



# Request for Proposal 08-X-39393

## For: Uninterruptible Power Supplies for Dynamic Message Signs – DOT (REBID)

Event	Date	Time
<b>Bidder's Electronic Question Due Date</b> (Refer to <a href="#">RFP Section 1.3.1</a> for more information.)	4/5/07	5:00 PM
<b>Mandatory Pre-bid Conference</b>	N/A	N/A
<b>Mandatory Site Visit</b>	N/A	N/A
<b>Bid Submission Due Date</b> (Refer to <a href="#">RFP Section 1.3.2</a> for more information.)	4/20/07	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

<b>Small Business Set-Aside</b> (Refer to <a href="#">RFP Section 4.4.2.2</a> for more information.)	<b>Status</b> <input checked="" type="checkbox"/> Not Applicable	<b>Category</b> <input type="checkbox"/> I
	<input type="checkbox"/> Entire Contract	<input type="checkbox"/> II
	<input type="checkbox"/> Partial Contract	<input type="checkbox"/> III
	<input type="checkbox"/> Subcontracting Only	

RFP Issued By

State of New Jersey  
Department of the Treasury  
Division of Purchase and Property  
Trenton, New Jersey 08625-0230

Using Agency

State of New Jersey  
Department of Transportation

Date: February 27, 2007

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## **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 the Department of Transportation. The purpose of this RFP is to solicit bid proposals for uninterruptible power supplies for the DMS Signs.

The intent of this RFP is to award contracts to those responsible bidders whose bid proposals, conforming to this RFP are most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The NJ Standard Terms and Conditions version 05 09 06 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

### **1.2 BACKGROUND**

This is a new term contract. The equipment requested in this RFP will be used for maintenance of approximately 60 Dynamic Message Signs that are owned, operated, and maintained by the New Jersey Department of Transportation. Currently, the NJDOT is experiencing equipment failures and needs to replace multiple units at each sign location. The signs are manufactured by Daktronics, Vultron, Amsig, and Addco.

### **1.3 KEY EVENTS**

#### **1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD**

The Purchase Bureau will accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

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

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau website after the cut-off date (see Section 1.4.1. of this RFP for further information.)

#### **1.3.2 SUBMISSION OF BID PROPOSAL**

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL**

**BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:**

BID RECEIVING ROOM - 9TH FLOOR  
PURCHASE BUREAU  
DIVISION OF PURCHASE AND PROPERTY  
DEPARTMENT OF THE TREASURY  
33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NJ 08625-0230

Directions to the Purchase Bureau can be found at the following web address:  
<http://www.state.nj.us/treasury/purchase/directions.htm>.

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

**1.4 ADDITIONAL INFORMATION**

**1.4.1 ADDENDA: REVISIONS TO THIS RFP**

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML.

There are no designated dates for release of addenda. Therefore interested bidders should check the Purchase Bureau "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

**1.4.2 BIDDER RESPONSIBILITY**

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

**1.4.3 COST LIABILITY**

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

**1.4.4 CONTENTS OF BID PROPOSAL**

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. If the State

proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.**

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the State or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

#### **1.4.5 PRICE ALTERATION**

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

#### **1.4.6 BID ERRORS**

In accordance with N.J.A.C. 17:12-1.22, "Bid Errors," a bidder may withdraw its bid as follows:

A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made, in writing, to the Supervisor of the Business Unit. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place specified.

If, after bid opening but before contract award, a bidder discovers an error in its proposal, the bidder may make written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. Some of the factors that may be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal. Note: a PB-36 complaint form may be filed and forwarded to the Division's Contract Compliance and Administration Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's vendor performance file for evaluation of future bids submitted.

All bid withdrawal requests must include the bid identification number and the final bid opening date and sent to the following address:

Department of the Treasury  
Purchase Bureau, PO Box 230  
33 West State Street – 9<sup>th</sup> Floor  
Trenton, New Jersey 08625-0230

Attention: Supervisor, Business Unit

If during a bid evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the vendor fails to respond, its bid shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director may seek clarification from the bidder to ascertain the true intent of the bid.

#### 1.4.7 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

## 2.0 DEFINITIONS

### 2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

**Addendum** - Written clarification or revision to this RFP issued by the Purchase Bureau.

**Amendment** - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the Director, Division of Purchase and Property or his/her designee.

**Bidder** – A vendor submitting a bid proposal in response to this RFP.

**Contract** - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

**Contractor** - The contractor is the bidder awarded a contract.

**Director** - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

**Division** - The Division of Purchase and Property.

**Joint Venture** – A business undertaking by two or more entities to share risk and responsibility for a specific project.

**May** - Denotes that which is permissible, but not mandatory.

**Request for Proposal (RFP)** - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

**Shall or Must** - Denotes that which is a mandatory requirement.

**Should** - Denotes that which is recommended, but not mandatory.

**State** - State of New Jersey

**Using Agency[ies]**- The entity[ies] for which the Division has issued this RFP.

### **3.0 COMMODITY DESCRIPTION/SCOPE OF WORK**

#### **TECHNICAL SPECIFICATIONS**

##### **3.1 CATEGORIES**

The following categories of Power Supplies are covered under this RFP:

<b>Section</b>	<b>Category</b>	<b>Item #</b>
<b>3.3.1</b>	Power Supply Type A - 15 Volt Full Performance Power Supplies for DMS Walk-In Daktronics sign	00001
<b>3.3.2</b>	Power Supply Type B – 15 Volt Minimum Power Supplies for DMS Walk-In Daktronics sign	00002
<b>3.3.3</b>	Power Supply Type C – 15 Volt Power Supplies for DMS FA Daktronics sign	00003
<b>3.3.4</b>	Power Supply Type D – 12 Volt Power Supplies for DMS Vultron sign	00004
<b>3.3.5</b>	Power Supply Type E – 5 Volt Power Supplies for DMS Vultron sign	00005
<b>3.3.6</b>	Power Supply Type F – UPS Power Supplies for Controllers and Modems For Addco Signs	00006

##### **3.2 GENERAL REQUIREMENTS**

All material must meet every requirement of the RFP specifications and any other specifications and/or sketches and/or drawings and/or manufacturer part numbers which are referred to in this RFP. Exceptions will not be permitted.

Existing conditions: The power supplies will be used for replacing the existing power supplies under general maintenance of existing DMS signs by New Jersey Department of Transportation.

The existing sign controllers are capable of providing the status of each power supply to the central controller or portable data input/retrieval unit when the sign controller is polled by the central controller or portable data input unit. The proposed power supplies shall be capable of continuous monitoring by the existing sign controllers.

For price line items that must meet the requirements/specification of a particular manufacturers model number, the state alone shall decide if the item submitted is an approved equal.

##### **3.3 TECHNICAL SPECIFICATIONS**

In addition to meeting the drawings, sketches and specifications referenced in this RFP, the following additional requirements for items as noted must be met.



The power supplies shall be suitable for installation inside the existing roadway Dynamic Message Signs (DMSs) Type and Manufacturer as mentioned under each Category. Plans and catalogues of DMS signs can be viewed by the vendors prior to submitting the bids by contacting the New Jersey Department of Transportation, Mr. William Ducsak at (609) 530-2549.

The bidders must submit certifications stating that the proposed power supplies are suitable for installation inside the existing DMS sign if and as mentioned under each category for replacing the existing power supplies.

All jumper control and power cables required and necessary for successful operation of new power supplies shall be included with each power supply delivered.

The proposed power supplies shall be suitable for attaching to the existing mounting brackets otherwise new mounting brackets shall be included with each power supply unit delivered. Details of new mounting brackets shall be submitted with the bid package to state for approval.

The proposed power supplies shall not hinder any future installation of power supply replacements.

The components utilized in the Power Supplies shall be UL listed. Copies of UL product cards must be supplied to document the listing with its bid proposal.

In general, the power supplies shall be suitable for continuous operation at -10 to +65°C at 90% RH (Non condensing) and storage at -20 to +75°C at 90%RH (Non condensing). The power supplies shall be UL listed for operation inside sign or controller enclosure outdoor installation. The power supplies must be vibration tested in accordance with NEMA standards for installation inside sign enclosure mounted on overhead or cantilever sign structures along roadways and bridges. The vibration testing results must be included in the bid package.

Power supplies shall be certified by sign manufacturer or by a state Agency in northeast region of United States with climate conditions similar to State of New Jersey. The bidder shall submit certification with its bid proposal.

The bidder shall create and provide check list and technical data sheets of proposed power supplies and other accessories documenting the compliance to technical and performance requirements of the power supplies as specified in this section for agency's review.

All certifications check lists, technical data sheets, diagnostic features, UL listings, and testing results must be included with the bidder's bid submission.

### **3.3.1 POWER SUPPLY TYPE A – 15 VOLT FULL PERFORMANCE POWER SUPPLIES FOR DMS WALK-IN DAKTRONICS SIGN**

Power supply Type A – 15 volt full performance power supplies for DMS walk-in Daktronics sign shall be Model VS1-D4-00-564 as manufactured by ASTEC or approved equivalent and shall conform to the following requirements:

Full performance power supplies shall report power supplies failures to Daktronics sign controller and to traffic operations centers for central monitoring. Vendors shall submit documented testing of power supplies for a period of six months by Daktronics, or a state or transportation agency in the northeast region with climate, environmental, and roadway conditions similar to State of New Jersey. The testing period shall include summer months.

The power supplies shall have the following characteristics:

### INPUT

Fuse Rating:	600 V/25 A (internal) 1 Ø 250 V/ 20A (internal) 3 Ø
Input Voltage:	85 to 264 volts AC 1 Ø 185 to 264 volts AC 3 Ø
Frequency:	47 to 440 Hz
Inrush Current:	40 A peak max.
Efficiency:	75%-82%
Power factor:	0.99 typical
Turn-on time:	AC/ 1 sec; Inhibit / 100 ms max.
EMI filter:	CISPR 22, EN55022 Level B conducted/radiated
Leakage Current:	2 mA max. at 240 VAC
Holder Storage:	20 ms min. / 40 ms typical independent of VAC
AC-OK warning time:	>5 ms (power fail)

### OUTPUT

Power	1200 watt
Voltage	15 V DC
Adjustment Rate:	±10% minimum
Margining:	±4-6% nominal
Line/load reg	0.2% or 5mV max.
Ripple	RMS: 0.1% or 10mV. P-P: 1.0% or 50 mV Bandwidth limited to 20 MHz
Dynamic Response:	2% or 100 mV with 25% load step (any input)
Recovery time:	To within 1% in <300 µsec
Over voltage Protection:	110% to 120%; recycle AC
Overload Protection:	Main: 105% to 120% of rated current Auxiliaries: 105% to 140%
Short circuit Protection:	Protected for continuous short circuit, recovery automatic
Reverse voltage: Protection	100 % of rated output current
Thermal Protection	Each module thermally protected. Input module: auto recovery. Output modules; recycle AC
Remote Sense:	Up to 0.5 V-total drop
Single wire parallel	Current share to 2% of total rated current
Switching Frequency:	400 KHz
DC OK	-2% to -6% of nominal
Output/ output isolation:	>1 Megohm
Chassis Size:	5" H x 5" W x 11" L (127x127x280 mm)

### ENVIRONMENT

Operating Temperature:-	10°C to 50°C (output derates linearly to 60% at 70°C) 40°C max. for reverse air
Shock/Vibration:	Mil-Hdbk 810E
Humidity:	95% non-condensing
Storage Temperature:	-55 °C to +85 °C
Temperature Coefficient:	0.02% per °C
Cooling:	Internal DC fan

## **SAFETY**

UL  
VDE

Power supplies shall be suitable for installation inside the existing DMS Walk-In Type signs manufactured by Daktronics, Inc. The power supplies must be environmental hardened for summer environmental conditions similar to New Jersey. The power supplies shall report drop in the DC output to sign controller and central monitoring center. The power supplies shall be configurable with Daktronics 3000 sign controller reporting output voltage to central location through the controller. The vendor must submit testing reports and certifications from Daktronics, Inc. or a State Agency for verification of specification compliance. All required mounting brackets and jumper cables shall be provided with delivery of each power supply.

### **3.3.2 POWER SUPPLY TYPE B – 15 VOLT MINIMUM POWER SUPPLIES FOR DMS WALK-IN DAKTRONICS SIGN**

Power supply Type B – 15 volt minimum power supplies for DMS walk-in Daktronics sign shall be Model SPM5C6C6LYG as manufactured by Power One or approved equivalent and shall conform to the following requirements:

The power supplies shall have the following characteristics:

Input Voltage:	Low range-90 to 132 volts, or High Range – 175 to 264 volts (selectable)
Input Voltage Phase:	Single for each module (three input modules)
Input Voltage Selection:	Manual
Output:	90 amps at 15 volt DC
Number of Module Slots:	5
Chassis Size:	5" H x 8" W x 11" L (127x202x280 mm)

Power supplies shall be suitable for installing inside the existing DMS Walk-In Type sign as manufactured by Daktronics, Inc.

### **3.3.3 POWER SUPPLY TYPE C – 15 VOLT POWER SUPPLIES FOR DMS FA DAKTRONICS SIGN**

Power supply Type C – 15 volt power supplies for DMS FA Daktronics sign shall be Model PAA300F-15 as manufactured by COSEL USA Inc. or approved equivalent and shall conform to the following requirements:

Input Voltage range:	AC 85 to 264 volts
Output Wattage:	330 watts
Output Voltage:	15 volt DC
Efficiency:	80 % typ
Chassis Size:	120x92x190 mm

### **3.3.4 POWER SUPPLY TYPE D – 12 VOLT POWER SUPPLIES FOR DMS VULTRON SIGN**

Power supply Type D – 12 volt power supplies for DMS Vultron sign shall be Model SP-500-12 as manufactured by RSI POWER or approved equivalent and shall conform to the following requirements:

Input Voltage:	88 to 264 volts
Output Wattage:	480 Watts

Output Voltage: 12 volt DC  
Efficiency: 84%  
Chassis Size: 185x120x93 mm (7.3"x 4.7"x 3.7")

### 3.3.5 POWER SUPPLY TYPE E – 5 VOLT POWER SUPPLIES FOR DMS VULTRON SIGN

Power supply Type E – 5 volt power supplies for DMS Vultron sign shall be Model S-60-5 as manufactured by RSI POWER or approved equivalent and shall conform to the following requirements:

Input Voltage: 88 to 264 volts  
Output Wattage: 60 Watts  
Output Voltage: 5 volt DC  
Efficiency: 74%  
Chassis Size: 159x97x38 mm

### 3.3.6 POWER SUPPLY TYPE F – UPS POWER SUPPLIES FOR CONTROLLERS AND MODEMS-ADDCO SIGNS

Power supply Type F – UPS power supplies for controllers and modems shall be Model BCPRO 1050 as manufactured by Tripp Lite or approved equivalent and shall conform to the following requirements:

Input: 120 V AC, 60 HZ, 760 watt, 6.7 Amp  
Output: 120 V AC, 60 HZ, 705 watt, 1050 VA  
Chassis Size: 11.75" x 7.25" x 7.25"  
Operating Temp.: 0 °C to 40 °C  
Back-up Range: Max load for 7 minutes and half load for 23 minutes

## 3.4 PRODUCT QUALITY

Wherever a brand name is used, it is meant to denote the minimum acceptable level of quality and performance. Any item supplied as an "approved equal" must be approved by the Purchase Bureau and the Department of Transportation.

## 3.5 PRODUCT INSPECTION

The State reserves the right to inspect the unit either at the contractor's facility or require that the unit be available for inspection at the agency delivery site. If, during inspection it becomes apparent that corrections or alterations have to be made to the unit to comply with bid specifications, the contractor shall make all corrections prior to delivery and at no additional expense to the state.

## 3.6 DELIVERY CONDITIONS

The contractor shall deliver all material to NJDOT within eight (8) weeks after the receipt of the purchase order.

The unit is to be completely assembled, serviced and ready for use/installation upon delivery to the agency. All parts, controls, materials or attachments, which are standard and/or necessary to form an efficient and complete working unit, as judged by the State, are to be furnished whether specifically mentioned herein or not.

The final inspection and acceptance of the unit will be at the using agency.

The contractor shall deliver the ordered item(s) to the agency between the hours of 8:00 a.m. and 11:30 a.m. on regularly scheduled agency workdays. Deliveries outside of these hours will not be accepted. The contractor must provide 24 hours notice (one work day) prior to delivery. (See shipping instructions, section 3.13 of the RFP).

### 3.7 MATERIAL PROTECTION

The contractor shall be required to protect all material so that it is delivered to the using agency in a first-class, undamaged condition. The state reserves the right to reject any material which is damaged or in an otherwise unacceptable condition. Any charges incurred due to unacceptable delivery will be the full responsibility of the contractor.

### 3.8 INSTALLATION

No installation of any kind is required for this procurement.

### 3.9 INSTRUCTION OF AGENCY PERSONNEL

Complete instructions on the usage and maintenance of each unit and a demonstration on the operation of the unit shall be given by the vendor at a NJDOT facility.

### 3.10 SERVICE/REPAIR MANUALS

Contractor is to furnish two (2) copies of all applicable parts, service and/or operator's manuals upon delivery of the equipment at no additional cost.

### 3.11 GUARANTEE

Manufacturer's standard warranty is to be for a minimum of two (2) years parts and labor from the time of delivery to and acceptance by the state. This guarantee shall apply to all equipment purchases. Bidder should enclose a copy of its standard warranty with its bid proposal. The warranty shall provide for replacement of the unit if the problem can not be fixed within one month of receiving complaint from the agency at no additional cost to the state or agency.

### 3.12 EQUIPMENT QUALITY

A. All items supplied must be new and of the latest design. It shall be of current manufacture, i.e., within the 12-month period preceding delivery. The model must be in current production. Discontinued models will not be accepted.

B. Each item delivered shall be completely assembled, tested, thoroughly serviced and ready for use when delivered to the using agency.

### 3.13 SHIPPING INSTRUCTIONS

DELIVERY - The contractor shall deliver all material within eight (8) weeks of the vendor's receipt of a purchase order from the Department of Transportation.

The following sites are the delivery points for all material, ordered by the NJDOT:

Deliveries will only be accepted from 8:00am to 11:30am. Each yard (location) must be notified 1 day in advance of a delivery. Failure to follow these instructions could result in non-acceptance of the shipment from the contractor.

SHIPPING ADDRESSES

Ship to:	
New Jersey Department of Transportation Traffic Operations North 670 River Drive Elmwood Park, NJ 07407 Attention: Mr. Tim Bourne Telephone: (201) 797-3676	New Jersey Department of Transportation Traffic Operations South 1 Executive Campus Route 70 West Cherry Hill, NJ 08002 Attention: Mr. Frank Prezioso Telephone (856) 486-6610

3.14 QUANTITIES

The estimates designated on the price lines are good faith estimate of what DOT may use within a two year period. However, the State does not guarantee any minimum or maximum order quantities for this RFP. It is understood by all parties that contract prices shall prevail for the actual quantities required and ordered by the Using Agency on an as needed basis, during the life of the contract.

3.15 WARRANTY REQUIREMENTS

Warranty requirements shall be in accordance with Sub Section 3.11 of the RFP. This warranty and/or guarantee shall accompany the item when delivered. The contractor shall deliver all material within eight (8) weeks of the vendor's receipt of a purchase order from the department of transportation.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its bid proposal.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. **State regulation mandates that late bid proposals are ineligible for consideration. THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.**

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit **three (3) full, complete and exact copies** of the original. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the

State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

#### **4.4 BID PROPOSAL CONTENT**

##### **4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL**

###### **4.4.1.1 SIGNATORY PAGE**

The bidder shall complete and submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>. The Signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

###### **4.4.1.2 OWNERSHIP DISCLOSURE FORM**

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.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/07x39393.shtml>.

##### **4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL**

###### **4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE**

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The bidder may go to [www.nj.gov/njbgs](http://www.nj.gov/njbgs) to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>

[IF THE PROCUREMENT IS A SET-ASIDE, INCLUDE THE FOLLOWING SET-ASIDE SECTION]

#### 4.4.2.2 SMALL BUSINESS SET-ASIDE CONTRACTS

Not applicable to this RFP.

#### 4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.

##### 4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. The requirement is a precondition to entering into a State contract. The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>.

##### 4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to complete the attached Affirmative Action Employee Information Report. However, if the bidder has already received a New Jersey Affirmative Action Certificate or has evidence that the bidder is operating under a federally approved or sanctioned affirmative action program, then the bidder is to submit either the New Jersey Affirmative Action Certificate or evidence of the federally approved affirmative action program. This requirement is a precondition to entering into a State contract. The Affirmative Action Form is located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>.

#### 4.4.4 SUBMITTALS

##### A. MANUFACTURER'S CATALOG/MODEL NUMBERS & CATALOG CUTS

For each item bid, the bidder shall provide the manufacturer's name and catalog cut or drawings. It is strongly suggested that all information requested be provided at the time of bid submission. If the bidder does not supply the information outlined in this paragraph, the bidder will have five (5) working days after written request from the state to supply any information required for the evaluation of the bid proposal. Failure to supply the above information within the above timeframe will result in the rejection of the bidder's bid proposal for the affected item. All applicable information is to be provided on each of the line items found on the pricing pages.

##### B. SUBMISSION OF LITERATURE

If the bidder is supplying alternate brands of material or equipment to that specified in the RFP it is strongly suggested that it submit complete specification literature with the bid proposal. If specification literature is not supplied, it must be provided within five (5) working days after written request from the state. Failure to provide complete specifications in this timeframe for any alternates proposed will make it impossible for the state to evaluate your bid and will result in bid rejection.



C. All certifications check lists, technical data sheets, diagnostic features, UL listings, and testing results should be included with the bidder's bid submission. If not supplied, it must be provided within five (5) working days after written request from the state. Failure to provide complete specifications in this timeframe for any alternates proposed will make it impossible for the state to evaluate your bid and will result in bid rejection.

#### **4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS**

The bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:  
<http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>.

#### **4.4.4.2 SAMPLES/SAMPLE TESTING**

Products offered must be in accordance with 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. Bid samples for each price line item shall be made available for evaluation and testing purposes at no charge and delivered to the Department of Transportation at the bidder's expense if requested by the State. Bidders must, within 10 working days following a request from the State, submit bid samples to the Department of Transportation, to the attention of Mr. William Ducsak (609-530-2549) for inspection and testing. Bid samples will be returned to the vendor. State will not be responsible for any damage occurring to the sample and vendor shall pay for shipping and handling expenses.

#### **4.4.5 FINANCIAL CAPABILITY OF THE BIDDER**

In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

If the information is not supplied with the bid proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

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

The State reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

#### **4.4.6 PRICING**

The bidder must submit its pricing using the format set forth in the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

#### **4.4.7 PRICE SHEET INSTRUCTIONS**

4.4.7.1 The bidder is to provide a fixed unit price for a period of two years.

4.4.7.2 The bidder is required to complete all information requested on the bid pricing. Failure to do so may result in the rejection of its bid proposal for that line item only.

## **5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

### **5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 05 09 06, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

### **5.2 CONTRACT TERM AND EXTENSION OPTION**

The term of the contract shall be for a period of **two years**. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP: <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.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.

### **5.3 CONTRACT TRANSITION**

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **120** days beyond the expiration date of the contract.

### **5.4 CONTRACT AMENDMENT**

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

### **5.5 CONTRACTOR'S WARRANTY**

- a) The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.
- b) The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The acceptance or payment for any of the services rendered under the Contract shall not be

construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

- c) The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the State or Agency, has or may have for latent defects or errors or other breaches of warranty or negligence.

## **5.6 ITEMS ORDERED AND DELIVERED**

The Using Agency is authorized to order and 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 reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

## **5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS**

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

## **5.8 MANUFACTURING/PACKAGING REQUIREMENTS**

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

5.8.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

5.8.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the contractor's expense.

## **5.9 CLAIMS**

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

## **5.10 PERFORMANCE BOND**

This section supplements Section 3.3b of the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>.

A performance bond is required. The amount of the performance bond is noted on the RFP signatory page located on the Advertised Solicitation, Current Bid Opportunities <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>. The performance bond must be posted within 30 days of the effective date of the contract award. The performance bond must remain in full force and effect for the term of the contract and any extension thereof.

## **5.11 CONTRACT ACTIVITY REPORT**

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 05 09 06, located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x39393.shtml>, contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal. This includes purchases made by all using agencies including the State and political sub-divisions thereof. This reporting requirement includes sales to State using agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education. The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information.

Contractors are strongly encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to report this mandated information will be a factor in future award decisions.

## **6.0 PROPOSAL EVALUATION**

### **6.1 CONTRACT EVALUATION**

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not listed in order of importance:

#### 6.1.1 Price

### 6.1.2 Experience of the bidder

6.1.3 The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

## **6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL**

Prior to contract award and with the exception of scheduling a review of submitted bids, 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 with the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

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

The purpose of such communication with the bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the State's discretion whether to require the bidder to give an oral presentation or require the bidder to submit written responses to questions regarding its bid proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

## **6.3 BID DISCREPANCIES**

In evaluating bids:

- Discrepancies between words and figures will be resolved in favor of words.
- Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.
- Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.
- Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.
- Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

## **7.0 CONTRACT AWARD**

### **7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD**

#### **7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)**

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 the "Legislation"), retroactive to October

15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

#### 7.1.1.1 DEFINITIONS

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

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. The definition of a business entity includes (i)all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii)any subsidiaries directly or indirectly controlled by the business entity; (iii)any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv)if a business entity is a natural person, that person's spouse or child, residing in the same household.

#### 7.1.1.2 BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to (i)make or solicit a contribution in violation of the Legislation, (ii)knowingly conceal or misrepresent a contribution given or received; (iii)make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv)make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v)engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi)fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii)engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii)directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

#### 7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure

form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee with the Notice of Intent to Award.

#### **7.1.1.4 STATE TREASURER REVIEW**

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

#### **7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271**

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

#### **7.2 FINAL CONTRACT AWARD**

One award shall be made per line item with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, is(are) most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

#### **7.3 INSURANCE CERTIFICATES**

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

### **8.0 CONTRACT ADMINISTRATION**

#### **8.1 CONTRACT MANAGER**



The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and email address.

#### 8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

#### 8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor can not resolve a dispute with contract users.