Request for Proposal   09-X-20493
For: Police and Homeland Security Equipment & Supplies

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<th>Event</th>
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<td>Bidder’s Electronic Question Due Date</td>
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<td>5:00 PM</td>
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<td>(Refer to RFP Section 1.3.1 for more information.)</td>
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<td>(Refer to RFP Section 1.3.2 for more information.)</td>
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Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

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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
Cooperative Purchasing Members

Date: 11/14/08
November 12, 2008

IMPORTANT NOTICE -
NEW “PAY-TO-PLAY” RESTRICTIONS TO TAKE EFFECT NOVEMBER 15, 2008

Note: This is for informational purposes only. Certification is to be completed upon award.

Governor Jon S. Corzine recently signed Executive Order No. 117, which is designed to enhance New Jersey’s efforts to protect the integrity of government contractual decisions and increase the public’s confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 (“Chapter 51”), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Executive Order No. 117 extends the provisions of Chapter 51 in two ways:

1. The definition of “business entity” is revised and expanded so that contributions by the following individuals also are considered contributions attributable to the business entity:
   - Officers of corporations and professional services corporations, with the term “officer” being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1), with the exception of officers of non-profit entities;
   - Partners of general partnerships, limited partnerships, and limited liability partnerships and members of limited liability companies (LLCs), with the term “partner” being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1); and
   - Spouses, civil union partners, and resident children of officers, partners, LLC members and persons owning or controlling 10% or more of a corporation’s stock are included within the new definition, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides.

2. Reportable contributions (those over $300.00 in the aggregate) to legislative leadership committees, municipal political party committees, and candidate committees or election funds for Lieutenant Governor are disqualifying contributions in the same manner as reportable contributions to State and county political party committees and candidate committees or election funds for Governor have been disqualifying contributions under Chapter 51.

Executive Order No. 117 applies only to contributions made on or after November 15, 2008, and to contracts executed on or after November 15, 2008.

Updated forms and materials are currently being developed and will be made available on the website as soon as they are available. In the meantime, beginning November 15, 2008, prospective vendors will be required to submit, in addition to the currently required Chapter 51 and Chapter 271 forms, the Certification of Compliance with Executive Order No. 117. The Certification of Compliance form for Executive Order No. 117 can be found here:
http://www.state.nj.us/treasury/purchase/forms/EO_117_NOTICE.doc
# Table of Contents

1.0 INFORMATION FOR BIDDERS................................................................................................................................. 5

1.1 PURPOSE AND INTENT .................................................................................................................................................. 5
1.2 BACKGROUND ............................................................................................................................................................. 5
1.3 KEY EVENTS ............................................................................................................................................................... 5
1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD ......................................................................................... 5
1.3.2 SUBMISSION OF BID PROPOSAL ....................................................................................................................... 6

1.4 ADDITIONAL INFORMATION ........................................................................................................................................ 6
1.4.1 ADDENDA: REVISIONS TO THIS RFP ............................................................................................................... 6
1.4.2 BIDDER RESPONSIBILITY ................................................................................................................................. 6
1.4.3 COST LIABILITY ..................................................................................................................................................... 7
1.4.4 CONTENTS OF BID PROPOSAL ......................................................................................................................... 7
1.4.5 BID OPENING ....................................................................................................................................................... 7
1.4.6 PRICE ALTERATION ............................................................................................................................................... 7
1.4.7 BID ERRORS ........................................................................................................................................................ 8
1.4.8 JOINT VENTURE ................................................................................................................................................ 8

1.5 PRICE LIST AND/OR CATALOG PRICING .................................................................................................................. 8

2.0 DEFINITIONS .............................................................................................................................................................. 8

2.1 GENERAL DEFINITIONS ............................................................................................................................................. 8
2.2 CONTRACT SPECIFIC DEFINITIONS .......................................................................................................................... 9

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK ........................................................................................................... 9

3.1 CURRENT PRODUCTION ITEMS ............................................................................................................................... 10
3.2 MANUFACTURERS’ CATALOGS AND PRICE LISTS ................................................................................................ 10
3.3 DELIVERY .................................................................................................................................................................. 11
3.3.5 PACKAGING & SHIPPING ............................................................................................................................... 11
3.4 SHOP REPAIR MANUALS .......................................................................................................................................... 11
3.5 WARRANTY .............................................................................................................................................................. 11
3.6 FEDERAL EXCISE TAX ............................................................................................................................................. 12
3.7 LICENSING REQUIREMENTS .................................................................................................................................. 12

4.0 BID PROPOSAL PREPARATION AND SUBMISSION ................................................................................................ 12

4.1 GENERAL ................................................................................................................................................................ 12
4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION ............................................................................................ 12
4.3 NUMBER OF BID PROPOSAL COPIES ................................................................................................................... 12
4.4 BID PROPOSAL CONTENT ....................................................................................................................................... 12
4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL ........................................................................... 12
4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL ................................13
4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL .......................................................................................... 13
4.4.4 SUBMITTALS ..................................................................................................................................................... 14
4.4.5 FINANCIAL CAPABILITY OF THE BIDDER .................................................................................................... 15
4.4.6 PRICING ............................................................................................................................................................ 15
4.4.7 COOPERATIVE PURCHASING ........................................................................................................................ 15
4.4.8 METHOD OF BIDDING .................................................................................................................................... 15

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS ............................................................................................. 17

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS ............................................................. 17
5.2 CONTRACT TERM AND EXTENSION OPTION .......................................................................................................... 17
5.3 CONTRACT TRANSITION ........................................................................................................................................... 17
5.4 CONTRACT AMENDMENT ....................................................................................................................................... 18
5.5 CONTRACTOR’S WARRANTY .................................................................................................................................. 18
5.6 ITEMS ORDERED AND DELIVERED ......................................................................................................................... 18
5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS ...................................... 18
5.8 MANUFACTURING/PACKAGING REQUIREMENTS ................................................................................................ 19
5.9 CLAIMS .................................................................................................................................................................... 19
5.10 CONTRACT ACTIVITY REPORT ............................................................................................................................ 19
5.11 PUBLIC WORKS CONTRACT-ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT ........................................ 20

6.0 PROPOSAL EVALUATION .......................................................................................................................... 20
   6.1 EVALUATION CRITERIA ......................................................................................................................... 20
   6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL ............................................ 20
   6.3 BID DISCREPANCIES .......................................................................................................................... 21
   6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO) ................................................................. 21

7.0 CONTRACT AWARD ............................................................................................................................... 22
   7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD ................................................................. 22
      7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134) ............ 22
   7.2 FINAL CONTRACT AWARD ............................................................................................................... 24
   7.3 INSURANCE CERTIFICATES ............................................................................................................... 24

8.0 CONTRACT ADMINISTRATION ............................................................................................................... 24
   8.1 CONTRACT MANAGER ...................................................................................................................... 24
      8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES ................................................................. 24
      8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER ..................................................... 24
**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 Various Using Agencies. The purpose of this RFP is to solicit bid proposals for Police and Homeland Security Equipment and Supplies.

The intent of this RFP is to award contracts to those responsible bidders whose bid proposals, conforming to this RFP are 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 07/27/07 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 Police and Homeland Security Equipment and Supplies term contract, presently due to expire on February 3, 2009. Bidders who are interested in the current contract specifications and pricing information may review the current contract T0106 at [http://www.state.nj.us/treasury/purchase/contracts.htm](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](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:

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.

Procedural inquiries on this RFP may be directed to RFP.procedures@treas.state.nj.us. This e-mail address may also be used to submit requests to review bid documents. The State will not respond to substantive questions related to the RFP or any other contract via this e-mail address.

To submit an RFP or contract related question, go to the Current Bidding Opportunities webpage or to http://ebid.nj.gov/QA.aspx.

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. Because 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 BID OPENING

On the date and time bid proposals are due under the RFP, only the names of the bidders submitting bid proposals will be publicly announced. The contents of the bid proposals shall remain confidential until the Notice of Intent to Award is issued by the Director.

1.4.6 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.

1.4.7 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. The factors that will 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 Audit 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 – 9th 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.

1.4.8 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.

1.5 PRICE LIST AND/OR CATALOG PRICING

The bidder’s signature guarantees that prices set forth within the manufacturer's preprinted price lists and/or catalogs will govern for the period of the contract. The bidder also acknowledges that, notwithstanding any reference to price escalation clauses, FOB shipping point, and shipping charges contained in the preprinted price lists, catalogs, and/or literature, such references will not be part of any State contract awarded as a result of this RFP.

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.

### 2.2 CONTRACT SPECIFIC DEFINITIONS

Not applicable to this procurement.

### 3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

If the same brand line is listed on this contract as well as T0983 Environmental Quality Instruments, T0115 Scientific Equipment/Instrument Components, Accessories and Operating Supplies, and any other contracts; contractors are cautioned to sell and Using Agencies are cautioned to buy utilizing those other contracts (not T0106).

*Categories of police equipment and corresponding price line item numbers included in this RFP are as follows:*

**CATEGORY 1** - Ammunition (New) - All Calibers And Types (Price Lines 00001 - 00017)
Note: Price Line 00018 Is For Brass Allowance

**CATEGORY 2** - Firearms - Shotguns, Rifles, Handguns (Price Lines 00019 - 00031)

**CATEGORY 3** - Firearms - Repair Parts (Price Lines 00032 - 00044)

**CATEGORY 4** - Firearm Accessories (Price Lines 00045 - 00081)

**CATEGORY 5** - Submachine Guns/Machine Guns (Price Lines 00082 - 00085)

**CATEGORY 6** - Submachine Guns/Machine Guns, Repair Parts/Accessories (Price Lines 00086 - 00090)

**CATEGORY 7** - Leather/Nylon Goods (Price Lines 00091 - 00106)

**CATEGORY 8** - Riot Control Equipment (Price Lines 00107 - 00134)

**CATEGORY 9** - Police Protection Equipment, Body Armor (Price Lines 00135 - 00150)

**CATEGORY 10** - Audible/Visual Emergency Signal Systems (Price Lines 00151 - 00161)

**CATEGORY 11** - Homeland Security (Price Lines 00162 - 00314)
  Air Monitoring Equipment, Biological Detection Equipment,
  Chemical/Biological Detection Equipment, Containment, Equipment,
  Decontamination Equipment,
  Personal Protection Clothing & Equipment, Radiation Equipment,
  Sampling Equipment, and Rescue Equipment

Note: For Category 10 only, there is an additional line (161) for the bidder to submit the hourly labor rate for the installation of audible and visual emergency signal systems. Bidders may enter their hourly labor rate on the designated price line only if providing this service. If not, bidders are not required to submit a price for hourly labor. This line item will only be awarded to bidders that are awarded price line(s) for the equipment.

Line 18 (Brass Allowance) – provides Using Agencies a dollar value to trade-in spent shells.

Note: Bidders are permitted to bid on any of the manufacturer brand lines in each category that are identified on the bid pricing sheets. As noted under Section 1.2 of this RFP, no other brand lines will be awarded.

### 3.1 CURRENT PRODUCTION ITEMS

3.1.1 Contractors must provide new, current production items.

3.1.2 Contractors are cautioned that surplus, seconds, factory rejects, closeout or distressed items are not acceptable and, if furnished, will be rejected. The delivery of substandard items may result in cancellation of the contract in whole or in part.

3.1.3 Contractors must guarantee that only the manufacturer's brands, as sold to the wholesale and retail trade, will be furnished. Failure to comply with this requirement of the contract will be cause for termination of the contract in whole or in part with the contractor responsible for any and all additional costs incurred by the Using Agencies as a result of such termination.

### 3.2 MANUFACTURERS' CATALOGS AND PRICE LISTS

Contractors shall furnish each Using Agency of the State with sufficient quantities of catalogs and price lists, as requested, and shall also furnish related supplementary information as often as necessary during the term of the contract. These catalogs and price lists shall be those on which the bid proposal was based.
3.3 DELIVERY

3.3.1 All deliveries are to be F.O.B. destination. The contractor shall be responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice.

3.3.2 Bidders shall furnish, in the space provided on page one of this RFP, the time required for delivery from receipt of order. The Using Agency must be notified at least forty-eight hours in advance of shipment so that necessary arrangements can be made. The bidder must be able to make delivery to all parts of the state.

3.3.3 Contractor deliveries for all items shall be made at such time and in such quantities as ordered and in strict accordance with the instructions from the Using Agency.

3.3.4 Brand(s) delivered must be strictly in accordance with those bid upon.

3.3.5 PACKAGING & SHIPPING

3.3.5.1 Packaging shall be such as to protect the items adequately and to insure safe shipment.

3.3.5.2 Shipping cases shall be marked to show the name of the supplier, name and address of receiving agency and State purchase order number.

3.3.6 Each unit delivered is to be completely assembled, thoroughly serviced and ready for use when delivered to the Using Agency.

3.4 SHOP REPAIR MANUALS

The contractor shall supply a complete shop repair manual, parts manual, service manual and operator's manual at the time of delivery on items requiring them. In addition, operational instructions are to be provided, if requested by the Using Agency.

3.5 WARRANTY

All units are to carry the standard manufacturer's warranty and/or guarantee. A copy of this warranty and/or guarantee is to accompany the unit when delivered. All repairs and replacement under the warranty are to be at no charge for parts, service and labor to the Using Agency.

During the warranty period, if the item supplied is not giving satisfactory performance or requires an excessive amount of remedial maintenance, defined as two or more recalls to fix one same problem, the contractor, after written notice by the Using Agency that such a situation exists, shall remove and replace the defective unit as per the original specification within ten (10) days of such notice at no cost to the Using Agency. Failure to comply may result in the unit being canceled and the item supplied by an alternate bidder with the differential in price being paid by the defaulting contractor.

All prices shall be net FOB destination to all NJ State Agencies and local governments and be firm and not subject to increase during the period of the contract. Escalation clauses will not be accepted.

In the event of manufacturer's price decrease during the contract period, Using Agencies shall receive the full benefit of such price reduction on any subsequently placed purchase order. The Director must be notified in writing of any price reduction within five (5) days of the effective date.
3.6 FEDERAL EXCISE TAX

The State is not subject to any Federal Excise Tax (FET). (See Para. 4.4 of the State's Standard Terms and Conditions). All pricing submitted for ammunition and firearms, without the Federal Excise Tax, must be based on the dealer/distributor without Federal Excise Tax column of the price list, since the State does not pay F.E.T. (See Section 4.4.3.1 of this RFP.)

3.7 LICENSING REQUIREMENTS


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/09x20493.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.

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/09x20493.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/09x20493.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/09x20493.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 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 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage http://www.state.nj.us/treasury/purchase/bid/summary/09x20493.shtml.

4.4.2.2 SMALL BUSINESS SET-ASIDE CONTRACTS

Not applicable to this procurement.

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/09x20493.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/09x20493.shtml.

4.4.4 SUBMITTALS

Bidders must submit with its bid proposal, the manufacturer’s official price list for brands bid. For Categories 1, 2, and 5 (Ammunition and Firearms without the Federal Excise Tax), the official price list shall be the dealer/distributor price list column without F.E.T. submitted by the manufacturer to the Purchase Bureau buyer, prior to the bid opening date. For Categories 3, 4, 6, 7, 8, 9, 10, and 11 the official price list will be the MSRP that has been submitted by the manufacturer the Purchase Bureau buyer, prior to the bid opening date. Bidder’s failure to submit the same, exact official price list(s) as received from the manufacturer prior to bid opening date, will be cause for rejection of the brand in question. Bidders must also submit the most current published catalog. The catalog must show the product that is being bid. Only those items for which the Purchase Bureau has received the applicable catalog and price list will be considered for award.

Official price lists are to be in effect prior to the bid opening date of this RFP. If a manufacturer’s catalog also serves as its price list, then a separate price list is not necessary. The manufacturer may submit a combination catalog-price list as the official price list.

In addition to the above requirements, the bidder is encouraged to submit its price list(s) in the form of a CD in PDF or text format. However, the preprinted hard copy paper price list must be included with the bid proposal.

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/09x20493.shtml.

4.4.4.2 SAMPLES/SAMPLE TESTING

A Qualified Product List (QPL) is being used in this procurement for pricing lines 00001 thru 00314. The bidder shall only bid a product on the QPL in response to this RFP. Any other submission will not be considered. A bidder offering a qualified brand may, at the State’s option, be required to submit a bid sample for evaluation and testing. The bidder must, within ten (10) working days following a request from the State, submit a bid sample to the Using Agency. A sample submitted will not be returned. The Using Agency, will test the sample to ensure that
the sample conforms to the specifications and requirements. If the qualified brand sample fails, the State reserves the right to reject for award. Vendors seeking to add brands/models not on the current QPL for future contract reprocurements can contact the buyer for this RFP after contract award. **The Using Agency** will perform QPL testing and evaluation and determine whether such brand/model may be added to the QPL for the next reprocurement. Samples will not be returned. The testing results of the State are final. Only those products tested and approved after contract award and prior to issuance of the next RFP may be added to the QPL for the next reprocurement.

### 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 METHOD OF BIDDING

All discounts shall be firm for the entire period of the contract. No multiple discounts will be allowed. If a multiple discount is provided, your bid proposal for that line item will be rejected.

Bidders must provide for each brand being bid the following information:
A. Discount or Markup whichever is applicable, under the appropriate column header.

B. Price List Number and Date.

C. Catalog number, Date, or Title, if no number or date is available.

NOTE: Failure to provide the above information on the pricing sheets of this RFP may be cause for rejection of your bid proposal. No inked in changes will be permitted on the catalogs or price lists, unless each change is initialed and dated in ink by the bidder.

All catalogs and price lists submitted must be properly labeled, showing the bidder’s name, address, and bid number. The catalogs should be presented in numerical order in manila folders. No three-ring binders will be accepted. Bidders are requested to follow this method. By presenting the bid proposal in an organized fashion, it helps minimize the bid proposal evaluation time and reduces the chances of errors on the part of the bidder that could render a bid proposal non-responsive and subject to rejection.

NOTE: The bidder should include the line number, category, discount or markup, and catalog date that applies on the outside of the folder.

PLEASE READ PARAGRAPHS A AND B CAREFULLY

A. FOR CATEGORIES 1, 2, AND 5 (AMMUNITION & FIREARMS WITH THE FEDERAL EXCISE TAX – F.E.T.)

The State is exempt from paying federal excise tax, therefore, pricing is required that does not include this tax. All prices and discounts for Categories 1, 2, and 5 are to be based on the dealer/distributor price list column without Federal Excise Tax (F.E.T.). If the manufacturer does not have a dealer/distributor price list column without F.E.T., one must be created by the manufacturer for the State of New Jersey and identified as the “Official State of New Jersey price list.” The official price list must have an appropriate column indicating F.E.T. prices. All markups bid will be based on and evaluated against this official price list. Products bid with the incorrect price list will be rejected. Prior to bid opening, all bidders should encourage the manufacturer to submit its official price list to:

Purchase Bureau
33 West State St.
PO Box 230
Trenton, NJ 08625

Attn: Food, Clothing, and Miscellaneous Unit

If a price list is not received prior to the bid opening date that product line will not be awarded. In order to allow for all vendors to have access to the correct price lists, the manufacturer’s price list in effect prior to the bid opening date, as submitted by the manufacturer will be used for evaluation purposes. It must be reiterated that evaluation will take place using the same dealer/distributor price list column without F.E.T. for all bidders. Therefore, it is essential that the bidder comply with the requirements set forth in this RFP. No exceptions will be made.

B. FOR CATEGORIES 3, 4, 6, 7, 8, 9, 10, AND 11

All prices and discounts for Categories 3, 4, 6, 7, 8, 9, 10, and 11 are based on the manufacturer’s suggested retail price (MSRP). If the manufacturer does not have a suggested retail price list, one must be created by the manufacturer for the State of New Jersey and
identified as the “Official State of New Jersey price list.” All discounts bid will be based on and evaluated against the MSRP (official price list). Products bid with incorrect MSRP will be rejected. Prior to bid opening all bidders should encourage the manufacturer to submit its official price lists to:

Purchase Bureau  
33 West State St.  
PO Box 230  
Trenton, NJ 08625

Att: Food, Clothing, and Miscellaneous Unit

If a price list is not received prior to the bid opening date, that product line will not be awarded. In order to allow for all vendors to have access to the correct price lists, the manufacturer’s price list in effect prior to bid opening, as submitted by the manufacturer, will be used for evaluation purposes. It must be reiterated that evaluation will take place using the same manufacturer’s suggested retail price list for all bidders. Therefore, it is essential that the bidder comply with the requirements set forth in this RFP. No exceptions will be made.

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 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage: http://www.state.nj.us/treasury/purchase/bid/summary/09x20493.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 07/27/07, 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/09x20493.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 contractors are authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agencies reveals 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 07/27/07, located on the Advertised Solicitation, Current Bid Opportunities webpage http://www.state.nj.us/treasury/purchase/bid/summary/09x20493.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.
5.11 PUBLIC WORKS CONTRACT-ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT

N.J.S.A. 10:5-33 requires that:

"During the performance of this contract, the contractor agrees as follows:

a) The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;

b) The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;

c) The contractor or subcontractor where applicable, will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment."

6.0 PROPOSAL EVALUATION

6.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily 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

After the submission of bid proposals, unless requested by the State as noted below, vendor contact with the State is still not permitted.
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.

6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

Following the opening of bid proposals, the State shall, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder, and/or solicit a Best and Final Offer (BAFO) from one or more bidders.

Initially, the Evaluation Committee will conduct a review of all the bids and select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the State, price and other factors considered. The Committee may not contact all bidders to negotiate and/or to submit a BAFO.

In response to the State’s request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the State’s request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.
After receipt of the results of the negotiation and/or the BAFO(s), the Evaluation Committee will complete its evaluation and recommend to the Director for award that responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for negotiation or BAFO, any revised technical and/or price proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award a contract is issued.

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:


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 of 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.

7.2 FINAL CONTRACT AWARD

Contract award by line shall be made with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, is(are) most advantageous to the State, price, and other factors considered. 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.