

RETURN THIS PROPOSAL TO:

Karl J. Niederer
 N.J. Historic Preservation Office
 501 East State St., Mail Code 501-04B
 P.O. Box 420
 Trenton, NJ 08625-0420
 (609) 984-6017
 karl.niederer@dep.nj.gov

DELIVERY GOODS/SERVICES TO:

N.J. Historic Preservation Office
 c/o Camden County Historical Society
 1900 Park Boulevard
 Camden, NJ 08103

NOTE: THIS PROPOSAL MUST BE RETURNED BEFORE THE CLOSE OF BUSINESS ON THE FOLLOWING DATE: 5/20/2016

AGENCY PERSON TO CONTACT:
 Karl J. Niederer, (609) 984-6017

FISCAL YEAR
 YEAR
 2015-16

ACCOUNT NUMBER 100-042-4875-371
 Activity Code V22E Source Code 8641

AGENCY REF. NO.
 2016-001

COMM. CODE NO. 969-58

IMPORTANT INSTRUCTIONS TO BIDDERS: Read the entire bid proposal, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alternations to unit and/or total prices must be initiated by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered. Faxed proposals are acceptable and will be subject to the **TERMS AND CONDITIONS ON THE REVERSE SIDE.**

ITEM NO.	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
1	1		Professional services for New York Shipbuilding Corporation Archives Processing Project (see attached description and scope of work, and bidder's minimum qualifications)		

***PRICES ARE FIRM UNTIL THE FOLLOWING DATE:**

***TOTAL: \$** _____

CASH DISCOUNT	DATE OF DELIVERY	VENDOR'S FEDERAL I.D. NUMBER	VENDOR'S TELEPHONE NO.: _____
			FAX NO.: _____

VENDOR'S SIGNATURE (<i>Must be Signed</i>): _____	PRINT OR TYPE NAME BELOW: _____	DATE: _____
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New Jersey Historic Preservation Office

Scope of Work

New York Shipbuilding Corporation Archives Processing Project
Located at Camden County Historical Society
Camden, New Jersey

NJHPO has obtained funding with which to contract for the professional services of an archivist to work with the Camden County Historical Society, to undertake intensive processing of their New York Shipbuilding Corporation collection to a high level of intellectual and physical control consistent with current professional archival best practices.

Intensive processing of the New York Shipbuilding Collection shall include:

- arrangement and description of the collection to improve access for historical research,
- identification and prioritization of conservation treatment needs of the collection*,
- physical rehousing of materials in archival storage media, and
- creation of a searchable database, that can generate hardcopy as well as web-based finding aids.

The searchable database shall reflect the detailed arrangement and description of the collection. The database shall be designed to facilitate identifying, assessing, and prioritizing series and items in need of conservation treatment and reformatting (e.g., digital scanning, and photographic reproduction).

Parties interested in submitting proposals to contract for this project will be offered an opportunity to examine a representative sample of the collection to be processed prior to submitting formal proposals.

All work for the project will be performed under the joint oversight of NJHPO and the Camden County Historical Society.

** Document and book conservation treatment services are outside the scope of work for this contract. NJHPO and/or Camden County Historical Society may contract separately for the conservation of materials identified by the project archivist as needing such treatment after the conclusion of this processing project.*

Time frame: June-December 2016

All questions from interested parties should be e-mailed to Karl J. Niederer, NJHPO
Karl.Niederer@dep.nj.gov



New Jersey Historic Preservation Office

Professional Services Minimum Qualifications for

New York Shipbuilding Corporation Archives Processing Project
Located at Camden County Historical Society
Camden, New Jersey

Bidders for this project must possess the following minimum professional qualifications:

- Master's degree in history, or library studies, or archival studies, or equivalent from an accredited university
- ACA certification, Academy of Certified Archivists
- Three (3) years' professional experience with processing archival and/or manuscript collections in traditional textual, printed, photographic, and other hardcopy media. ("Archival processing" means collections appraisal, safe handling, basic preservation, reformatting and reproduction, rehousing and storage, and establishing/improving intellectual control and access through arrangement, description, cataloging, and creation of finding aids in textual, searchable database, and other electronic formats using EAD (encoded archival description), and conforming to established metadata standards.)

State of New Jersey TERMS AND CONDITIONS

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

Refer to **AGENCY REF. NO.** (see proposal cover sheet) in all written and verbal correspondence.

1. **CORPORATE AUTHORITY** - All corporations doing business with the State of New Jersey must be registered with the Office of the Secretary of State. Forms are available by contacting the Office of the Secretary of State, Trenton, NJ.
2. **ANTI-DISCRIMINATION** - All parties to any contract resulting from this proposal agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38.
3. **THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** - The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
4. **COMPLIANCE-LAWS** - The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered or services performed.
5. **COMPLIANCE-STATE LAWS** - It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
6. **COMPLIANCE-CODES** - The contractor must comply with the New Jersey Uniform Construction Code (NJUCC) and the latest NEC70, B.O.C.A. Basic Building Code, OSHA and all applicable codes for this requirement. The successful bidder will be responsible for securing and paying for all necessary permits, where applicable.
7. **LIABILITY-COPYRIGHT** - The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
8. **INDEMNIFICATION** - If it becomes necessary for the contractor either as principal or by agent or employee to enter the property of the State in order to perform under this agreement, the contractor agrees to use and provide all necessary and sufficient precautions against the occurrence of any accidents or injuries to any person or property during the progress of work covered. The contractor will be responsible for, indemnify and save harmless the State for accidents, injuries or damages that may occur from such work.
9. **INSURANCE** - The contractor will carry insurance as broad as the standard coverage forms currently in use in the State of New Jersey to indemnify the State against any claim for loss, damage or injury to property or person arising out of the performance of the contractor or his employees and agents of the services covered by this agreement. The contractor shall provide certificates of such insurance to the State upon request.
10. **PERFORMANCE GUARANTEE OF BIDDER** - The bidder certifies that:
 - a. The equipment offered is standard new equipment, is in current production and the latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
 - b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.
 - c. For all equipment purchases, the bidder shall indicate the manufacturer's standard warranty. The contractor will render prompt service, without charge, regardless of geographic location. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- e. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract/purchase order. The contract shall not be considered complete until final approval by the State's using agency is rendered.
11. **BRAND NAME ALTERNATIVES** - Brand names and/or descriptions used in this proposal are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive material will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the materials described and materials offered must be fully explained by the bidder in an accompanying letter. A full explanation is to be given of any improved features or innovations recently developed, now on the market, but not previously available. Where specifications are attached describing the item, the bid must list in detail wherein the material offered differs from the specifications. In the absence of any changes by the bidder, it will be presumed and required that material as described in the proposal be delivered.
12. **PRICE QUOTATIONS** - Insert prices for furnishing all or any portion of the material or articles described. All prices quoted shall be firm through issuance of contract/purchase order and for delivery of quantities specified, and shall not be subject to increase during the period of the contract/purchase order. Prices shall be net and must include all transportation charges fully prepaid by the contractor, F.O.B. Destination.
13. **TAX CHARGES** - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, they must not be included in the proposal price or invoice. The State's Federal Excise Tax Exemption number is 22-75-0050K.
14. **DELIVERY** - F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of New Jersey unless otherwise specified. No additional charges will be allowed for any transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.
15. **PAYMENT** - Payments will only be made against State payment vouchers. All goods are to be billed at the prices quoted. State payment voucher in duplicate together with original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery.
16. **NEW JERSEY PROMPT PAYMENT ACT** - The New Jersey Prompt Payment Act requires State agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed State payment voucher or within 60 days of receipt and acceptance of goods and services, whichever is later.
17. **CASH DISCOUNTS** - Bidders are encouraged to offer cash discounts based on expedited payment by the State. The State will make efforts to take advantage of discounts, but discounts offered will not be considered in determining the lowest bid. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods and services, and received a properly signed and executed payment voucher form.
 - a. The date on the check issued by the State in payment of that voucher shall be deemed the date of the State's response to that voucher.
18. **STANDARDS PROHIBITING CONFLICTS OF INTEREST** - All contracts or purchase agreements made with the State of New Jersey must comply with Executive Order No. 189 (1988) concerning standards prohibiting conflicts of interest on vendor activities. The provisions of Executive Order No. 189 will be included on the purchase order issued to the award-winning vendor.

THIS IS TO ENSURE THAT I HAVE READ, UNDERSTOOD, AND WILL ADHERE TO THE TERMS AND CONDITIONS AS STATED ABOVE.

NAME: _____ TITLE: _____ DATE: _____

Vendors Links for DPA Required Forms– rev. 4/4/16

Consolidated DPA forms packet

http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf *(NOTE: opens best in Internet Explorer; Firefox and Chrome users should right click and save file, then open in Adobe Reader)*

Vendor must provide a copy of their New Jersey certificate of Employee Information or a copy of the Federal Letter of Approval verifying it is operation under a federally approved or sanctioned Affirmative Action program and proof of NJ Business Registration. Please see below links for registering.

Affirmative Action (AA302) and Affirmative Action Supplemental Form*

http://www.state.nj.us/treasury/purchase/forms/AA_Supplement.pdf

To check Proof of Business Registration

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp

To Register a New Business

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

Note: All vendors must register on NJ Start (this is where vendors will submit W-9 information).

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

*You can type and save this form