



Request for Proposal 09-X-20603

For: METALS: Steel & Aluminum, Various Statewide

| Event | Date | Time |
|--|----------|---------|
| Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.) | 11/6/08 | 5:00 PM |
| Mandatory Pre-bid Conference | N/A | |
| Mandatory Site Visit | N/A | |
| Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.) | 11/13/08 | 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.

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

RFP Issued By

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

Using Agencies

State of New Jersey
Cooperative Purchasing Members

October 22, 2008

Table of Contents

| | |
|---|----|
| 1.0 INFORMATION FOR BIDDERS..... | 4 |
| 1.1 PURPOSE AND INTENT | 4 |
| 1.2 BACKGROUND..... | 4 |
| 1.3 KEY EVENTS..... | 4 |
| 1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD..... | 4 |
| 1.3.2 SUBMISSION OF BID PROPOSAL | 4 |
| 1.4 ADDITIONAL INFORMATION..... | 5 |
| 1.4.1 ADDENDA: REVISIONS TO THIS RFP | 5 |
| 1.4.2 BIDDER RESPONSIBILITY..... | 5 |
| 1.4.3 COST LIABILITY | 5 |
| 1.4.4 CONTENTS OF BID PROPOSAL | 6 |
| 1.4.5 BID OPENING..... | 6 |
| 1.4.6 PRICE ALTERATION | 6 |
| 1.4.7 BID ERRORS..... | 6 |
| 1.4.8 JOINT VENTURE..... | 7 |
| 2.0 DEFINITIONS..... | 8 |
| 2.1 GENERAL DEFINITIONS..... | 8 |
| 2.2 CONTRACT SPECIFIC DEFINITIONS | 8 |
| 3.0 COMMODITY DESCRIPTION/SCOPE OF WORK..... | 9 |
| 3.1 SPECIFICATIONS..... | 9 |
| 3.1.1 HOT ROLLED STEEL ANGLE: PRICE LINE ITEM 00001 – 00022 | 9 |
| 3.1.2 HOT ROLLED STEEL CHANNEL: PRICE LINES 00024 – 00034 | 10 |
| 3.1.3 HOT ROLLED STEEL FLAT BARS: PRICE LINES 00035 – 00071 | 10 |
| 3.1.4 HOT ROLLED STEEL STRIPS: PRICE LINES 00072 – 00079..... | 10 |
| 3.1.5 HOT ROLLED STEEL SHEETS: PRICE LINE ITEMS 00080 - 00087 | 10 |
| 3.1.6 HOT ROLLED STEEL PLATE: PRICE LINES 00088 – 00095..... | 10 |
| 3.1.7 HOT ROLLED STEEL BEAMS (WF; S BEAM): PRICE LINES 00096 – 000102 | 10 |
| 3.1.8 STEEL TUBING AND PIPE: PRICE LINE ITEMS 00103 – 00112..... | 10 |
| 3.1.9 HOT ROLLED STEEL ROUND BARS: PRICE LINES 00113 – 00122 | 10 |
| 3.1.10 HOT ROLLED STEEL REINFORCING BAR: PRICE LINES 00123 – 00127 | 11 |
| 3.1.11 STEEL FABRICATION PARTS: PRICE LINES 00128 – 00130 | 11 |
| 3.1.12 HOT ROLLED STEEL MISCELLANEOUS; (EXPANDED METAL): PRICE LINES 00131 – 00136..... | 11 |
| 3.1.14 FABRICATED STEEL ANGLES (FOR DELIVERY TO ALBERT C. WAGNER YOUTH CORRECTIONAL FACILITY ONLY): PRICE LINE ITEMS 00143 - 00145..... | 11 |
| 3.2 COLD ROLLED STEEL SPECIFICATIONS..... | 13 |
| 3.2.1 COLD ROLLED STEEL ANGLE: PRICE LINES 00146 – 00147 | 13 |
| 3.2.2 COLD ROLLED STEEL FLAT / STRIP BARS: PRICE LINES 00148 - 00152 | 13 |
| 3.2.3 COLD ROLLED STEEL SHEETS: PRICE LINES 153-162 | 13 |
| 3.2.4 COLD ROLLED STEEL ROUND/SQUARE/HEX BARS: PRICE LINES 00163 – 00182..... | 13 |
| 3.3 STAINLESS STEEL SPECIFICATIONS | 13 |
| 3.3.1 STAINLESS STEEL STRUCTURAL ANGLE #304: PRICE LINES 00183 – 00185..... | 13 |
| 3.3.2 STAINLESS STEEL SHEET: PRICE LINES 00186 – 00189..... | 13 |
| 3.3.3 STAINLESS STEEL TUBING: PRICE LINES 00190 – 00192 | 13 |
| 3.3.4 STAINLESS STEEL ROUND / SQUARE: PRICE LINES 00193 – 00196 | 13 |
| 3.4 ALUMINUM SHAPE SPECIFICATIONS | 13 |
| 3.4.1 ALUMINUM ANGLE T6061: PRICE LINES 00197 – 00199 | 13 |
| 3.4.2 ALUMINUM FLAT BARS T6061: PRICE LINES 00200 - 00207 | 13 |
| 3.4.3 ALUMINUM SHEET/ TUBE/ PIPE: PRICE LINES 00208 – 00211 | 14 |
| 3.4.4 ALUMINUM ROUND SHAPES: PRICE LINES 00212 - 00219 | 14 |
| 3.4.5 ALUMINUM I-BEAM SHAPE: PRICE LINE 00220 | 14 |
| 3.4.6 ALUMINUM "Z" SHAPED BARS T6061 – T6: PRICE LINES 00221 – 00239..... | 14 |
| 3.4.7 EXTRUDED ALUMINUM (SIGN PANELS) PRICE LINE ITEM 00240 - 00241: | 14 |
| 3.5 QUARTERLY PRICE ADJUSTMENT FOR STEEL: PRICE LINE ITEM 00242..... | 14 |
| 3.6 QUARTERLY PRICE ADJUSTMENT FOR ALUMINUM: PRICE LINE ITEM 00243 | 14 |

| | |
|--|-----------|
| 3.7 DELIVERY LOCATIONS: | 14 |
| 3.8 ORDER QUANTITIES: | 15 |
| 3.9 DELIVERY HOURS: | 15 |
| 3.10 DELIVERY PENALTY: | 15 |
| 3.11 LOADING/PACKING: | 15 |
| 3.12 QUALITY ASSURANCE: | 16 |
| 3.13 PLACE OF MANUFACTURE: | 16 |
| 3.14 BIDDERS STATEMENT OF ORIGIN: | 16 |
| 3.15 ALTERNATE BIDS: | 16 |
| 3.16 PRICING AND PRICE ADJUSTMENTS: | 16 |
| 3.16.1 ORDERING AND INVOICING | 17 |
| 4.0 BID PROPOSAL PREPARATION AND SUBMISSION | 19 |
| 4.1 GENERAL | 19 |
| 4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION | 19 |
| 4.3 NUMBER OF BID PROPOSAL COPIES | 19 |
| 4.4 BID PROPOSAL CONTENT | 19 |
| 4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL | 19 |
| 4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL | 20 |
| 4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL | 20 |
| 4.4.4 SUBMITTALS | 21 |
| 4.4.5 FINANCIAL CAPABILITY OF THE BIDDER | 21 |
| 4.4.6 PRICING | 22 |
| 4.4.7 PRICING SHEET INSTRUCTIONS | 22 |
| 5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS | 23 |
| 5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS | 23 |
| 5.2 CONTRACT TERM AND EXTENSION OPTION | 23 |
| 5.3 CONTRACT TRANSITION | 23 |
| 5.4 CONTRACT AMENDMENT | 23 |
| 5.5 CONTRACTOR'S WARRANTY | 23 |
| 5.6 ITEMS ORDERED AND DELIVERED | 24 |
| 5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS | 24 |
| 5.8 MANUFACTURING/PACKAGING REQUIREMENTS | 24 |
| 5.9 CLAIMS | 24 |
| 5.10 CONTRACT ACTIVITY REPORT | 25 |
| 5.11 PUBLIC WORKS CONTRACT-ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT | 25 |
| 6.0 PROPOSAL EVALUATION | 27 |
| 6.1 EVALUATION CRITERIA | 27 |
| 6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL | 27 |
| 6.3 BID DISCREPANCIES | 27 |
| 6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO) | 28 |
| 7.0 CONTRACT AWARD | 29 |
| 7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD | 29 |
| 7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134) | 29 |
| 7.2 FINAL CONTRACT AWARD | 30 |
| 7.3 INSURANCE CERTIFICATES | 31 |
| 8.0 CONTRACT ADMINISTRATION | 32 |
| 8.1 CONTRACT MANAGER | 32 |
| 8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES | 32 |
| 8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER | 32 |

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 Statewide Using Agencies primarily the Department of Transportation and Department of Corrections. The purpose of this RFP is to solicit bid proposals for Metals: Steel & Aluminum, Various.

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

The NJ Standard Terms and Conditions version 07/27/07 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

This is a reprocurement of the Metals: Steel and Aluminum term contract, presently due to expire on **December 31, 2008**. Bidders who are interested in the current contract specifications and pricing information may review the current contract **T# 0220** at <http://www.state.nj.us/treasury/purchase/contracts.htm>.

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

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

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.

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

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

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

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

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

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

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

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

1.4.2 BIDDER RESPONSIBILITY

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

1.4.3 COST LIABILITY

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

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. Because the State proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

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

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

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

1.4.5 BID OPENING

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

1.4.6 PRICE ALTERATION

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

1.4.7 BID ERRORS

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

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

If, after bid opening but before contract award, a bidder discovers an error in its proposal, the bidder may make written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be

significantly prejudiced by granting the withdrawal of the proposal. Note: a PB-36 complaint form may be filed and forwarded to the Division's Contract Compliance and Audit Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's vendor performance file for evaluation of future bids submitted.

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

Department of the Treasury
Purchase Bureau, PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230
Attention: Supervisor, Business Unit

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

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

1.4.8 JOINT VENTURE

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

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

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

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

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

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

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

Contractor - The contractor is the bidder awarded a contract.

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

Division - The Division of Purchase and Property.

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

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

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

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

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

State - State of New Jersey

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

2.2 CONTRACT SPECIFIC DEFINITIONS

CWT – Hundred weight (cost per 100 lbs.)

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

3.1 SPECIFICATIONS

All materials requested in this RFP shall be in accordance with the specifications listed.
All Standard Mill Tolerances are acceptable except as noted.

| | |
|--|----------------------------------|
| HOT ROLLED STEEL ANGLES | PRICE LINES 00001 - 00022 |
| HOT ROLLED STEEL SLOTTED ANGLE | PRICE LINE 00023 |
| HOT ROLLED STEEL CHANNEL | PRICE LINES 00024 – 00034 |
| HOT ROLLED STEEL FLAT BARS | PRICE LINES 00035 – 00071 |
| HOT ROLLED STEEL STRIP | PRICE LINES 00072 – 00079 |
| HOT ROLLED STEEL SHEET / PLATE | PRICE LINES 00080 – 00095 |
| HOT ROLLED STEEL BEAMS (WF ; S) | PRICE LINES 00096 – 00102 |
| HOT ROLLED STEEL TUBING/ PIPE | PRICE LINES 00103 – 00112 |
| HOT ROLLED STEEL ROUNDS | PRICE LINES 00113 – 00122 |
| HOT ROLLED STEEL RE-BAR | PRICE LINES 00123 – 00127 |
| FABRICATED STEEL PARTS | PRICE LINES 00128 – 00130 |
| HOT ROLLED STEEL EXPANDED METAL | PRICE LINES 00131 – 00136 |
| STEEL PARTS FOR EAST JERSEY STATE PRISON ONLY | PRICE LINES 00137 - 00142 |
| STEEL ANGLE PARTS FOR ALBERT C WAGNER ONLY | PRICE LINES 00143 - 00145 |
| COLD ROLLED STEEL ANGLE | PRICE LINES 00146 – 00147 |
| COLD ROLLED STEEL FLAT / STRIP BARS | PRICE LINES 00148 – 00152 |
| COLD ROLLED STEEL SHEET | PRICE LINES 00153 – 00162 |
| COLD ROLLED ROUNDS/ SQUARES / HEX BARS | PRICE LINES 00163 – 00182 |
| STAINLESS STEEL ANGLE | PRICE LINES 00183 – 00185 |
| STAINLESS STEEL SHEET | PRICE LINES 00186 – 00189 |
| STAINLESS STEEL TUBING | PRICE LINES 00190 – 00191 |
| STAINLESS STEEL ROUNDS / SQUARE BARS | PRICE LINES 00192 – 00196 |
| ALUMINUM ANGLE | PRICE LINES 00197 – 00199 |
| ALUMINUM CHANNEL | PRICE LINE 00200 |
| ALUMINUM FLAT BAR | PRICE LINES 00201 – 00207 |
| ALUMINUM SHEET | PRICE LINE 00208 |
| ALUMINUM TUBING | PRICE LINES 00209 – 00211 |
| ALUMINUM ROUNDS | PRICE LINES 00212 – 00219 |
| ALUMINUM BEAM | PRICE LINE 00220 |
| ALUMINUM “Z” SHAPES | PRICE LINES 00221 – 00239 |
| ALUMINUM STREET SIGN BLANKS | PRICE LINES 00240 – 00241 |

3.1.1 HOT ROLLED STEEL ANGLE: PRICE LINE ITEM 00001 – 00022

Material shall be hot rolled steel angle iron, length as specified on price lines. Bid proposals submitted with random lengths will not be considered.

3.1.1.1 HOT ROLLED STEEL ANGLE L1 ¾ X 1 ¾ X 3/16 CUT TO LENGTH: PRICE LINE ITEMS 00010 - 00012

Material shall be hot rolled steel angle iron supplied in the lengths specified on the pricing lines. Bundle - cut to within tolerance of plus or minus 1/16". Each bundle to consist of 50 pieces of one size. It will be positioned on flat bed trailer; for side unloading by fork-lift by the Using Agency. Four-Hundred (400) /Eight (8) bundles per each size will be ordered per delivery.

3.1.1.2 PRICE LINE ITEM 00023

Slotted Steel angle as per attached drawing (Attachment E)

3.1.2 HOT ROLLED STEEL CHANNEL: PRICE LINES 00024 – 00034

All channel material as per specification listed on price lines must meet ASTM A36 grade or better. All shipments must include Mill Test Certification

3.1.3 HOT ROLLED STEEL FLAT BARS: PRICE LINES 00035 – 00071

Flat material as specified on price lines as ASTM A36 material except as noted. All shipments must include Mill Test Certification.

3.1.4 HOT ROLLED STEEL STRIPS: PRICE LINES 00072 – 00079

Material shall be hot rolled strip steel, commercial quality or M-1020 as stated on price lines, 15% maximum carbon. Bid proposals submitted with random lengths will not be considered.

3.1.4.1 PRICE LINE ITEM 00073:

Material shall be hot rolled strip steel, commercial quality, 15% maximum carbon, 20 foot lengths. Bid proposals submitted with random lengths will not be considered.

3.1.5 HOT ROLLED STEEL SHEETS: PRICE LINE ITEMS 00080 - 00087

Material shall be hot rolled pickled and oiled steel sheets commercial quality. Sheets must bend flat in any direction without cracking for forming operations.

3.1.6 HOT ROLLED STEEL PLATE: PRICE LINES 00088 – 00095

All material as per specifications listed on price lines.

3.1.7 HOT ROLLED STEEL BEAMS (WF; S BEAM): PRICE LINES 00096 – 000102

All material must meet ASTM A36 grade or better as per specifications listed on price lines. Mill Test Certification required with shipments

3.1.8 STEEL TUBING AND PIPE: PRICE LINE ITEMS 00103 – 00112

3.1.8.1 SQUARE TUBING: PRICE LINES 00103 - 00108

Material shall be square welded steel tubing, mechanical quality, hot rolled steel, 20 foot lengths. Bid proposals submitted with random lengths will not be considered.

3.1.9 HOT ROLLED STEEL ROUND BARS: PRICE LINES 00113 – 00122

Material as specified on price lines

3.1.10 HOT ROLLED STEEL REINFORCING BAR: PRICE LINES 00123 – 00127

3.1.10.1 SHEARED AND DEFORMED REBAR: PRICE LINES 000124 AND 00126

Rebar - sheared and deformed as per specifications listed on price lines.

3.1.11 STEEL FABRICATION PARTS: PRICE LINES 00128 – 00130

3.1.11.1 HOT ROLLED STEEL FORMED Z SHAPE ANGLE: PRICE LINE 00128

As per specifications listed on price line, supplied in 20 foot lengths.

3.1.11.2 STAINLESS STEEL STOOLS: PRICE LINE 00129

Individual specifications for the above referenced price line item is attached as a drawing (Attachments C-1 and C-2.)

3.1.11.3 CONTINUOUS HINGE: PRICE LINE 00130

Plain steel; 2" x .070 x 72" with .250 pin, 3/8" barrel diameter; 1" knuckles, no holes as per specifications on price line.

3.1.12 HOT ROLLED STEEL MISCELLANEOUS; (EXPANDED METAL): PRICE LINES 00131 – 00136

As per specification listed on price lines

3.1.13 STEEL FABRICATION PARTS (FOR DELIVERY TO EAST JERSEY STATE PRISON ONLY):
PRICE LINES 00137 – 00142

All material as specified on price lines for delivery to East Jersey State Prison only.

3.1.13.1 HOT ROLLED STEEL ANGLE L1 X 1 X 1/8 X 10' LONG: PRICE LINE 00137

3.1.13.2 HOT ROLLED STEEL ANGLE 1 3/4 X 1 3/4 X 3/16 X 30" LONG: PRICE LINE 00138

3.1.13.3 HOT ROLLED STEEL STRIP F 1/8 X 1 X 10' LONG: PRICE LINE 00139

3.1.13.4 HOT ROLLED STEEL STRIP F 3/16 X 1 1/2 X 10' LONG: PRICE LINE 00140

3.1.13.5 COLD ROLLED STEEL SHEET 18GA. X 48" X 96": PRICE LINE 00141

3.1.13.6 COLD ROLLED STEEL EXPANDED 1/2 # 13 FLATTENED 48" X 96": PRICE LINE 00142

3.1.14 FABRICATED STEEL ANGLES (FOR DELIVERY TO ALBERT C. WAGNER YOUTH
CORRECTIONAL FACILITY ONLY): PRICE LINE ITEMS 00143 - 00145

Individual specifications for the above referenced price line items are as follows and included as Attachment "B".

3.1.14.1 All posts shall be made of re-rolled rail steel – minimum 3/32" thickness (commercial tolerance allowed) conforming to ASTM A499-81 dated July 31, 1981 , grade 50.

3.1.14.2 Design: Posts shall have a side and front flange and shall conform to the requirements on the attached drawing. (Attachment B and B-1)

3.1.14.3 Finish: Posts shall be smooth, and free of burrs and sharp edges. Posts shall be prime coated and finish coated with beige paint in accordance with generally accepted industry standards for baked-on enamel.

3.2 COLD ROLLED STEEL SPECIFICATIONS

3.2.1 COLD ROLLED STEEL ANGLE: PRICE LINES 00146 – 00147

3.2.2 COLD ROLLED STEEL FLAT / STRIP BARS: PRICE LINES 00148 - 00152

3.2.2.1 COLD ROLLED STEEL FLAT STRIP 11GA. X 1 X 10' LONG: PRICE LINE ITEM #00152:

Material shall be cold rolled steel strip with #4 safety edge of commercial quality. Material should withstand a flat bend length wise and cross wise, must lay flat without warp or twists, and should not fracture during fabrication. To be supplied in 10' lengths. Bid proposals submitted with random lengths will not be considered

3.2.3 COLD ROLLED STEEL SHEETS: PRICE LINES 153-162

Material shall be cold rolled steel of commercial quality. Must conform to ASTM A-366. Material must be flat, free of imperfection, oiled, able to be bent flat upon itself without fracture and rolled to a maximum B-60 Rockwell hardness, dull satin finish, suitable for painting.

3.2.4 COLD ROLLED STEEL ROUND/SQUARE/HEX BARS: PRICE LINES 00163 – 00182

As per specifications listed on price lines

3.3 STAINLESS STEEL SPECIFICATIONS

3.3.1 STAINLESS STEEL STRUCTURAL ANGLE #304: PRICE LINES 00183 – 00185

3.3.2 STAINLESS STEEL SHEET: PRICE LINES 00186 – 00189

3.3.2.1 PRICE LINE ITEM 00187

Material shall be stainless steel type #304, commercial quality with No. 4VC (No. 4 vinyl coated).

3.3.3 STAINLESS STEEL TUBING: PRICE LINES 00190 – 00192

As per specifications listed on price lines

3.3.4 STAINLESS STEEL ROUND / SQUARE: PRICE LINES 00193 – 00196

As per specifications listed on price lines.

3.4 ALUMINUM SHAPE SPECIFICATIONS

3.4.1 ALUMINUM ANGLE T6061: PRICE LINES 00197 – 00199

3.4.2 ALUMINUM FLAT BARS T6061: PRICE LINES 00200 - 00207

As per specifications listed on price lines.

3.4.3 ALUMINUM SHEET/ TUBE/ PIPE: PRICE LINES 00208 – 00211

As per specifications listed on price lines.

3.4.4 ALUMINUM ROUND SHAPES: PRICE LINES 00212 - 00219

As per specifications listed on price lines

3.4.5 ALUMINUM I-BEAM SHAPE: PRICE LINE 00220

As per specifications listed on price line

3.4.6 ALUMINUM "Z" SHAPED BARS T6061 – T6: PRICE LINES 00221 – 00239

As per specifications listed on price lines.

3.4.7 EXTRUDED ALUMINUM (SIGN PANELS) PRICE LINE ITEM 00240 - 00241:

Material shall be extruded aluminum sections conforming to ASTM B221M, Alloy 6063-T6. The sign panels shall have a minimum section modulus of 0.605 cu. in. per foot of 2 in. thick panels. Each sign panel shall be 12 in. wide and 2 in. thick conforming to the attached section drawing. The contractor is to provide bolt hole slots 7/8 inches long by 7/16 inches wide through the flanges 12 inches on center. The center of the slot shall be located 7/8 inches from the exposed face. See sketch "D" for price line **#00240**

3.5 QUARTERLY PRICE ADJUSTMENT FOR STEEL: PRICE LINE ITEM 00242

This line item will be used to make adjustments to bid prices for price lines 00001 – 00128; 00131 – 00142 and 00146 – 00196. (price lines 00129; 00130; 00143 -00145 are priced per each and are not eligible for price adjustment) The steel price adjustment will be based on the current price of L2 x 2 x ¼ as listed in American Metal Market on a quarterly basis effective 4/1/09; 7/1/09 and 10/1/09; 1/2/10 and all subsequent quarterly dates including all extensions. Initial price will be established as the bid price. **Prices for steel line items will be adjusted either upwards or downwards as per the quarterly index.**

3.6 QUARTERLY PRICE ADJUSTMENT FOR ALUMINUM: PRICE LINE ITEM 00243

This line item will be used to make adjustments to bid prices for price lines 00197 - 00241 based on the current price of London Metal Exchange price **LME Aluminum Alloy Cash bid price cents/lb., second session** as listed in American Metal Market on a quarterly basis effective 4/1/09; 7/1/09 and 10/1/09; 1/2/10 and all subsequent quarterly dates including all extensions. Initial price will be established as the bid price. **Prices for aluminum line items will be adjusted either upwards or downwards as per the quarterly index.**

3.7 DELIVERY LOCATIONS:

A. Bureau of State Use Industries:

(1) Deptcor Metal Shop
c/o Albert C. Wagner Correctional Facility
Ward Avenue
Bordentown, NJ 08505

(2) Deptcor Metal Shop
c/o East Jersey State Prison
Woodbridge Ave.
Rahway, NJ 07065

B. Department of Transportation:

999 Parkway Ave.
Trenton, NJ 08625
Contact Mr. John Evans
(609) 530-2247 prior to delivery

3.8 ORDER QUANTITIES:

There are no minimum order quantities for the D.O.T. or the Bureau of State Use Industries locations, with the exception of price line items 00143 - 00145. However, every effort will be made to minimize delivery costs while accommodating deliveries to the respective sites.

3.9 DELIVERY HOURS:

Deliveries will be accepted from Monday through Friday, excluding all State holidays, from 8:00 am to 2:30 pm. No deliveries are acceptable after 2:30 pm or on weekends. Twenty four (24) hour advance notice is to be given prior to delivery.

NOTE: BIDDERS ARE ADVISED THAT DELIVERIES TO THE EAST JERSEY STATE PRISON AND THE ALBERT C. WAGNER YOUTH CORRECTIONAL FACILITY REQUIRE SPECIAL ATTENTION AS THEY ARE CONSIDERED TO BE SECURED INSTITUTIONS. VEHICLES ENTERING THE PREMISES ARE SUBJECT TO SEARCH AND MAY ONLY CONTAIN ITEMS FOR DEPTCOR DELIVERY. THEY SHOULD BE SCHEDULED FOR LAST DELIVERY OF LOAD OR FILLED ONLY WITH DEPTCOR ORDERED MATERIALS.

3.10 DELIVERY PENALTY:

In the event the ordered materials are not delivered within 15 days after receipt of order (A.R.O.), the Director of the Division of Purchase and Property shall authorize the agency to secure the total amount of the requested delivery from any available source, the difference in price to be paid directly by the defaulting contractor. In the event payment of such charges is not made within 20 days after notification, a claim will be made against the defaulting contractor.

3.11 LOADING/PACKING:

All items are to be neatly stacked, loaded separately and marked according to item, size and analysis. Each bundle is to be separated by wooden runners and positioned on trucks to be unloaded from either side by fork-lift truck. NO individual bundle shall exceed 3,000 lbs. An itemized, complete packing list must accompany all shipments along with required mill test certifications.. In addition, a pallet/skidding diagram is to accompany any order for sheet goods.

3.12 QUALITY ASSURANCE:

Contractor is required to protect all material and to deliver it to the location specified on the Purchase Order in an undamaged condition. All sheet stock shall meet commercial tolerances on size (thickness, length and width) and should be cut square. All deliveries shall be sampled with a micrometer gauge prior to unloading. If the delivery does not conform to the specifications or is in a damaged condition, the state reserves the right to reject the entire lot.

3.13 PLACE OF MANUFACTURE:

A. **All materials must be of domestic manufacture.** The term "domestic" is hereby defined as follows:

(1). Where the raw materials are obtained in the United States and where the amount of manufacturing outside this country does not exceed 50% of the total cost of the article and where the final manufacturing process is accomplished in the United States, the article shall then be considered domestic.

(2). Where, however, the final manufacturing process is accomplished outside this country, regardless of the percentage of work done within this country, the articles shall be deemed foreign.

(3). NJSA 52:32-L, requires that American manufactured goods and products to be used in State work. The State shall make provision in the specifications for all contracts for State work and for work for which the State pays any part of the cost, that only such manufactured and farm products of the United States, whenever available, be used in such work.

3.14 BIDDERS STATEMENT OF ORIGIN:

Bidders **must complete** and have notarized **Attachment "A" (Statement of Origin)** to be considered for an award. Failure to complete Attachment "A": may result in the rejection of your bid proposal.

3.15 ALTERNATE BIDS:

Any exceptions taken to the terms, conditions, requirements, and specifications are to be fully outlined in a cover letter attached to the bid proposal. Otherwise, bidders are assumed to be bidding and will supply items exactly as specified herein.

3.16 PRICING AND PRICE ADJUSTMENTS:

Prices lines **00001 – 00128; 00131 – 00142 and 00146 – 00196** shall have an economic adjustable pricing schedule based on the American Metal Market Steel base price for L2 x 2 x ¼ angle. As a reference, the current price for L2 x 2 x ¼ is \$24.70/cwt. as of 6/27/05. Pricing will be adjusted quarterly **either up or down depending** on the base price of L2 x 2 x ¼ angle as published in American Metal Market. Price adjustment to bid prices will be established the first Monday of each quarter for invoicing purposes only as near as possible to the following dates April 1, July 1, October 1 and Jan 1. All purchase orders placed in a quarter (e.g. April 1 thru June 30) will be priced at that quarterly adjusted price, even though delivery may be completed in the next calendar quarter. The date listed on the Using Agencies purchase order will be used as the basis to price the cost of items ordered in conjunction **with** the quarterly price adjustment reflected on **price line 00242 for steel and price line 00243** for aluminum items. The price

adjustment will be updated and posted quarterly to the State of New Jersey Treasury website as an amendment to the Notice of Award.

The website address is as follows:

<http://www.state.nj.us/treasury/purchase/noa/contracts/t0220.shtml>

An example of the new price policy will be if the price of L2 x 2 x ¼ steel angle is \$52.20/cwt on April 1 (or the first Monday of the Quarter) as shown in American Metal Market is \$53.75, all prices will be adjusted for steel items Line items 00001 - 00196 across the board for all items by a \$1.55/cwt. increase.

| | |
|---|-------------|
| Bid price item 00002 L1 x 1 x 1/8 x 20' angle | \$57.25/cwt |
| Base price of L2 x 2 x ¼ angle | 52.20/cwt |
| April 1, new base price L2 x 2 x ¼ angle | 53.75/cwt |
| Quarterly adjustment | + 1.55/cwt |

Therefore, the new quarterly price for the period April 1–June 30 for L1 x 1 x 1/8 x 20' angle would = \$58.80/cwt

Bidders are requested to quote prices on all items as FOB destination to the three specific delivery locations stated in this RFP. Besides these three locations, bidder(s) will also be required to deliver material F.O.B. destination to any location identified on Purchases Orders issued by all other State Agencies and Cooperative Purchasing Partners based on the above pricing formula.

3.16.1 ORDERING AND INVOICING

3.16.1.1 Orders placed by Using Agencies for price lines 00001 – 00128; 00131 – 00142 and 00146 – 00241 will be priced based on the line item bid price, combined with the quarterly adjustment price shown on price line 00242 and/or price line 00243 to obtain the adjusted quarterly price per line item. The adjusted quarterly price is the price that should appear as the unit cost on the Purchase Order. The date listed on the Using Agency purchase order along with the quarterly adjusted price will be the basis for each price line. For example Purchase Orders placed on May 10 will be priced at April 1 quarterly pricing and invoiced as per the price policy example shown above in Section 3.11.

The price adjustment for price lines **00242 and 00243** will be posted to the State Treasury website as an amendment to the Notice of Award the first Monday of the start of each quarter. The website address is <http://www.state.nj.us/treasury/purchase/noa/contracts/t0220.shtml>

The calendar quarter is defined for ordering purposes only and not for price adjustment as:

| | | |
|-----------|------|--------------|
| January 1 | thru | March 31 |
| April 1 | thru | June 30 |
| July 1 | thru | September 30 |
| October 1 | thru | December 31 |

3.16.1.2 Invoices must reflect the bid price combined with the quarterly price adjustment for each line item ordered. All orders placed within a calendar quarter must be invoiced and will be paid at the price for the corresponding quarterly adjusted price; the agency purchase order date will be the basis for the quarterly price even if delivery is completed in the next calendar quarter.

In the event there is a delay in delivery of an item beyond the fifteen (15) days ARO, that item will remain priced at the price established at the time of order. Orders may be cancelled by the purchasing agencies if delivery is not made within the fifteen (15) days ARO.

Line item# 00242 of the Pricing Sheet will be used to incorporate price adjustments to the awarded bid prices for ordering and invoicing of **prices lines 00001 – 00128; 00131 – 00142 and 00146 – 00196** based on the reflected changes to the established base of L2 x 2 x ¼ steel angle price published in American Metal Market. The Purchase Bureau will update this line the first Monday of each calendar quarter as referenced above. The adjustment price line 00243 will be used in combination with the bid price lines **00001 – 00128; 00131 – 00142 and 00146 – 00196** to calculate the purchase price of each line item.

Line item # 00243 of the Pricing Sheet will be used to incorporate price adjustments to the awarded bid prices for ordering and invoicing of **prices lines 00197 - 00241** based on the reflected changes to the established base of the- **LME Aluminum Alloy Cash bid price cents/lb., second session** as listed in the American Metal Market. The Purchase Bureau will update this line the first Monday of each calendar quarter as referenced above with a quarterly price adjustment similar to the economic price adjustment listed in Section 3.11. The adjustment price line 00243 will be used in combination with the bid price lines **00197 – 00241** to calculate the purchase price of each line item.

Both quarterly price adjustments for determining the current prices applicable for orders placed against Price line items 00001 – 00128; 00131 – 00142 and 00146 – 00196 for Steel and Price lines 00197 – 00241 for Aluminum of this RFP will be posted by the Purchase Bureau on the State of New Jersey Treasury website with an amendment to the Notice of Award of Contracts. The Treasury website address is as follows:
<http://www.state.nj.us/treasury/purchase/noa/contracts/t0220.shtml>

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

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

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid's content changes as the referenced web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. **State regulation mandates that late bid proposals are ineligible for consideration. THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.**

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit **two (2) full, complete and exact copies** of the original. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

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/09x20603.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/09x20603.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/09x20603.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/nibgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>.

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/09x20603.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to submit a copy of Certificate of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering into a State contract. The Affirmative Action

Employee Information Report (AA-302) is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>.

4.4.4 SUBMITTALS

All bidders must complete and have a notarized Attachment "A" (Statement of Origin) submitted with its bid proposal to be considered for an award. Failure to complete Attachment "A": may result in the rejection of your bid proposal.

4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS

The bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>.

4.4.4.2 SAMPLES/SAMPLE TESTING

The samples submitted must meet the specification requirements set forth in the RFP and must be representative of the product bid. Bid samples fabrication parts line item for **pricing lines 00124; 00126; 00128; 00129; 00199 and 00232** for evaluation and testing purposes are to be made available at no charge and delivered to **Department of Transportation, Mr. John Evans 999 Parkway Ave. Trenton, NJ 08625**, at the bidder's expense. The bidder must, within ten (10) working days following a request from the State, submit bid samples to the **Department of Transportation**. Bid samples will not be returned. The [name of agency] will conduct laboratory tests to assure that the bid samples submitted **pricing lines 00124; 00126; 00128; 00129; 00199 and 00242** conform to this RFP. The State reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP **pricing lines 00124; 00126; 00128; 00129; and 00241**. The testing results of the State are final.

4.4.5 FINANCIAL CAPABILITY OF THE BIDDER

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

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

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

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

4.4.6 PRICING

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

Each bidder is required to hold its prices firm for a period of 60 days. Every effort will be made to award the contract prior to the time period set forth above. However, upon the Director's request and by mutual consent, the State and the lowest first responsible Bidder and/or second lowest responsible Bidder and/or third lowest responsible Bidder may agree to extend the time the State may make an award.

4.4.7 PRICING SHEET INSTRUCTIONS

All price lines are to be completed in CWT, price per 100 pounds, except for price lines 00129 - 00130 and 00143 - 00145 which are per each item.

In an event of conflicting unit and total prices, the unit price shall prevail.

Bid prices will be adjusted on a quarterly basis for **steel products** listed for **price line items 00001 – 00128; 00131 – 00142 and 00146 – 00196**.as per Section 3.16.1 **Price line 00242** will be used by the Using Agency to reflect price adjustment for payment of steel orders.

Bid prices will be adjusted on a quarterly basis for **aluminum products** listed for **price line items 00197- 00241** for per Section 3.16.1. **Price line 00243** will be used by the Using Agency to reflect price adjustment for payment of aluminum orders.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

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

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 07/27/07, and any Addendum to this RFP, the Addendum shall govern.

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

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of two (2) years. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP: <http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of two (2) one-year periods, by the mutual written consent of the contractor and the Director. **Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.**

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **ninety (90) days** beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

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

5.5 CONTRACTOR'S WARRANTY

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

acceptance or payment for any of the services rendered under the Contract shall not be construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

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

5.6 ITEMS ORDERED AND DELIVERED

The **Using Agencies** are authorized to order and **the contractors** are authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using 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 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. Mill Test Certification reports to be supplied as requested by Using Agencies.

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

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

5.9 CLAIMS

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

5.10 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 07/27/07, located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/09x20603.shtml>, contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal. This includes purchases made by all using agencies including the State and political sub-divisions thereof. This reporting requirement includes sales to State using agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education. The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

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

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

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

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

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

5.11 PUBLIC WORKS CONTRACT-ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT

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

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

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

b) The contractor or subcontractor, where applicable will, in all solicitations or advertisements for

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

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

6.0 PROPOSAL EVALUATION

6.1 EVALUATION CRITERIA

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

6.1.1 Price

6.1.2 Experience of the bidder

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

6.1.4 Completion of Attachments A

6.1.5 Delivery time

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

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

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

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

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

6.3 BID DISCREPANCIES

In evaluating bids:

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

6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

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

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

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

In response to the State's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO(s), the Evaluation Committee will complete its evaluation and recommend to the Director for award that responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered.

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

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 Requirements of N.J.S.A. 19:44A-20.13-25 (Formerly Executive Order 134)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 (the "Legislation"), retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

7.1.1.1 DEFINITIONS

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

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 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 the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

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

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at

<http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

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

7.1.1.4 STATE TREASURER REVIEW

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

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

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

7.2 FINAL CONTRACT AWARD

Line item awards shall be made with reasonable promptness by written notice to those responsible bidders, whose bid proposals, conforming to this RFP, 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.