



Bid Number: 06-X-36007

NOTICE OF AWARD FOR:

**CHEMICALS: WATER TREATMENT & MAINTENANCE SERVICES
(BOILER & COOLING), STATEWIDE**

Date Issued: 00/00/00

Purchasing Agency

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Purchase Bureau, PO Box 230
33 West State Street
Trenton, New Jersey 08625-0230

Using Agency

State of New Jersey
Cooperative Purchasing Members

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NOTICE TO BIDDERS

SET-ASIDE CONTRACTS

N.J.S.A 52:32-17, N.J.A.C. 17:13, 12A:10

PURSUANT TO THE PROVISIONS OF THE NEW JERSEY STATUTE AND ADMINISTRATIVE CODE CITED ABOVE, THIS CONTRACT, OR A PORTION THEREOF, HAS BEEN DESIGNATED AS A SET-ASIDE CONTRACT FOR SMALL BUSINESS. AS INDICATED ON PAGE ONE OF THIS DOCUMENT, AS SUCH, ELIGIBILITY TO BID IS LIMITED TO BIDDERS THAT MEET STATUTORY AND REGULATORY REQUIREMENTS AND HAVE HAD THEIR ELIGIBILITY DETERMINED BY THE NEW JERSEY COMMERCE AND ECONOMIC GROWTH COMMISSION (COMMERCE). THE DEFINITIONS OF EACH SMALL BUSINESS SET-ASIDE CATEGORY CAN BE FOUND AT N.J.A.C. 17:13-1.2 OR N.J.A.C. 12A:10-1.2.

"SMALL BUSINESS" MEANS A BUSINESS THAT HAS ITS PRINCIPAL PLACE OF BUSINESS IN THE STATE OF NEW JERSEY, IS INDEPENDENTLY OWNED AND OPERATED, AND HAS NO MORE THAN 100 FULL-TIME EMPLOYEES.

THE NEW PROGRAM PLACES SMALL BUSINESS INTO THE FOLLOWING CATEGORIES: THOSE WITH GROSS REVENUES UP TO \$500,000; THOSE WITH GROSS REVENUES OF UP TO \$5 MILLION; AND THOSE WITH GROSS REVENUES THAT DO NOT EXCEED \$12 MILLION. WHILE COMPANIES REGISTERED AS HAVING REVENUES BELOW \$500,000 CAN BID ON ANY CONTRACT, THOSE EARNING MORE THAN THE \$500,000 AND \$5 MILLION AMOUNTS WILL NOT BE PERMITTED TO BID ON CONTRACTS DESIGNATED FOR REVENUE CLASSIFICATIONS BELOW THEIR RESPECTIVE LEVELS.

EACH BUSINESS INTERESTED IN BIDDING FOR THIS CONTRACT SHOULD PROVIDE, AS PART OF ITS RESPONSE TO THIS SOLICITATION, A COPY OF ITS CURRENT APPROVAL NOTICE FROM THE NEW JERSEY COMMERCE AND ECONOMIC GROWTH COMMISSION. ANY BUSINESS THAT SEEKS TO REGISTER AS A SMALL BUSINESS IS REQUIRED TO SUBMIT A FEE PAYMENT ALONG WITH ITS APPLICATION TO COMMERCE.

ALL NECESSARY FORMS AND ANY ADDITIONAL INFORMATION CONCERNING REGISTRATION MAY BE OBTAINED BY CONTACTING COMMERCE'S OFFICE OF SMALL BUSINESS SERVICES, BY TELEPHONE AT THE NUMBER BELOW, OR BY MAIL, OR IN PERSON BETWEEN THE HOURS OF 9:00 A.M AND 5:00 PM AT THE ADDRESS BELOW:

NEW JERSEY COMMERCE AND ECONOMIC GROWTH COMMISSION
OFFICE OF SMALL BUSINESS SERVICES
20 WEST STATE STREET - 4TH FLOOR
PO BOX 820, TRENTON, NJ 08625-0820

TELEPHONE: 609-292-2146

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 State Agencies. The purpose of this RFP is to solicit bid proposals from bidders in order to furnish various water treatment chemicals, fuel oil treatment chemicals, as well as parts and repair services for boiler water, cooling tower water, sewage treatment, potable water, fuel oil and closed water systems. Testing reagents and equipment may also be furnished.

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.

The NJ Standard Terms & Conditions located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml> 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 same 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 procurement of the **Chemicals: Water Treating & Maintenance Services (Boiler & Cooling), Statewide** term contract, presently due to expire on **September 30, 2005**. Vendors who are interested in the current contract specifications and pricing information are encouraged to visit the Purchase Bureau's website on the world wide web. The applicable "T" reference number for this lookup is **T-0154**. The exact WWW address is: <http://www.state.nj.us/treasury/purchase/contracts.htm>

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

It is the policy of the Purchase Bureau to accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to the Quicklinks Q&A button on the Advertised Solicitation, Current Bid Opportunities webpage or to <https://www.neta.state.nj.us/treasury/dpp/ebid/QA.aspx>.

After the submission of bid proposals, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the web form. Any further contact or information about the proposal to the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

1.3.1.1 QUESTION PROTOCOL

Questions should be addressed in writing via the procedure set forth above. Questions should be directed to the RFP by the writer and questions should be 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.

Answers to electronic questions will be posted to addenda on the Purchase Bureau website (see Section 1.4.1. of this RFP for further information). Bidders shall not contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

1.3.1.2 CUT-OFF DATE FOR QUESTIONS AND INQUIRIES

A **Mandatory** Pre-Bid Conference has been scheduled for this procurement. The cut-off date for submission of electronic questions will be **August 11, 2005** at 5 pm. While all questions will be entertained at the **Mandatory** Pre-Bid Conference, it is strongly urged that questions be submitted electronically as set forth above. It is requested that vendors having long, complex or multiple part questions submit them as far in advance of the **Mandatory** Pre-Bid Conference as possible. This request is made so that answers can be prepared by the State by the time of the **Mandatory** Pre-Bid Conference.

1.3.2 MANDATORY SITE VISIT

Reserved

1.3.3 MANDATORY PRE-BID CONFERENCE

The date, time and location of the Mandatory Pre-Bid Conference are as follows:

**AUGUST 11, 2005
10:00 AM
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET
9TH FLOOR BID ROOM
TRENTON, NJ 08625**

CAUTION: Bid proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Pre-Bid Conference.

The purpose of the Mandatory Pre-Bid Conference is to provide a structured and formal opportunity for the State to accept questions from vendors regarding this RFP.

Any revisions to the RFP resulting from the Mandatory Pre-Bid Conference will be formalized by an addendum to this RFP. Answers to deferred questions will also be formalized by an addendum to this RFP. Addenda, if any, to this RFP will be posted to the Purchase Bureau website (see Section 1.4.1. of this RFP for further information.)

The State of New Jersey, Department of the Treasury, Division of Purchase and Property, Purchase Bureau is pleased to announce the first production phase of the division's electronic procurement modernization process. This RFP will allow bidders the opportunity to submit their bid proposal electronically.

The State would like to thank you in advance for your anticipated participation in this pilot. The new electronic bidding "eBid" application is being made available for vendors to promote an easier more efficient method to submit bid proposals.

Electronic bid submittal is optional but highly recommended. Therefore, even if a bidder decides to participate in the pilot by submitting a bid electronically, the firm must also submit the required sealed bids as described in Section 4.3 and 4.4.

PLEASE READ THE IMPORTANT INFORMATION BELOW REGARDING THE eBID PROCESS AND THE REQUIREMENTS FOR THE MANDATORY PRE-BID CONFERENCE.

The date, time and location of the Mandatory Pre-Bid Conference are as

follows:

<u>DATE:</u>	AUGUST 11, 2005
<u>TIME:</u>	10 AM
<u>LOCATION:</u>	Department of the Treasury-Division of Purchase and Property 33 West State Street-9 th Floor Bid Room Trenton, NJ 08625-0230 Directions to the Purchase Bureau can be found on the following website: http://www.state.nj.us/treasury/purchase/directions.shtml

CAUTION: Bid proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Pre-Bid Conference.

The purpose of the Mandatory Pre-Bid Conference is to provide a structured and formal opportunity for the State to accept questions from vendors regarding this RFP.

The pre-bid conference will be divided in two parts:

1) The first part will walk bidders through the electronic bid process. Purchase Bureau staff will be on hand to provide a step by step demonstration at the pre-bid conference on how to navigate in the new eBid website.

2) The second part will be devoted to answering questions bidders may have regarding the technical specifications or any other aspect of the RFP.

Bidders who wish to submit electronically must bring a copy of their Business Registration Certificate with the Department of Revenue to the conference. This certificate may be obtained by visiting the following website: <http://www.state.nj.us/treasury/revenue/busregcert.htm>

Again, electronic bid submittal is optional but highly encouraged and all bidders must submit bids in the traditional manner as sealed bids as instructed in the RFP.

Any revisions to the RFP resulting from the Mandatory Pre-Bid Conference will be formalized by an addendum to this RFP. Answers to deferred questions will also be formalized by an addendum to this RFP. Addendum, if any, to this RFP will be posted to the Purchase Bureau website (see Section 1.4.1. of this RFP for further information).

1.3.4 OPTIONAL PRE-BID CONFERENCE

Reserved

1.3.5 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. You must submit a bid proposal in order to be considered for contract award. ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE RIGHT PLACE WILL BE REJECTED. THE DATE, TIME AND LOCATION ARE:

DATE:	AUGUST 23, 2005
TIME:	2 PM
LOCATION:	<p>BID RECEIVING ROOM - 9TH FLOOR PURCHASE BUREAU DIVISION OF PURCHASE AND PROPERTY DEPARTMENT OF THE TREASURY 33 WEST STATE STREET TRENTON, NJ 08625-0230</p> <p>Directions to the Purchase Bureau can be found on the following website: http://www.state.nj.us/treasury/purchase/directions.shtml</p>

1.3.6 DOCUMENT REVIEW

Not applicable to this procurement

1.4 ADDITIONAL INFORMATION

1.4.1 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.

ALL RFP ADDENDA WILL BE ISSUED ON THE PURCHASE BUREAU WEB SITE. TO ACCESS ADDENDA THE BIDDER MUST SELECT THE BID NUMBER ON THE PURCHASE BUREAU BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

[HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML.](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 ADDENDUM AS A PART OF THIS RFP

Any addendum to this RFP shall become part of this RFP and part of any contract awarded as a result of this RFP.

1.4.3 ISSUING OFFICE

This RFP is issued by the Purchase Bureau, Division of Purchase and Property.

1.4.4 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. By submitting a bid proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, as to all of the requirements of this RFP.

1.4.5 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.

1.4.6 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. 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 shall so advise the bidder. The location in the bid proposal of any such designation should be clearly stated in a cover letter. The State will not honor attempts by bidders either to designate their entire bid proposal as proprietary and/or to claim copyright protection for their entire proposal.

All bid proposals, with the exception of information determined by the State to be proprietary, are available for public inspection.

Interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

1.4.7 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 being made to the bidder.

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, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions shall 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. An amendment is not effective until signed by the Director, Division of Purchase and Property.

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 - An agreement where two firms partner to respond to an RFP as a prime contractor, neither is a subcontractor of the other, and both agree to be responsible for performance.

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.

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

This contract will be composed of two (2) categories:

CATEGORY 1: Chemicals used for treatment of water and fuel oil (Sec. 3.1 of this RFP)

CATEGORY 2: Site specific maintenance of facility boilers, and other related systems as noted (Sec. 3.2 of this RFP)

3.1 CATEGORY 1: WATER & FUEL OIL TREATMENT CHEMICALS, DETAILED SPECIFICATIONS (PRICE LINES 00001-00060)

This category is for supplies of chemical products only which are needed by Using Agencies to treat boiler water, fuel oil, recirculating hot/cold water systems, and open, evaporative, cooling tower systems. The specifications describe suitable chemicals for boiler water treatment and chemicals suitable for treating recirculating hot and cold loop type systems and open cooling tower systems. All chemicals are to be packaged in returnable drums, dispenser system packaging, or via bulk delivery. **The bidder must provide information and complete TABLE "A" as requested for each chemical product bid.**

1. SCALE INHIBITOR, DRY POWDER, PHOSPHATE TYPE, FOR STEAM GENERATING SYSTEMS

This dry product shall be a phosphate-based powder, which shall prevent the build-up of calcium scale within the boiler, by reacting with calcium ions to form a harmless calcium phosphate sludge which can be easily removed in the boiler water blow-down.

The product shall be supplied in returnable drums.

Note: A total of 89.5% minimum active ingredient, including phosphate expressed as PO₄

2. SCALE INHIBITOR, LIQUID, PHOSPHATE TYPE, FOR STEAM GENERATING SYSTEMS

This liquid product shall be an effective scale control compound consisting of a blend of phosphate and suitable polymeric dispersant(s), designed to precipitate hardness as a harmless soft sludge, which can easily be removed by blow-down.

This product shall be supplied in returnable drums, or via bulk delivery.

Note: A total of 82.48% minimum active ingredient, including phosphate expressed as PO₄

3. SCALE INHIBITOR, "ONE-DRUM" COMBINATION, LIQUID, PHOSPHONATE/POLYMER TYPE, FOR SMALLER STEAM GENERATING SYSTEMS

This liquid product shall be a blend of sodium phosphonate compound, sodium lignosulfonate type polymer, sodium acrylate type polymer, sodium hydroxide, sodium sulfite (oxygen scavenger), and anti-foam compound.

This pre-blended product shall be specifically designed for use with smaller steam systems, i.e. systems of up to 500 HP boiler capacity, which produce less than 17,000 lbs. steam/hour or 408,000 lbs. steam/day. Normal dosage shall be approximately 1 gallon of product per 1000 gallons of blow-down. For smaller systems, this shall amount to a total usage of approximately 6 to 12 drums of product per year.

The product shall be effective in sequestering, dispersing and transporting scale-forming minerals from the boiler through normal blow down. Since it does not precipitate or chelate hardness stoichiometrically, it shall not require stringent tests and controls. Due to its polymeric

threshold effect, it can tolerate wide fluctuations in hardness entering the system. The product shall have a specific gravity of at least 1.135 and a total active content of between 23%-30% by weight.

This product shall be supplied in returnable drums.

4. SCALE INHIBITOR/DISPERSANT, LIQUID, CO-POLYMER TYPE, FOR STEAM GENERATING SYSTEMS

This liquid dispersant shall contain a synthetic co-polymer for superior iron and phosphate dispersion. It shall be suitable for both high and low pressure boilers. It shall inhibit the tendency of precipitated salts and sludge to plate out on metal surfaces.

This product shall be supplied in returnable drums.

5. OXYGEN SCAVENGER, CORROSION INHIBITOR, POWDER, FOR STEAM GENERATING SYSTEM

This powdered oxygen scavenger shall be suitable for reducing the concentration of oxygen in the boiler water, so as to reduce corrosion. It shall be catalyzed sodium sulfite (Na_2SO_3), which will react with the dissolved oxygen even at low temperatures, resulting in chemical deaeration of the boiler water.

The product shall be supplied in returnable drums.

6. OXYGEN SCAVENGER, CORROSION INHIBITOR, LIQUID, FOR STEAM GENERATING SYSTEMS

This powdered oxygen scavenger shall be suitable for reducing the concentration of oxygen in the boiler water, so as to reduce corrosion. It shall be an aqueous solution containing 30%-38% by weight sodium bisulfite (NaHSO_3) and appropriate catalysts, which will react with the dissolved oxygen even at low temperatures, resulting in chemical deaeration of the boiler water.

The product shall be supplied in returnable drums.

7. ALKALINITY CONTROL, CAUSTIC SODA, LIQUID, 50% SOLUTION, FOR STEAM GENERATING SYSTEMS

This product shall be a 50% by weight, solution of caustic soda (NaOH), suitable for adjusting the alkalinity of boiler feed water, to the proper pH range to allow the phosphate inhibitor to react with any hardness present and form harmless sludge.

The product shall be supplied in returnable drums, or via bulk delivery.

8. SLUDGE CONDITIONER/ANTI-FOAM AGENT, LIQUID, FOR STEAM GENERATING SYSTEMS

This liquid sludge conditioner shall be designed for use in steam generating systems, as an organic dispersant/descalant. It shall consist of a combination of ingredients, designed to interact with hardness precipitates, so as to prevent adherence to boiler drum and tube surfaces. The product shall contain an antifoam agent to promote even steam release and to retard carryover.

The product shall be supplied in returnable drums, or via bulk delivery.

9. CORROSION INHIBITOR FOR CONDENSATE RETURN, LIQUID, NEUTRALIZING AMINE, FOR STEAM GENERATING SYSTEMS' CONDENSATE RETURN LINES

This corrosion inhibitor shall contain N, N-Diethyl ethanolamine (DEAE), a volatile neutralizing amine. It shall control corrosion in the after-boiler section of the system by neutralizing the carbon dioxide derived acidity of the condensate.

For safety purposes, the product offered shall contain not more than 50% by weight, total active DEAE.

The product shall be supplied in returnable drums.

10. CORROSION INHIBITOR, DUAL NEUTRALIZING AMINE, LIQUID, FOR STEAM GENERATING SYSTEMS' CONDENSATE RETURN LINES

This corrosion inhibitor shall consist of a blend of two types of volatile amines, designed to provide protection in both high and low pressure sections of a steam condensate system. It shall control corrosion in the after-boiler section of the system by neutralizing the carbon dioxide derived acidity of the condensate.

For safety purposes, the product offered shall contain not more than 80% by weight total active amine.

The product shall be supplied in returnable drums, or via bulk delivery.

11. SCALE INHIBITOR, LIQUID, CHELANT/POLYMER TYPE, FOR STEAM GENERATING SYSTEMS

This liquid product shall be a blend of tetrasodium EDTA type chelant, polymeric scale inhibitors, and caustic soda. It shall be a suitable treatment for low hardness, deaerated feedwater. The product shall be effective in inhibiting the formation of scale crystals on heat transfer surfaces.

The product shall be supplied in returnable drums, or via bulk delivery.

12. SCALE INHIBITOR/DISPERSANT, LIQUID, POLYMERIC TYPE, FOR STEAM GENERATION SYSTEMS

This liquid dispersant shall contain synthetic polymer, and shall be suitable for preventing scale formation in high and low pressure boilers. It shall inhibit the tendency of precipitated salts to plate out on metal surfaces.

This product shall be supplied in returnable drums, or via bulk delivery.

13. CORROSION INHIBITOR/DISPERSANT, NITRITE TYPE, FOR CLOSED LOOP, RECIRCULATING HOT/COLD WATER SYSTEMS

This product shall contain a blend of sodium nitrite, maximum 37.5% by weight, as well as small amounts of triazole compound, sodium borate and caustic soda. The product shall be effective in protecting both ferrous and non-ferrous metals, found in recirculating heating and cooling systems.

The product shall be supplied in returnable drums, or via bulk delivery.

14. CORROSION INHIBITOR/DISPERSANT, LIQUID FOR OPEN EVAPORATIVE COOLING TOWERS

This chemical shall be a liquid blend of corrosion and scale deposit inhibitors for use in high hardness, open evaporative, recirculating cooling tower systems. It shall contain non-toxic and non-polluting inhibitors which shall minimize corrosion of steel, copper, brass and related alloys. It shall be an organo-phosphonate based inhibitor with molybdate for easy testing. Dispersants shall be a synthetic co-polymer type for controlling iron and hardness scales. It should also contain a soft metal corrosion inhibitor such as tolytriazole.

The product shall be supplied in returnable drums.

15. CORROSION INHIBITOR/DISPERSANT, LIQUID, FOR OPEN, EVAPORATIVE, COOLING TOWER SYSTEM

This chemical shall be a liquid blend of corrosion and scale deposit inhibitors for use in open evaporative, recirculating cooling water systems. It shall contain non-toxic and non-polluting corrosion inhibitors which shall minimize corrosion of steel, copper, brass and related alloys. It shall be a stabilized phosphate treatment consisting of an advanced carboxylate/sulfonate/nonionic terpolymer for controlling the deposit of phosphate. It shall allow the formation of a thin protective film on metal surfaces but prevent excessive deposits that reduce heat transfer efficiency. It shall contain no heavy metals. The product shall be suitable for direct feed into system using either automatic injection equipment or single by-pass feeder.

The product shall be supplied in returnable drums.

16. BIOCIDES, LIQUID, POLYQUATERNARY AMMONIUM TYPE, FOR CONTROL OF MICRO-ORGANISMS AND FUNGI, IN BOTH RECIRCULATING CLOSED SYSTEMS, AND OPEN COOLING TOWER SYSTEMS

The biocide shall be a polymeric quaternary ammonium type. It shall contain active ingredient having the chemical name: Poly[oxyethylene (dimethyliminio) ethylene-(dimethyliminio) ethylene dichloride]. It shall be non-flammable, and non-foaming and shall be a highly effective bactericide and fungicide for use in controlling the growth of bacteria and fungi found in industrial recirculating water cooling towers. The product shall be an EPA approved formulation, with the required EPA registration number and EPA establishment number on the label.

Product shall be supplied in returnable drums.

17. LIQUID BIOCIDES, CARBAMATE TYPE, FOR CONTROL OF MICRO-ORGANISMS, FUNGI & ALGAE, IN COOLING TOWERS

The biocide shall be a carbamate type, nominal 30% active ingredient. It shall be a highly effective bactericide and fungicide for use in controlling the growth of bacteria and fungi found in industrial recirculating water cooling towers. The product shall be an EPA approved formulation, with the required EPA registration number and EPA establishment number on the label.

The product shall be supplied in returnable drums.

18. LIQUID BIOCIDES, GLUTARALDEHYDE TYPE, FOR CONTROL OF MICRO-ORGANISMS, BACTERIA, & ALGAE, IN BOTH CLOSED LOOP RECIRCULATING HOT & COLD WATER SYSTEMS, AS WELL AS IN OPEN COOLING TOWER SYSTEMS

The biocide shall be a glutaraldehyde type, with nominal 45% active ingredient. It shall be highly effective in controlling slime forming bacteria, sulfate reducing bacteria, and algae found in industrial recirculating water, including closed loops and cooling towers. The product shall be

an EPA approved formulation, with the required EPA registration number and EPA establishment number on the label.

The product shall be supplied in returnable drums.

19. LIQUID BIOCIDES, ORGANOSULFUR TYPE, FOR CONTROL OF MICRO-ORGANISMS, FUNGI, & ALGAE, IN COOLING TOWERS

This liquid biocide shall be an organosulfur type of biocide, of the Isothiazolin type (nominal 1.5% active). The product shall be particularly effective against slime forming organisms common to condenser water systems. It shall be effective at relatively low concentrations and shall be highly resistant to the inhibitory effects of most organic and inorganic compounds.

The product shall be supplied in returnable drums.

20. FUEL OIL TREATMENT CHEMICALS

This product should have the following properties:

- Lowers CFPP by as much as 30° F
- Lowers Pour Point by as much as 40° F
- Improves Fuel Lubricity
- De-Icer Chemistry to Prevent Fuel Filter and Fuel Line Plugging
- Meets Cetane Requirements for all Diesel Engines
- Disperses Water
- Prevents Corrosion and Sludge
- May be Class 1 Flammable
- Shall not contain any inorganic magnesium or manganese salts

3.1.1 PRODUCT DELIVERY BY REGIONS

Bidder(s) may select to bid on any one or more regions of the State (North, Central, &/or South).

Bidder(s) must bid on an entire Region. Selected counties within a Region will not be accepted.

For purposes of bidding and award, counties within the Region are as indicated below. Bidders are to bid on the appropriate Region for each brand as listed on the bid pricing sheets.

Successful bidders shall ship chemicals to individual facilities in an appropriate marked, Department of Transportation approved, licensed and insured carrier. Delivery will be FOB Destination. All products must be delivered and unloaded in-house or on-site to the purchasing facility at the contractor's risk with all charges for transportation and unloading prepaid by the contractor. Liability for product delivery will remain with the contractor until properly delivered and signed for by the purchasing department. Contractors will be responsible for the clean-up of any spills which is attributed to the delivering contractor.

3.1.2 REGION BREAKDOWN BY COUNTY

North Region	Central Region	South Region
Bergen County	Burlington County	Atlantic County
Essex County	Hunterdon County	Camden County
Hudson County	Mercer County	Cape May County
Morris County	Middlesex County	Cumberland County
Passaic County	Monmouth County	Gloucester County
Sussex County	Ocean County	Salem County
Union County	Somerset County	
Warren County		

3.1.3 AREAS TO BE SERVED

The counties within the listed regions below are found in section 3.1.2 of this RFP. The prices submitted shall apply to all areas within the region.

NORTH REGION (Price Lines 00001-00020)

CENTRAL REGION (Price Lines 00021-00040)

SOUTH REGION (Price Lines 00041-00060)

Bidders are free to submit a bid proposal for more than one region, provided satisfactory customary service is established in the reference data sheets found at the following link:

<http://www.state.nj.us/treasury/purchase/bid/attachments/36007bds.pdf>

The State is free to ask for additional information relating to bidders ability for servicing a region bid upon.

3.1.4 PACKAGING AND LABELING

3.1.4.1 All chemicals must be packed in commercial containers of the type, size and kind appropriate for the product it contains and must be constructed so as to insure safe delivery and acceptance of the product.

3.1.4.2 All packaging and all shipping practices are to be in complete compliance with applicable Federal, State and Local laws and regulations.

3.1.4.3 All packages of chemicals must be labeled with the following information:

- Brand and Manufacturer's Name
- Name of Product
- Quantity of Contents
- Direction for use
- Recommended Storage Precautions
- EPA # (where applicable)
- CAS # (where applicable)

3.1.4.4 Any product that poses potential hazards to personnel or property must have a Warning Label. Products that require special storage must have storage instructions. Labels and

Labeling shall conform to all Federal Regulatory Requirements including Federal Hazardous Substance Act (CFR Title 16, Part 1500) and N.J. Right to Know Requirement. An antidote statement must be included where required. All products must comply with pertinent OSHA rules, regulations and guidelines.

3.1.4.5 A Material Safety Data Sheet (MSDS) must be submitted for each line item on the contract, with each shipment made to the Using Agency.

3.1.4.6 The contractor must have a technical representative who is available to answer any questions regarding products, recommend products for specific needs and visit Using Agencies requesting assistance or to determine appropriate usages when required. This service shall be provided at no additional cost to the State.

3.1.4.7 The contractor shall deliver the product(s) within 7 days of receipt of order. The product shall be palletized and shrink-wrapped when appropriate. The contractor shall be able to make delivery and provide services to all locations in New Jersey. Violation of shipping and packaging requirements may be grounds for contract cancellation.

3.1.4.8 Liquid products shall be furnished in either 5 gallon, 30 gallon, or 55 gallon returnable drums or via bulk delivery, per Using Agency's option. Liquid biocides, however, shall not be available in bulk delivery. Powdered products or dry chemicals shall be furnished in 100, 300, 400, or 600 pound returnable drums, per Using Agency's option.

3.1.5 COMPLIANCE

3.1.5.1 The contractor will be held responsible for complete compliance with all current (applicable) EPA and OSHA regulations. The securing of this information will remain the responsibility of the contractor.

3.1.5.2 The contractor will be held responsible for complete compliance with all current (applicable) laws of the New Jersey Worker and Community Right to Know Act.

3.1.5.3 Any contractor found to be deliberately misrepresenting products, substituting products from those originally bid or found to be manipulating pricing information will be dealt with in accordance with the State's Administrative Code procedure.

3.1.5.4 By signing the front of the RFP, the bidder certifies that the manufacturer for each product item/category bid, has the equipment, personnel, and expertise to produce these chemicals in accordance with the RFP specifications and terms and conditions and does not take any exceptions to the RFP specifications and/or terms and conditions.

3.1.6 WARRANTY

All products shall be guaranteed against manufacturers defect for a period of one (1) year from date of acceptance. Should a defect occur, replacement shall be made within fifteen (15) days of notification, at no cost to the State of New Jersey.

3.1.7 CONTRACTOR RESPONSIBILITY

Bidders are not to submit Price Lists. Contractor(s) are not permitted to sell and Using Agencies are not permitted to purchase under this RFP, line items not awarded. This is deliberately intended to limit the number of items available under contract. Any products customized for individual sites will be referred to Section 3.2 (Site Specific Facility Maintenance Service). Prices will remain fixed during the term of the contract. Any contractor found selling non-contract items or manipulating pricing information shall be subject to contract cancellation and possible debarment in accordance with the State's Administrative Code procedure.

3.1.8 USING AGENCY RESPONSIBILITY

3.1.8.1 Using Agencies will issue agency purchase orders directly to the contractors for contract chemicals required. Using Agencies are also required to identify on the Using Agency purchase order the following information, if applicable, for each item:

- a. Manufacturer Name
- b. Product Name and Number/Description
- c. Net price per pound/gallon for individual items;
- d. Container Size
- e. Quantity

3.1.8.2 All Using Agencies are permitted to make bulk purchases of chemicals separate and apart from this contract, pursuant to appropriate State law concerning public bidding

3.2 CATEGORY 2: SITE SPECIFIC FACILITY MAINTENANCE SERVICE

This category includes providing both chemicals and specific maintenance services as described in Section 3.2.1 of this RFP. The bidder can choose to bid on any one or more specific locations listed under Section 3.2.3 of this RFP (Price Lines 00061 to 00135).

For each location, the bidder shall provide in the space made available on the price sheet, a monthly service rate. It is mandatory that each bidder visit those facilities listed in Section 3.2.3 if the bidder intends to bid that facility. Bidders shall submit a firm monthly price which must include the supplying of all chemicals and maintenance service listed in Section 3.2.1 of this RFP. Bidder is also required to submit a price for line item 00136 with covers 24 hour emergency service.

3.2.1 CONTRACTOR'S SITE SPECIFIC SERVICES AND RESPONSIBILITIES

- Supply all specified chemicals for day to day make-up use of the respective systems.
- Train Agency personnel in the proper use and addition of chemicals to the systems.
- Provide Using Agency with adequate basic start-up and shut down procedures.
- Train Agency personnel in the proper use and addition of chemicals to the systems.
- Assume responsibility for the supervision and oversight of the injection of all chemicals into the steam generating system, via automatic injection equipment, by-pass pumps, etc., to be provided by the Using Agency.
- Provide monthly laboratory analyses of water samples, and scale samples, to insure that the objectives of the water treatment program are achieved. Contractor must have access to a laboratory which has the capability of providing analyses of all elements and compounds associated with steam generation systems as specified in Section 3.2.4.
- Offer technical and laboratory support and special services to deal with unusual problems or situations. This shall include, for example, doing corrosion coupon studies, checking operation of deaerator via oxygen monitoring equipment etc.
- Be responsible for taking readings of various chemical concentrations, and for on-the-spot testing of samples, during the regular monthly service call.
- Issue a written report, following each service call, with recommendations and comments, to the Facility's Chief Operating Engineer.
- Oversee the Facility's supply of chemicals, so that the facility will not experience shortages nor maintain more than a three month supply of any chemical.
- Contractor is to be accompanied by company associate on initial monthly visit so that more than one technician is made familiar with the facility, its personnel, and equipment. Special arrangements for the Department of Corrections are indicated in Section 3.2.2.
- In the event the Contractor's chemical treatment program fails to perform, the Contractor shall be responsible for the cost of cleaning and repairing the system and for taking such corrective action to preclude future problems at no additional cost to the Facility or the Contractor will be held in default.

- Contractor will furnish the facility, at no extra charge, appropriate test kits and test reagents as anticipated for the period of the contract for daily test parameters and verify results in log maintained by facility personnel.
- In the event that a part needs to be replaced, the Contractor will advise the Chief Operating Engineer and await approval for such a purchase. Further explanation is found in Section 3.2.6.

3.2.2 ADDITIONAL REQUIREMENTS FOR CORRECTIONAL FACILITIES

Security Rules and Regulations:

- The contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the NJ Department of Corrections (DOC).
- The contractor shall maintain proper security and control over all personnel, equipment, tools, and materials at all times.
- The Contractor's equipment and personnel shall be subject to security checks and associated delays.
- No verbal discussion or physical contact will be permitted between contractor's employees and inmates
- No weapons, alcohol, drugs, or medication of any type are allowed on State Correctional property.
- Keys are to be removed from all vehicles and other mobile equipment at all times when not in operation. Vehicle doors, tool compartments, and ladders will be securely locked and/or chained.
- No tools will be left unattended at any time or it will result in confiscation by DOC.
- All persons exiting the prison complex are subject to being searched.
- Contractor movement will be limited and monitored within their designated work area.
- Agency will provide an escort guard with the truck.
- No vehicle will be allowed to exit the facility without security clearance.
- All contractors are to provide a valid identification card with photograph at all times. A valid DMV driver's license is acceptable. Permission will not be granted without proper identification as deemed acceptable by DOC personnel.
- DOC reserves the right to refuse entrance to the facility to anyone who appears, in the Agency's sole judgment, to be under the influence of drugs or alcohol or otherwise impaired.

3.2.3 LIST OF STATE FACILITIES BY AGENCY

NJDMAVA Northern Region Locations & Equipment

DOVER ARMORY
 479 West Clinton St.
 Dover, NJ 07801
 p.o.c.: Mr. Mendez
 (973) 366-8780
 Two H.B. Smith 340

FLEMINGTON ARMORY
 State Highway 12
 Flemington, NJ 08822
 p.o.c.: Mr. Williamson
 (908) 782-4872
 One H.B. Smith 340

FREEHOLD ARMORY
 635 State Highway 33
 Freehold, NJ 07728
 p.o.c.: Mr. Cunningham
 (732) 308-1811
 One H.B. Smith 340

HACKETTSTOWN ARMORY
 901 Willow Grove Street
 Hackettstown, NJ 07840
 p.o.c.: Mr. Mulligan
 (908) 852-4400
 One H.B. Smith 340

JERSEY CITY ARMORY

678 Montgomery St.
Jersey City, NJ 07306
p.o.c.: Mr. Mitchell
(201) 433-0619
Three H.B. Smith

MORRISTOWN ARMORY

84 Jockey Hollow Rd.
Morristown, NJ 07960
p.o.c.: Mr. Minetti
(201) 631-6277
Two H.B. Smith

PICATINNY AASF

Picatinny Arsenal
Bldg. 3801
p.o.c.: Mr. Gilpin
(201) 724-5493
Two Weil & McLain-6880S

PHILLPSBURG ARMORY

Heckmen & Bates Street
Phillpsburg, NJ 08865
p.o.c.: Mr. Rissmiller
(908) 684-3198
Weil McLain

RIVERDALE ARMORY

107 Newark-Pomptom Turnpike
Riverdale, NJ 07457
p.o.c.: Mr. Kasica
(973) 839-4953
H.B. Smith 340-10-w

TEANECK ARMORY

Teaneck & Liberty Rds.
Teaneck, NJ 07666
p.o.c.: Mr. Charles Parsons
(210) 833-0784
Two H.B. Smith

WOODBRIIDGE

625 Main Street
Woodbridge, NJ 07095
p.o.c.: Mr. Rider
(732) 815-4922
Two H.B. Smith 340-13w

WEST ORANGE ARMORY

1315 Pleasant Valley Way
West Orange, NJ 07052
p.o.c.: Mr. Caffrey
(973) 669-8962
Two H.B. Smith 450-13s

NEWARK ARMORY

120 Roseville Avenue.
Newark, NJ 07107
p.o.c.: Mr. Davis
(973) 648-7012
Two H.B. Smith 350

NEWTON ARMORY

Highway 206
Newton, NJ 07860
p.o.c.: Mr. Cassimore
(201) 483-9250
H.B. Smith 340 & 350

PLAINFIELD ARMORY

1201 East 7th Street
Plainfield, NJ 07062
p.o.c.: Mr. Emery
(908) 226-7825
H.B. Smith 450

PRINCETON WAREHOUSE

Box 166 River Road
Princeton, NJ 08540
p.o.c.: Mr. Harris
(609) 924-2062
Two AFCCO

SOMMERSET ARMORY

1060 Hamilton Street
Somerset, NJ 08750
p.o.c.: Mr. Schmitz
(732) 418-3312 ext. 109
Two H.B. Smith 450-12-w

WESTFIELD ARMORY

500 Rahway Ave.
Westfield, NJ 07090
p.o.c.: Mr. Hettrick
(732) 815-4922
Two H.B. Smith 450-16s

WASHINGTON ARMORY

RD#3, Rt#57
Port Murray, NJ 08765
p.o.c.: Mr. Fielding
(908) 689-9635
Weil McLain 894

WEST ORANGE CSMS

1299 Pleasant Valley Way
West Orange, NJ 07052
(973) 669-8962
Two H.B. Smith M 450i

LODI ARMORY
178 Essex Street
Lodi, NJ 07644
p.o.c.: Mr. Kasica
(973) 839-4953
H.B. Smith 165

VETERANS MEMORIAL HOME-MENLO PARK
132 Evergreen Road
PO Box 3013
p.o.c.: Theresa Yu, Business Manager
(732) 452-4166
H.B. Smith 28A
McQuay PEH063

NJDMAVA Southern Region Locations & Equipment

ATLANTIC CITY ARMORY
1008 Absecon Blvd.
Atlantic City, NJ 08401
p.o.c.: Mr. Moore
(609) 441-3147
One H.B. Smith 450

BORDENTOWN ARMORY
1048 Route 206 South
Bordentown, NJ 08505
p.o.c.: Mr. Wood
(609) 291-8328
Kewanee LM880

BORDENTOWN C.S.M.S.
U.S. Highway 130
Bordentown, NJ 08505
p.o.c.: Mr. Riddler
(609) 298-1138
Two National Steel AC 5495

BRIDGETON ARMORY
1204 Route 77
Bridgeton, NJ 08302
p.o.c.: Mr. Parker
(856) 769-8014

BURLINGTON ARMORY
559 High Street
Burlington, NJ 08016
p.o.c.: Mr. Greco
(609) 386-4608
One H.B. Smith

HAMMONTON ARMORY
Egg Harbor Rd. Box 469
Hammonton, NJ 08037
p.o.c.: Mr. Brooks
(609) 561-0309
Weil McLain Hr 40-10

CAPE MAY ARMORY
600 Garden State Parkway
Cape May Court
House, NJ 08210
p.o.c.: Mr. Armond
(609) 465-9610
Two H.B. Smith

TOMS RIVER ARMORY
1200 Whitesville Road
Toms River, NJ 08753
p.o.c.: Mr. Parmagiano
(732) 797-0374
One Kewanee 3X

CHERRY HILL ARMORY
Grove St. & Park Blvd.
Cherry Hill, NJ 08002
p.o.c.: Mr. Raffensperger
(609) 486-2680
One H.B. Smith 44S 13

TRENTON ARMORY
Eggert Crossing Road
Lawrenceville, NJ 08648
p.o.c.: Mr. Wood
(609) 671-6619
Three H.B. Smith-44-16

TUCKERTON ARMORY
365 E. Main Street (Rt 9)
Tuckerton, NJ 08087
p.o.c.: Mr. Croskey
(609) 296-2129
Weil McLain HR-40-8

MERCER ARMORY
152 Scotch Road
West Trenton, NJ 08628
p.o.c.: Mr. Hutchison
(609) 530-6688
Two Weil McLain HR-44-15

FORT DIX ARMORY
Bldg. 3650 Sailor Pond Rd.
Fort Dix, NJ 08640
p.o.c.: Miss Pedrick
(609) 562-0626
Two H.B. Smith & Two Hurst

FORT DIX T-3-BL
Bldg. 3601 Fort Dix
Fort Dix, NJ 08640
p.o.c.: Mr. Moore
(609) 562-0507
One Weil McLain & One Bryan

FORT DIX UTES

PO Box 278 Hwy# 539
 New Egypt, Nj 08533
 p.o.c.: Mr. Hodnett
 (609) 758-3732
 H.B. Smith 28-9w

WOODBURY ARMORY

North Evergreen Ave.
 Woodbury, NJ 08096
 p.o.c.: Mr. Gilliard
 (856) 384-3774
 One H.B. Smith 440-13s

177th AIR NATIONAL GUARD

400 Langley Road
 Egg Harbor Twp., NJ 08234
 p.o.c.: Jim Layton
 (609) 383-6365

VINELAND ARMORY

2560 S. Delsea Drive
 Vineland, NJ 08360
 p.o.c.: Mr. Rutledge
 (856) 794-5793
 Weil McLain 1394-s

PITMAN ARMORY

Elsa & Columbia Drives
 Pitman, NJ 08071
 p.o.c.: Mr. Raffensperger
 (609) 486-2680
 One Weil McLain HR 40-1

VETERANS MEMORIAL HOME-VINELAND

524 North West Boulevard
 Vineland, NJ 08360
 p.o.c.: Jack Stephen, Business Manager
 (856) 696-6350
 Aerco Benchmark 2.0

New Jersey Department of Corrections**ADULT DIAGNOSTIC & TREATMENT CENTER**

Grace Rogers, Administrator
 732-669-8039
 James Dooley, Business Manager
 732-669-8012
James.Dooley@doc.state.nj.us

ALBERT C. WAGNER YOUTH COR. FACILITY

John Robertshaw, Administrator
 609-298-0500x1602
 Larry Denney, Business Manager
 609-291-1609
Larry.Denney@doc.state.nj.us

BAYSIDE STATE PRISON

Charles Leone, Administrator
 856-785-0040x5228
 Linda Hundt, Business Manager
 856-785-5114
Linda.Hundt@doc.state.nj.us

CENTRAL REC. & ASSIGNMENT FACILITY

Bruce Hauck, Administrator
 609-984-2694
 Charles Siracusa, Business Manager
 609-292-6786
Charles.Siracusa@doc.state.nj.us

EAST JERSEY STATE PRISON

Terrance Moore, Administrator
 732-499-5146
 Edward Guz, Business Manager
 732-499-5142
Edward.Guz@doc.state.nj.us

MID STATE CORRECTIONAL FACILITY

George Robinson, Administrator
 (609) 723-8650
 Larry Denney, Business Manager
 (609) 723-8654

MOUNTAINVIEW YOUTH COR. FACILITY

Joseph Rizzo, Administrator
 908-638-6191x7601
 James Farley, Business Manager
 908-638-7630
James.Farley@doc.state.nj.us

NEW JERSEY STATE PRISON

Ronald Cathel, Administrator
 609-341-4610
 Peter Ronaghan, Business Manager
 609-341-4610
Peter.Ronaghan@doc.state.nj.us

NORTHERN STATE PRISON

Lydell B. Sherrer
 973-465-0068
 Leon Worthy, Business Manager
 973-578-2027
Leon.Worthy@doc.state.nj.us

RIVERFRONT STATE PRISON

Alfaro Ortiz
 856-225-5700x5711
 Robert Biluck, Business Manager
 856-225-5705
Robert.Biluck@doc.state.nj.us

EDNA MAHAN COR. FACILITY FOR WOMEN

Charlotte Blackwell, Administrator
908-735-7111x3600
Howard Gottlieb, Business Manager
908-735-3617
Howard.Gottlieb@doc.state.nj.us

SOUTH WOODS STATE PRISON

Kathy MacFarland, Administrator
856-459-7010
Mike Houdart
856-459-7019
Mike.Houdart@doc.state.nj.us

GARDEN STATE YOUTH COR. FACILITY FACILITY

Steven J. Sootkoos, Administrator
609-291-2200
Donald Shaw, Business Manager
609-291-2001
Donald.Shaw@doc.state.nj.us

SOUTHERN STATE CORRECTIONAL

James Farley, Business Manager
856-785-6611
James.Farley@doc.state.nj.us

New Jersey Department of Human Services

GREEN BROOK REGIONAL CENTER

275 Green Brook Rd.
Green Brook, NJ 08812
Paul Chardoussin
(732) 968-6000 X2251

VINELAND DEVELOPMENTAL CENTER

1676 East Landis Avenue
Vineland, NJ
Steve Gatier
(856) 696-6045

NORTH JERSEY DEVELOPMENTAL CENTER

169 Minisink Road
Totowa, NJ 07511
Peter Kosek
(973) 890-4585

WOODBINE DEVELOPMENTAL CENTER

1175 Dehirsch Avenue
Woodbine, NJ
John Shukovsky
(609) 861-6021

NEW LISBON DEVELOPMENTAL CENTER

P.O. Box 130, Route 72
New Lisbon, NJ 08064
Bill White
(609) 726-1000 X4214

HUNTERDON DEVELOPMENTAL CENTER

County Route 513 (Pittstown Rd.)
Clinton, NJ 08809
Frank Molner
(908) 735-4031

WOODBIDGE DEVELOPMENTAL CENTER

Rahway Avenue
Woodbridge, NJ 07095-3697
Raymond Hall
(732) 499-5567

GREYSTONE PARK PSYCH. HOSP.

Central Avenue
Morris Plains, NJ 07950-1005
Nick Folger
(973) 538-1800

TRENTON PSYCH. HOSP

Sullivan Way
West Trenton, NJ 08628
Mark Bijas
(609) 633-1912

ANN KLEIN FORENSIC CENTER

Sullivan Way
P.O. Box 7717
W. Trenton, NJ 08628
Anne Kenyon
(609) 633-0923

ANCORA PSYCH. HOSP.

202 Spring Garden Road
Ancora, NJ 08037-9699
Stan Kaminsky
Dave Gaskill
(609) 561-1700 X7860

SENATOR HAGEDORN PSYCH. HOSP.

200 Sanatorium Road
Glen Gardner, NJ 08826
Art Hawk
(908) 537-3135

New Jersey Department of Law & Public Safety

NJ TRAINING SCHOOL FOR BOYS – JJC

1 State Home Road
Monroe Twp., NJ 08831
Bob Lebraun
(732) 605-3909

JJC – JOHNSTONE CAMPUS

Burlington Street
Bordentown, NJ 08505
Dan Petrino
(609) 324-6222

New Jersey Department of Education

MARIE KATZENBACH SCHOOL FOR THE DEAF

Dennis P. Russell, Superintendent
320 Sullivan Way
Trenton, New Jersey 08625-0535
(609) 530-3100 voice
(609) 530-5791 FAX

New Jersey Department of Property Management & Construction

JAMES J. HOWARD MARINE SCIENCES LABORATORY

74 Magruder Road, Sandy Hook
Highlands, NJ 07732
Steve Nagiewicz
(732) 872-1762

New Jersey Department of Transportation

CHERRY HILL HEADQUARTERS

1 Executive Campus
Cherry Hill, NJ

CHERRY HILL GARAGE/MAINTENANCE

Route 70 & NJ Turnpike
Cherry Hill, NJ

NJDOT

MAIN HEADQUARTERS COMPLEX

1035 Parkway Avenue
PO Box 600
Trenton, NJ 08625
Lucille Kruger
(609) 530-2030

3.2.4 TECHNICAL SERVICES/WATER ANALYSIS

- Raw water analysis must be run monthly.
- All systems should be tested for inhibitor and conductivity on each monthly visit.
- Closed systems must also be tested monthly. If there is a problem with a closed system, it is to be tested each visit until the readings are satisfactory with approval from the Chief Operating Engineer of the facility.
- Boilers must be tested each month during operation.
- Service visits are monthly but Contractor may visit facility repeatedly during that month to address and remedy any water quality issues outstanding.
- Contractor is to supply the facility's Chief Operating Engineer with a field service report to include water quality analysis performed, recommendations for maintaining the system, comments, review of facility log books, and chemical inventory check.
- The following analytical specifications are minimal services required in testing but not limited to:

SYSTEM	T HARD	Ca HARD	P alk	M alk	cond	pH	SiO2	Inhib	SO3	PO4
RAW	X	X	X	X	X	X	X			
OPEN	X	X	X	X	X	X		X		
CLOSED	X		X		X	X		X		
BOILER	X		X	X	X	X			X	X
CONDENSATE	X		X		X	X				

3.2.5 TEST KITS AND TEST REAGENTS

The contractor shall furnish to each Using Agency's individual facility, at no extra charge, appropriate test kits and test reagents as anticipated for the contract period in order to monitor daily levels of water conditions.

3.2.6 REPLACEMENT PARTS

In the event that a part is deemed by the contractor to be inoperable and replacement of the part is needed, it must be approved by the Chief Operating Engineer of the Using Agency. It is not upon the contractor's sole discretion to make this decision. After the decision is made, the contractor will be allowed to charge 10% above cost of the part as long as documentation in the form of receipt is made available to facility personnel. Said purchased parts will then become property of the Using Agency.

3.2.7 24-HOUR EMERGENCY SERVICE

Unless indicated otherwise by a particular Using Agency or facility thereof, the hours of operation are 0800 – 1700 EST, Monday thru Friday, except for Holidays that may fall within the workweek. Any service that is required after these established hours of operation will be charged at an hourly rate. The price sheet (Price line 00136) will reflect this line item as Emergency Service and the same charge will apply to all locations awarded to that contractor.

4.0 PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder must follow instructions contained in this RFP and on the signatory page (<http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>) in preparing and submitting its bid proposal. The bidder is advised to thoroughly read and follow all instructions.

The signatory page of this RFP shall be signed by an authorized representative of the bidder. However, if the bidder is a limited partnership, the signatory page of this RFP must be signed by a general partner. If the bidder is a joint venture, the signatory page of this RFP must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

Pricing and information sheets must be completed in their entirety. Failure to comply with this requirement may result in rejection of the bid proposal.

No changes or white outs will be permitted on the specification sheets, unless each change is initialed and dated in ink by the bidder.

4.2 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/06x36007.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 MUST BE LABELED WITH THE BID IDENTIFICATION NUMBER, FINAL BID OPENING DATE AND THE BUYER'S NAME.** (See RFP signatory page <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>.)

4.3 NUMBER OF BID PROPOSAL COPIES

Each bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. Each 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. Bidders 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 PROPOSAL CONTENT

The bid proposal should be submitted as follows:

- Forms (Section 4.4.1)

CONTENTS	RFP SECTION REFERENCE	DESCRIPTION
Forms	4.4.1.1	Signatory page, signed and completed. http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml
	4.4.1.2	Ownership Disclosure Form http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml
	4.4.1.3	Disclosure of Investigations and Actions Involving Bidder http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml
	4.4.1.4	MacBride Principles Certification http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml
	4.4.1.5	Affirmative Action Employee Information Report or New Jersey Affirmative Action Certificate http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml
	4.4.1.6	Business Registration from Division of Revenue NJ Standard Terms & Conditions: Section 1.1 http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml
	4.4.1.8	Set-Aside Contracts
	4.4.1.9	Notice of Intent to Subcontract Form and Subcontractor Utilization Plan http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml

4.4.1 FORMS

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/06x36007.shtml>.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

In the event the bidder is a corporation or partnership, the bidder must complete the attached Ownership Disclosure Form. A 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/06x36007.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/06x36007.shtml>.

4.4.1.4 MACBRIDE PRINCIPLES CERTIFICATION

The bidder must complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. Failure to do so may result in the award of the contract to another vendor.

The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage, <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>.

4.4.1.5 AFFIRMATIVE ACTION

The bidder must complete the attached Affirmative Action Employee Information Report, or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a Federally approved or sanctioned affirmative action program. The requirement is a precondition to entering into a State contract.

The Affirmative Action Forms are located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>.

4.4.1.6 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 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 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>, and Section 5.3 of this RFP for additional information concerning this requirement.

4.4.1.7 EXECUTIVE ORDER 134

Refer to Section 5.19 of this RFP for more details concerning this requirement.

4.4.1.8 SET-ASIDE CONTRACTS

This is a Set-Aside Contract for **Category I, II, or III Small Businesses**. The bidder should provide, with its bid proposal, evidence of current and valid registration as a small business from the New Jersey Commerce & Economic Growth Commission (Commerce). In the alternative, evidence that the bidder has registered with Commerce, as a small business, must be received on the date the bid proposal is received and opened.

*******IMPORTANT NOTE: EVEN IF YOU ARE AN INCUMBENT BIDDER AND/OR HAVE BEEN PREVIOUSLY REGISTERED OR CERTIFIED UNDER THE FORMER SBE/MBE/WBE PROGRAM, YOU WILL NEED TO BE SURE THAT YOU ARE REGISTERED ON THE DAY OF BID RECEIPT AND OPENING WITH THE COMMERCE COMMISSION UNDER THE NEW, SMALL BUSINESS PROGRAM TO BE ELIGIBLE FOR AWARD. THE TELEPHONE NUMBER TO CALL TO CHECK YOUR STATUS IS 609 292-2146.*******

This is a contract with set aside subcontracting goals for Small Businesses. All bidders must include in their bid proposal a completed and signed **Notice of Intent to Subcontract** form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>. Bidders intending to utilize subcontractors must also include a completed and signed Subcontractor Utilization Plan form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>. Failure to submit the required forms shall result in a determination that the bid is materially non-responsive. Bidders seeking eligible small businesses should contact the New Jersey Commerce and Economic Growth Commission at (609) 292-2146.

4.4.1.9 SUBCONTRACTOR(S)

Reserved

4.4.2 SUBMITTALS

4.4.2.1 DISCLOSURE OF PRODUCT COMPOSITION

The bidder must furnish material safety data sheets (MSDS) or manufacturers' equivalent information sheets on the products and/or chemicals used in performing the services specified in this RFP with the bidder's bid proposal. These sheets must list complete chemical ingredients including the percentage composition of each ingredient in the mixture down to 0.1%, and the chemical abstract services numbers for those substances listing any potentially hazardous products, which may produce gas during or following application. Failure to supply this information will result in rejection of the bid proposal for that particular product(s).

4.4.2.2 BIDDER 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/06x36007.shtml>.

4.4.2.3 REFERENCE DATA SHEETS - SATISFACTORY CUSTOMER SERVICE

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/06x36007.shtml>.

4.4.2.4 MANDATORY CONTRACTOR DATA SHEET - TERMINATED CONTRACTS

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/06x36007.shtml>.

4.4.2.5 SAMPLES/SAMPLE TESTING

Products offered must be in accordance with this RFP. Bid samples **for category 1 (pricing lines 00001 – 00060)** for evaluation and testing purposes must be made available at no charge and delivered to **the New Jersey Department of the Treasury**, at the bidder's expense. Bidders must, within 10 working days following a request from the State, submit bid samples to the **New Jersey Department of the Treasury**. Bid samples will not be returned. The Purchase Bureau will conduct laboratory tests to assure that the bid samples submitted **for Category 1** conform to this RFP. The State reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP. The testing results of the State are final.

4.4.2.6 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 certified financial statements to 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.

A bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. Bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with the Bid Proposal.

The State reserves the right to make the determination to accept the assertion and shall so advise the bidder.

4.4.3 COST PROPOSAL

The bidder must submit its pricing using 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.

4.4.4 METHOD OF BIDDING

The bidder has the option of bidding on one or both of the two (2) categories listed in this RFP. The price sheet will show all chemicals specified in Section 3.1 of various container sizes and will be priced by the specified unit amount (i.e. gallon, drum, lbs.). The price sheet will also include site specific locations that will require the bidder to include a monthly charge for service visits as indicated in Section 3.2 of this RFP.

CATEGORY 1 – CHEMICALS ONLY (Line Items 00001 – 00060)

- Chemical items should be priced by the unit specified on the price sheet of this RFP – (i.e. if a price per drum is requested, do not price by the gallon and vice-versa). Failure to comply will be cause for rejection of the bid proposal for that item only.
- Bidders are required to fill out the table found on page 13, Section 3.1, of this RFP. Multiple copies of this table will be allowed if more than one brand is being offered for that item, meeting the detailed specification, or if the chemical product is readily available in more than one container size.
- The bidder is to provide in the space made available on the price sheet, the names of the Manufacturers and Brands being offered on Price lines 00001 – 00060. Failure to do so will result in rejection of that price line item.

CATEGORY 2 – CHEMICALS & MAINTENANCE SERVICE (Line Items 00061 – 00136)

- Bidders are required to submit a monthly price for each location selected on the attached price sheets. The price will include providing all site specific services and responsibilities as outlined in Section 3.2 of this RFP.
- Contractors awarded any location(s) must provide 24 hour emergency service. The cost of such services will be paid based on the bid price submitted for Price line item 00136.
 1. Emergency service will be billed at an hourly rate which will start once the contractor arrives at the requesting facility.
 2. Contractor is to confirm both arrival and departure times with Chief Operating Engineer of the facility or designated personnel. The field service report furnished by the contractor will reflect these times in order to avoid billing discrepancies.
 3. Contractor is to respond to emergency service call within two (2) hours of having the call placed by the facility.
- Alterations to the price sheet will not be accepted and will result in rejection for that price line that has been altered.

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 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and Conditions and the NJ Standard Terms and Conditions, 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 STATE CONTRACT MANAGER

Reserved

5.3 BUSINESS REGISTRATION

The following shall supplement the Section 1.1, NJ Standard Terms and Conditions pertaining to Business Registration set forth in the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>.

"Affiliate" means any entity that (1) directly, indirectly, or constructively controls another entity, (2) is directly, indirectly, or constructively controlled by another entity, or (3) is subject to the control of a common entity. An entity controls another entity if it owns, directly or individually, more than 50% of the ownership in that entity.

"Business organization" means an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof;

"Business registration" means a business registration certificate issued by the Department of the Treasury or such other form or verification that a contractor or subcontractor is registered with the Department of Treasury;

"Contractor" means a business organization that seeks to enter, or has entered into, a contract to provide goods or services with a contracting agency;

"Contracting agency" means the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, or any independent State authority, commission, instrumentality or agency, or any State college or university, any county college, or any local unit; with respect to this Contract, the contracting agency shall mean the Division;

"Subcontractor" means any business organization that is not a contractor that knowingly provides goods or performs services for a contractor or another subcontractor in the fulfillment of a contract.

A bidder shall submit a copy of its business registration at the time of submission of its bid proposal in response to this RFP.

A subcontractor shall provide a copy of its business registration to any contractor who shall forward it to the contracting agency. No contract with a subcontractor shall be entered into by any contractor unless the subcontractor first provides proof of valid business registrations.

The contractor shall provide written notice to all subcontractors that they are required to submit a copy of their business registration to the contractor. The contractor shall maintain a list of the names of any subcontractors and their current addresses, updated as necessary during the course of the contract performance. The contractor shall submit to the contracting agency a copy of the list of subcontractors, updated as necessary during the course of performance of the contract. The contractor shall submit a complete and accurate list of the subcontractors to the contracting agency before a request for final payment is made to the using agency.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered into the State.

This paragraph shall apply to all contracts awarded on and after September 1, 2004

5.4 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **two (2)**. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.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.**

5.5 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.

5.6 AVAILABILITY OF FUNDS

The State's obligation to pay the contractor is contingent upon the availability of appropriated funds from which payment for contract purposes is made. No legal liability on the part of the State for payment of any money shall arise unless funds are made available each fiscal year to the Using Agency by the Legislature.

5.7 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall only be valid when they have been reduced to writing and signed by the contractor and the Director.

5.8 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, located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.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 an 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

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.

5.9 PROCEDURAL REQUIREMENTS AND AMENDMENTS

5.9.1 The contractor shall comply with procedural instructions that may be issued from time to time by the Director.

5.9.2 During the period of the contract, no contractual changes are permitted, unless approved in writing by the Director.

5.9.3 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.

5.10 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 Agency [Agencies] reveals [reveal] 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 in the termination of the contract or in the award of any 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.

5.11 DISCLOSURE OF PRODUCT COMPOSITION

The contractor must furnish MSDS or manufacturer's equivalent information sheets on the products and/or chemicals used in performing the services specified in the contract to the Using Agency. These sheets must list complete chemical ingredients including the percentage composition of each ingredient in the mixture down to 0.1%, and the chemical abstract services numbers for those substances listing any potentially hazardous products, which may produce gas during or following application.

5.12 REMEDIES FOR NON-PERFORMANCE

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. In this event, the Director may 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.

5.13 MANUFACTURING/PACKAGING REQUIREMENTS

5.13.1 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.13.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with good commercial practice.

5.13.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to insure 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.

5.14 PERFORMANCE BOND

Reserved

5.17 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.

5.16 CONTRACTOR RESPONSIBILITIES

The contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the contractor.

The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the contractor's performance of this contract.

5.17 SUBSTITUTION OR ADDITION OF SUBCONTRACTOR(S)

Reserved

5.18 FORM OF COMPENSATION AND PAYMENT

This Section supplements Section 4.5 of the New Jersey Standard Terms and Conditions located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06x36007.shtml>. The contractor must submit official State invoice forms to the Using Agency with supporting documentation evidencing that work for which payment is sought has been satisfactorily completed. Invoices must reference the tasks or subtasks detailed in the Scope of Work section of the RFP and must be in strict accordance with the firm, fixed prices submitted for each task or subtask on the RFP pricing sheets. When applicable, invoices should reference the appropriate RFP price sheet line number from the contractor's bid proposal. All invoices must be approved by the State Contract Manager before payment will be authorized.

In addition, primary contractors must provide, on a monthly and cumulative basis, a breakdown in accordance with the budget submitted, of all monies paid to any small business subcontractor(s). This breakdown shall be sent to the Purchase Bureau Business Unit, Set-Aside Coordinator.

Invoices must also be submitted for any special projects, additional work or other items properly authorized and satisfactorily completed under the contract. Invoices shall be submitted according to the payment schedule agreed upon when the work was authorized and approved. Payment can only be made for work when it has received all required written approvals and has been satisfactorily completed.

5.18.1 PAYMENT TO CONTRACTOR - OPTIONAL METHOD

The State of New Jersey now offers State contractors the opportunity to be paid through the MasterCard procurement card (p-card). A contractor's acceptance and a State agency's use of the p-card, however, is optional.

P-card transactions do not require the submission of either a contractor invoice or a State payment voucher. Purchasing transactions using the p-card will usually result in payment to a contractor in three days.

A contractor should take note that there will be a transaction-processing fee for each p-card transaction. To participate, a contractor must be capable of accepting the MasterCard. Additional information can be obtained from banks or merchant service companies.

5.19 REQUIREMENTS OF EXECUTIVE ORDER 134

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 was signed on September 22, 2004 ("EO 134"). Pursuant to the requirements of EO 134, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

5.19.1 DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

a) Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

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. It also 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 26 U.S.C.A. 527 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.

5.19.2 BREACH OF TERMS OF EXECUTIVE ORDER 134

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 this Order, (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 or 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 EO 134; (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 EO 134; 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 EO 134.

5.19.3 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 Executive Order 134 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.

5.19.4 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.

6.0 PROPOSAL EVALUATION/CONTRACT AWARD

6.1 CONTRACT EVALUATION

For a product bid that has been determined to be in compliance with this RFP, the contract shall be awarded on the basis of the following criteria, not necessarily listed in the 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, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal to the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a 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 Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee 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 reserves the right, pursuant to N.J.S.A. 52:34-12(f), to negotiate: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder. In addition, the State reserves the right to seek a Best and Final Offer (BAFO) from one or more bidders. 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.

The Evaluation Committee will conduct an initial review and determine whether and with which bidder(s) it will negotiate, and will communicate its request to each such bidder. In response, the bidder will submit any required revisions to its proposal.

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, confirming 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.

6.5 CONTRACT AWARD

- a) Category 1: Line item award will be made for each chemical listed in each region
- b) Category 2: Line item awards will be made to the bidder submitting the lowest monthly price for each location. Line item 00136 which pertains to 24 hour emergency service will be awarded to each successful bidder for the location(s) awarded.

Contract awards shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is 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 so to do.