

**BID SOLICITATION NOTICE**

TO RECEIVE A BID PACKAGE, BIDDERS MAY EITHER DOWNLOAD THE REQUEST FOR BID (“RFB”) FROM THE AUTHORITY’S WEBSITE AT <http://www.state.nj.us/turnpike/purchasing.html> OR REQUEST A BID BY COMPLETING THIS FORM AND FAXING IT TO THE NUMBER STATED BELOW. FOR RECORD KEEPING PURPOSES, THE AUTHORITY REQUESTS THAT THE BIDDER COMPLETE THIS FORM AND RETURN IT TO THE PROCUREMENT AND MATERIALS MANAGEMENT DEPARTMENT, EVEN WHEN A BIDDER IS DOWNLOADING THE RFB. THIS IS THE ONLY NOTICE OF BIDDING FOR THE FOLLOWING GOODS.

**THE NEW JERSEY TURNPIKE AUTHORITY  
PROCUREMENT AND MATERIALS MANAGEMENT DEPARTMENT**

New Jersey Turnpike Administrative Offices  
P.O. Box 5042  
581 Main Street  
Woodbridge, New Jersey 07095-5042  
Tel. - 732-750-5300 Ext. 8640 Fax - 732-750-5399

TITLE: **MAGNETIC TOLL TICKETS**

BID NO: **RM-118624**

DUE DATE: **10-8-15**

TIME: **2:30 PM**

**SUBMIT BIDS BEFORE THE DUE DATE AND TIME STATED ABOVE TO THE ABOVE ADDRESS**

BIDDER INFORMATION (PLEASE PRINT)

\_\_\_\_\_  
NAME OF BIDDING ENTITY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
REPRESENTATIVE TO CONTACT-NAME & TITLE

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
FEDERAL TAX I.D. NO. or TAXPAYER I.D. NO.

\_\_\_\_\_  
FAX NO

WE HAVE DOWNLOADED THE BID FROM THE AUTHORITY WEBSITE

**THE NEW JERSEY TURNPIKE AUTHORITY  
PROCUREMENT AND MATERIALS MANAGEMENT DEPARTMENT**

New Jersey Turnpike Administrative Offices  
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581 Main Street  
Woodbridge, New Jersey 07095-5042  
Tel. - 732-750-5300 Fax - 732-750-5399

**REQUEST FOR BID**

TITLE: **MAGNETIC TOLL TICKETS**

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(TO BE COMPLETED BY THE BIDDER)**

Please Print

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\_\_\_\_\_  
ADDRESS

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CITY, STATE AND ZIP CODE

\_\_\_\_\_  
E-MAIL ADDRESS

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REPRESENTATIVE TO CONTACT-NAME & TITLE

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
FEDERAL TAX I.D. NO. or TAXPAYER I.D. NO.

\_\_\_\_\_  
FAX NO

\_\_\_\_\_  
BUSINESS CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ INDIVIDUAL

\_\_\_\_\_  
OTHER (SPECIFY) \_\_\_\_\_

## SECTION I

### A. INTRODUCTION

The New Jersey Turnpike Authority (the “Authority”) was created by an act of the New Jersey Legislature in 1948, known as the New Jersey Turnpike Authority Act (as amended and supplemented, “Act”). The Act authorizes the Authority to construct, maintain, repair, and operate the New Jersey Turnpike, to collect tolls, and to issue Turnpike Revenue Bonds or Notes, subject to the approval of the Governor, payable from tolls and other revenues of the Authority. On May 27, 2003, the Act was amended to empower the Turnpike to assume all powers, rights, obligations and duties of the New Jersey Highway Authority (the “Highway Authority”), which owned and operated the Garden State Parkway and PNC Bank Arts Center. On July 9, 2003, the Authority assumed all powers, rights, obligations and duties of the Highway Authority. The Authority currently operates both the Garden State Parkway (“GSP”) and the New Jersey Turnpike (“Turnpike”) (both roads are collectively referred to herein as the “Roadways”).

The Authority is governed by an eight member Board of Commissioners (“Board”). The Governor of New Jersey appoints each of its members and has the statutory authority to overturn an action of the Board by vetoing any Board action within 10 days of receiving the minutes of the meeting. The Board authorizes awards of all public contracts over \$35,000, except in cases where it has delegated authority to the Executive Director.

This bid solicitation is being conducted pursuant to the Authority’s enabling statute as found in N.J.S.A. 27.23-6.1 and Executive Order number 37 (Corzine 2006) and the regulations and policies of the Authority with regard to public bid procurement.

## **B. BIDDER GUIDELINES/CHECKLIST**

BIDS THAT FAIL TO CONFORM TO THE FOLLOWING REQUIREMENTS MAY BE REJECTED:

1. The Request of Bid (“RFB”), including specifications and related bid documents (“Bids”) must be received at or before the due date and time stated on the cover page at the following place: New Jersey Turnpike Authority, Administration Building, 581 Main Street, Woodbridge, New Jersey 07095. Late Bids will be returned unopened. Telephone or facsimile Bids will not be accepted.
2. **The entity submitting a Bid (“Bidder”) must provide one original and one copy of the Bid.** The Bid must include all price information. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Price quotes must be firm through issuance of contract.
3. All Bid prices must be typed or written in ink. Quote the specified unit of measure. If bidding an alternate, provide detailed specifications.
4. All corrections, white-outs, erasures, re-striking of type, or other forms of alteration or the appearance of alteration, to unit and/or total prices must be initialed in ink by the Bidder.
5. The Bidder must attend the mandatory site inspection at the following date(s) and time(s) if applicable:
6. If checked this RFB requires the following mandatory document(s) or the Bid **will** be rejected:
  - (a) Bid Bond or Cashier’s Check for 10% of the amount Bid or a Letter of Surety
  - (b) Stockholder/Partnership Disclosure Statement
7. See the Authority’s Instruction to Bidders for a complete list of the Authority’s standard contract Terms and Conditions, as well as required forms that must be included with the Bid (**SEE ATTACHED**).

**The following checked documents are required for this Bid. Failure to submit the required forms may result in the rejection of the Bid.**

- (a) State of New Jersey Division of Revenue Business Registration Certificate
  - (b) Certification of Registration with the Secretary of State (only if non-NJ corporation)
  - (c) Acknowledgement of requirement for Disclosure of Political Contributions (ELEC)
  - (d) Public Works Contractor Registration Certificate(s) (if applicable)
  - (e) Affirmative Action Information Sheet with Certificate or Form AA302
  - (f) Signed Mandatory Equal Employment Opportunity Language
  - (g) SBE/WBE/MBE Certificates and Form
  - (h) Vendor Disclosure Form (EO129-Location of Services)
  - (i) Notice of Set-Off for State Tax (P.L. 1999, c 159)
  - (j) Automobile Insurance Liability Waiver
  - (k) Insurance Certificate
  - (l) Disclosure of Investment Activities in Iran
8. Bidder must sign Bid

## SECTION II

### **A. INTENTION**

1. Sealed Bids for **RM-118624** must be received at the New Jersey Turnpike Authority Administrative Offices, 581 Main Street, Woodbridge, New Jersey 07095-5042, by the due date and time stated on the cover page of this “RFB” at which time and place said Bid will be opened and read in public.
2. Bidders mailing Bids should allow for their normal mail delivery time to ensure timely receipt of the Public Bids. **Please be advised that using an overnight/next-day delivery service does not guarantee overnight/next-day deliveries to our location. The Authority will not be responsible for any Bid not being received by the required date and time.**
3. It is the intention of the Authority to issue a purchase order or notice of award for a price agreement for the procurement of **MAGNETIC TOLL TICKETS**. Contracts will be issued to the two lowest bidders for the purchase of approximately 35,000,000 tickets each.
4. Items purchased under this contract will be delivered as directed by the Authority.
5. The term of the contract shall be for “two years with the option to extend for two additional one-year terms at the Authority’s discretion and the vendor’s concurrence”.
6. Please contact CHRISTINE NOBLE with any questions regarding this procurement contract at [noble@turnpike.state.nj.us](mailto:noble@turnpike.state.nj.us) or 732-750-5300 ext. 8623.

### **B. BID SHEET INSTRUCTIONS**

1. Bidders must follow all instructions in this RFB and in the Instructions to Bidders issued by the Authority, and any other documents issued by the Authority in connection with this RFB (collectively, “Bid Documents”).
2. Bidders must examine the bid documents carefully before bidding and must ask the Director of Procurement and Materials Management Department (“PMM”) in writing for any interpretation or correction of any apparent ambiguity, inconsistency or apparent error therein. If necessary, an interpretation or correction to the specifications shall be issued by the Director of PMM in response to inquiries and/or addendum shall be faxed to Bidders who have obtained the Bid Documents. Upon the issuing of an addendum, the addendum shall become part of the bid documents. **Requests for interpretation or correction shall be considered only if received at least 5 business days prior to the Bid opening date.** Written requests can be submitted by FAX at 732-750-5399.
3. The submission of the Bid is conclusive evidence that the Bidder is fully aware of the conditions, requirements, and details as stated in the Bid Documents. If the Bidder, prior to submitting its Bid, fails to notify the Director of PMM of the existence of an ambiguity or inconsistency in the Bid Documents, a Bid will conclusively be presumed to have been based upon the Authority’s interpretation of such ambiguity or inconsistency.



**BID QUOTATION SHEET**

<b>ITEM</b>	<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL DOLLAR AMOUNT</b>
<b>1.</b>	35,000,000	EA	Magnetic Toll Tickets per attached specifications	\$	\$

**ANY INQUIRIES CONCERNING THIS BID MUST BE SENT VIA EMAIL TO NOBLE@TURNPIKE.STATE.NJ.US NO LATER THAN FIVE (5) BUSINESS DAYS BEFORE BID OPENING**

**NEW JERSEY TURNPIKE AUTHORITY**

\_\_\_\_\_  
Andrea E. Ward  
Director, PMM Department

\_\_\_\_\_/\_\_\_\_\_  
Name of Company / Authorized Signature of Bidder

## **E. SIGNATURE PAGE**

1. **ADDENDA / INQUIRIES:** COMPLETE (if applicable) BEFORE SUBMITTING BID:  
Receipt of Addendum / Inquiries # \_\_\_\_\_ dated \_\_\_\_\_ is hereby acknowledged.  
Receipt of Addendum / Inquiries # \_\_\_\_\_ dated \_\_\_\_\_ is hereby acknowledged.

**CHECK BOX IF NO ADDENDA/INQUIRY ISSUED**

(All Addenda / Inquiries must be acknowledged as indicated above.)

2. **BID IRREVOCABLE:** This offer shall be irrevocable for ninety (90) working days after the date on which the Authority publicly opens this Bid except in those instances where an unsuccessful Bidder has filed a bid protest pursuant to N.J.A.C. 19:9-2.12. Upon notification of a protest, Bidders are required to hold their prices for an additional 90 days. All Bidders will be notified in writing of the action taken by the Authority.
3. **OFFER/CERTIFICATION:** The undersigned offers and agrees to furnish to the New Jersey Turnpike Authority the services and/or materials in compliance with all terms, conditions, specifications and addenda of the RFB, Bid Documents, and resulting contract. The undersigned further certifies understanding and compliance with the requirements of the standard terms and conditions as stated in the Instructions to Bidders included with the Bid Documents. The undersigned certifies that he or she executes this Bid with full authority so to do; and that all statements contained in this Bid and in this certification are true and correct, and made with full knowledge that the Authority relies upon the truth of the statements contained herein and in any statements requested by the Authority showing evidence of qualifications in awarding the contract.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

4. **AUTHORIZED SIGNATURE:** \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: # \_\_\_\_\_

**SECTION III**

**NO RESPONSE BID SURVEY**

**BID REQUISITION NUMBER: RM-118624**

**PROPOSAL TITLE: MAGNETIC TOLL TICKETS**

If you do not choose to respond to this Bid, please complete the form below:

Name of Company \_\_\_\_\_

Reason you did not respond (Check all that apply)

- Cannot supply product or service
- Cannot meet technical specifications
- Cannot meet delivery specifications
- Cannot meet legal requirements  
(i.e. Bid/performance/security/insurance, etc.)
- Cannot provide a competitive price at this time
- Interested in receiving specifications for informational purposes only
- Insufficient lead time to respond
- Other:(please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to remain on our mailing list?

Yes                       No

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed :(optional) \_\_\_\_\_

Company: \_\_\_\_\_



**NEW JERSEY TURNPIKE AUTHORITY**  
**MAGNETIC TOLL TICKET BID SPECIFICATIONS**  
**ROLL STOCK TICKETS**

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## BID REQUIREMENTS

The Authority will divide its total ticket requirements equally between two vendors who provide the Authority with the highest quality and lowest priced product. This solicitation was instituted to award two contracts in keeping with the Authority's intent of having 2 suppliers for the tickets. **This solicitation will award two (2) contracts to the lowest, responsible bidders.** Bidders are required to bid on and supply all of the magnetic toll tickets, as listed below, in accordance with the Detailed Tabulations, Specifications, Terms and Conditions, attached. The estimated quantity shown represents a full contract for the successful vendor.

<b>Bid Item</b>	<b>Estimated Quantity</b>	<b>Description</b>
1.	35,000,000 per vendor	Magnetic Toll Tickets, Roll Stock

Tickets shall be packaged and shipped in durably constructed cartons, 3,200 per roll, and 16,000 per carton. To ensure reasonably safe protection of the tickets during repeated handling and storage, the seal flaps of the boxes are to be overlapped and secured with a strong binding adhesive. Each roll of tickets shall be sealed in a vacuum or shrink-wrapped package to prevent quality deterioration.

The order number, date of delivery, and description of the ticket shall be legibly marked on the outside of the carton. A sample ticket shall be securely attached to the carton.

## GENERAL TERMS AND CONDITIONS

### 1. AWARDS

Bidders must not and shall not, during the duration of this contract, have any business or financial arrangements with each other or similar subcontractors as it pertains to the performance of this contract unless such arrangements have been approved in writing by the Authority.

In accordance with Item 17, it is the intention of the Authority that each vendor shall be independent in manufacture, production, and supply of the finished product. As part of its bid, the vendor shall submit for prior approval the names, addresses and phone numbers of any subcontractor who shall provide either the magnetic stripe and/or finishing of the toll tickets. The Authority reserves the right to reject any vendor's bid in the event the Authority determines that such vendor or any of its subcontractors will perform similar work for any other bidder or vendor for any phase of the production of the toll tickets. The Authority shall make this determination solely and the vendor agrees that the decision of the Authority shall be final and binding. It is further understood and agreed by all bidders that this provision shall be effective and binding throughout the award and duration of this contract. In the event it is determined by the Authority that the vendor is violating this provision, the Authority shall have the right to take whatever action it deems necessary, including termination.

### 2. WRITTEN COMMUNICATIONS

Communications shall be in writing, with oral communications confirmed in writing by either fax and/or written letter. All orders for toll tickets will be on a request form that will be faxed to the vendor.

### 3. CONTRACT PERIOD

The contract period shall commence on the date stipulated in the purchase order issued by the Authority. Upon expiration, the contract period of this purchase order may be extended to both or either vendor under the same "Terms and Conditions" by mutual consent. The Authority may terminate a month-to-month extension upon thirty (30) days prior written notice. The term of the contract shall be for two years from the date of issue or one year from the expiration of any current ticket contracts where applicable with the option to extend for two additional one-year terms at the Authority's discretion and Vendor's concurrence.

### 4. PRICE ADJUSTMENT

No price adjustments will be allowed during the original contract period or any extension thereof.

### 5. QUANTITIES

The estimated quantities set forth in the bid form are considered accurate; however, the Authority reserves the right to increase or decrease the quantities. Any increase or decrease in the specified ordering quantities will be communicated in writing. The Authority assumes no responsibility or liability for tickets produced or stockpiled one (1) month or more in advance of scheduled shipping dates. Payment will be made on the basis of quantities actually furnished and accepted.

*The Authority assumes no responsibility for plates, materials, supplies or other costs incurred by the vendor as a result of an increase or decrease in quantity requirements unless the costs are agreed upon by the Authority in writing prior to being increased.*

**6. PROOFS/PRODUCTION OF PLATES**

*Upon award, the successful vendors shall submit two (2) copies of all ticket proofs to the Authority. Also proofs shall be submitted for approval whenever a revision is made to an existing plate or a new plate is needed. Production cannot commence until the Authority approves proofs. The Authority will inspect all proofs and advise the successful vendor(s) of any discrepancies as soon as possible.*

**7. PLATES, ARTWORK AND NEGATIVES**

The cost to produce the initial set of artwork, negatives and plates shall be the vendor's responsibility. Artwork, negatives and plates shall be considered the property of the Authority and surrendered at the expiration of this contract. All worn, damaged or defective plates must be surrendered to the Authority after approval of replacement plates. The cost of replacement of all worn, damaged or defective plates shall be the vendor's responsibility.

**8. SAMPLE TICKETS: ROLL STOCK TICKETS**

Bidders shall submit together with their bid proposal to the Authority for testing at least 16,000 sample magnetic roll stock tickets. A minimum of 3,200 tickets from each stripe across the magnetically coated web shall be furnished in this test. *The Authority may reject bids that are not accompanied by a minimum of 16,000 sample tickets for testing, if the sample tickets submitted have substantial deficiencies, if the stripes are not segregated and clearly identified, or if vendor test reports are not submitted with sample tickets. (See appendix II page 34 for sample of test)*

The position of the stripe on the web and stripe # across the web must be clearly identified. Each stripe population shall be packaged separately for the purpose of the sample evaluation only. Sample tickets shall comply with the specified paper and magnetic stripe requirements and be printed with format supplied by the Authority. The magnetic stripe on sample tickets shall be the same as product to be supplied. The Authority will test the sample tickets and advise bidders of deficiencies as soon as possible. The vendor in accordance with this specification will test the sample tickets submitted. A report outlining the results of these tests will be submitted to the Authority with the sample magnetic tickets. The report format to be used is contained in Appendix II (Page 34) hereof. *Tickets must prove satisfactory in the sole discretion of the Authority to qualify for award of the bid. The vendor quality plan, vendor certificate and in-processor final inspection procedures as outlined in Item 3.0 must be submitted and approved prior to contract approval.*

**9. FACILITIES**

The vendor shall have on-line magnetic test equipment, quality control (QC) documentation and a QC laboratory equipped to perform all the tests required by the specifications, or an Authority approved independent laboratory qualified to make such tests.

**10. INSPECTION**

Representatives of the Authority and/or its Consultant(s) shall have access to the plant of the bidder prior to the award of this Purchase Order at any time during working hours to inspect work in progress, quality control and testing facilities. The Authority and/or its Consultant(s) will make periodic, *unannounced* spot inspections of work in progress, of QC and test facilities at the vendor's site, subcontractor's or at laboratories used by the vendor during the life of the Purchase Order.

**11. DELIVERY SCHEDULE**

The vendor shall at all times be in strict compliance with the delivery-scheduled dates as set forth in each Purchase Order. All other production and delivery schedules will be coordinated with the successful vendors. Unless otherwise notified, deliveries are required within twenty calendar days after receipt of the Purchase Order.

**12. DELIVERIES**

All tickets shall be shipped prepaid, F.O.B. to the Authority's storage facility: Ackerman Avenue, Milltown, New Jersey, on dates and times specified and in strict accordance with Item 11. **The Authority reserves the right to change the locations of its storage facilities at no change in the price bid.**

**13. REJECTIONS**

*Failure of the toll tickets to perform on the Authority's Dual-height Automatic Ticket Issuing Machines (DATIMs), failure to perform in the normal environment of the Turnpike, or failure to meet specifications or descriptions herein or attached hereto shall be cause for rejection.* The vendor within ten (10) working days shall replace tickets that do not meet specifications. The Authority, pending laboratory results to be submitted by the vendor, will hold tickets in question. Tickets that are rejected for poor field performance will be demonstrated to the vendor at the vendor's request. The vendor will have 10 days to suggest acceptable solutions to the Authority to correct the field performance failures and re-work the tickets to correct the deficiency, or to replace the tickets in question. The results of any laboratory testing, conducted by the vendor at its sole cost, shall be submitted in writing to the Authority no later than five (5) days after submission of tickets for testing. If a question of the vendor's laboratory results still exists, then the Authority reserves the right to have an independent testing laboratory test the tickets. All tickets that still do not meet specifications, or that are not able to perform in the Authority's DATIMs, will be returned to the vendor at the vendor's expense.

Results of the independent laboratory shall be final. Vendor shall pay all costs of such independent laboratory only if its results continue to demonstrate tickets do not meet specifications. Pursuant to Item 15, two consecutive rejections of deliveries for failure of performance shall be grounds for cancellation of the contract.

**14. FAILURE TO PERFORM**

If in the Authority's sole judgment the vendor becomes unable to complete critical deliveries listed herein and/or becomes unable to perform in accordance with any other stated requirement(s) of this Purchase Order and these Terms and Conditions, the Authority will meet with the vendor to establish the

reason for the delay and/or Failure to Perform and to determine the terms and conditions under which the Purchase Order will be completed.

In addition to any other rights under these Terms and Conditions, for failure of performance the Authority shall have the right to:

- Require the vendor to subcontract to others all or part of the Purchase Order not actually completed and to charge the vendor for all expenses incurred by the Authority in excess of those approved in the Purchase Order.
- Completion of all or part of the Purchase Order with other contractors, at the vendor's cost for all expenses incurred by the Authority in excess of those approved in the Purchase Order.
- Any other remedy the Authority deems necessary, with the vendor being solely responsible for additional costs incurred by the Authority in excess of those approved in the Purchase Order if any.

## **15. RIGHT TO TERMINATE**

In addition to any other right under these specifications, for failure of performance, the Authority shall have the right to terminate this Purchase Order on ten (10) days prior written notice, and/or to assess and collect liquidated damages and pursue a cause of action for actual or consequential damages and/or specific performance, all as more fully described herein:

- For two (2) late deliveries. Deliveries shall be considered late after four (4) days from the delivery date specified.
- For failure to complete printing plates in accordance with Item 6.
- If the tickets from two (2) consecutive deliveries fail on the Authority's equipment.
- For failure to the vendor to comply with the Terms, Conditions and Specifications of the Purchase Order.
- If the vendor shall make an assignment for the benefit of creditors or file a voluntary petition in bankruptcy or if any involuntary petition in bankruptcy, insolvency, liquidation and/or other similar proceeding is filed against the vendor and/or any related company that will materially and adversely affect the vendor's ability to perform its obligations under these specifications and the contract for the work, and the act of bankruptcy therein alleged is not denied by the vendor or, if denied, adjudicated against the vendor by a court of competent jurisdiction.
- In additional, the Authority shall have the right, without the necessity of court proceedings, to recover all equipment; material or supplies that are the property of the Authority and have been entrusted will the vendor to be used in the performance of said purchase order. The Authority shall have the right to set off damages incurred by the Authority against any monies earned by and due the vendor as a result of the vendor's unsatisfactory performance including, but not limited to, the additional cost of the Authority's obtaining satisfactory performance in workmanship and materials from other sources.

**16. RIGHT TO CURE**

In addition to the Authority's rights under Items 14 and 15, the Authority upon written notice of a failure to perform under the contract, may require the vendor to cure such failure within a stipulated reasonable time. The vendor shall assume all costs associated with its corrective actions. Failure to cure within the required time period shall allow the Authority to proceed to termination and to complete the contract with its own forces or to contract with others and to charge the vendor for all costs incurred by the Authority in excess of those approved in the Purchase Order.

**17. ASSIGNMENT**

The Authority intends that the manufacture of the roll stock tickets will be performed by the successful vendor independent of any other vendors already under contract with the Authority and accordingly, will not permit the assignment of all or any part of one vendor's award to another. Assignment of this ticket contact will require the prior written consent of the Authority.

**18. LIQUIDATED DAMAGES**

The vendor unconditionally guarantees that he can and will provide the roll stock tickets and/or such other services as set forth in the terms and conditions of these specifications within the time limit stated in the contract documents, or within the time as extended in accordance with the provisions of these specifications. Inasmuch as the damage and loss to the Authority that will result from the failure of the vendor to so perform within the stipulated time will be most difficult or impossible of accurate estimate, the damages to the Authority for such delay and failure on the part of the vendor shall be liquidated in the amount of \$500.00 for each and every calendar day that the vendor shall be in default in completing the work such that delivery is delayed beyond the time specified in accordance with the provisions hereof. The liquidated damages shall not be considered as a penalty. The Authority will deduct and retain out of any money due or to become due hereunder the amount of the liquidated damages.

The liquidated damages shall be in addition to any other consequential losses or damages that the Authority may incur by reason of such delay, and shall not, in any way, limit the Authority's right to commence any additional legal or equitable action against the vendor to which it may be entitled by law or to any other remedies available to it pursuant to the specifications set forth herein. The vendor shall be charged with liquidated damages when the delay in performance arises out of causes beyond the control and without the fault or negligence of the Authority. Any sums by way of liquidated damages for which the vendor is liable shall be deducted by the Authority from any monies due or to become due to the vendor. Bidders, in submitting a bid for this project, fully understand and agree to this provision.

The time for completion of the work, as specified herein, are **ESSENTIAL CONDITIONS** and it is agreed that the work contemplated in these specifications shall be prosecuted regularly, diligently and uninterruptedly at such rate of progress as shall insure the timely delivery of such roll stock tickets in full compliance with the terms and conditions of these specifications and completion thereof within the time frames specified. It is expressly understood and agreed, by and between the Authority and the vendor, that the timely delivery of such roll stock tickets in full compliance with the terms and conditions of these specifications for the completion of the work described herein is a reasonable time for the completion of the same.

It is further understood and agreed, by and between the Authority and the vendor that **TIME IS OF THE ESSENCE** for each and every portion of work required in these specifications. In the event additional time is allowed pursuant to the express authorization of the Authority for the completion of any work, the new time limit fixed by such extension shall be deemed to be of the essence under these specifications and the contract for the performance of the work.

## ROLL STOCK TICKETS SPECIFICATIONS

### 1.0 GENERAL DESCRIPTION

The New Jersey Turnpike Authority has a need for magnetic striped tickets for use as a temporary data storage and transfer device on the New Jersey Turnpike. Tickets useful for this application are printed on both sides with graphics and text using conventional, non-toxic printer's ink. The topside also has a single magnetic stripe approximately 2≅ wide and 4χ≅ long applied to the center of the ticket from edge to edge.

The ticket substrate shall be made from paper (White Tab Card Stock).

There shall be only one category of revenue tickets for each Toll Plaza. **(27 Plazas, each plaza is unique)**

Toll tickets must be suitable for year-round use in the climatic environment along the Turnpike with the ticket processing equipment used. **Toll tickets must operate on Turnpike equipment in the year-round environment along the Turnpike. The Authority will take no special handling precautions.**

No component of the ticket shall be capable of causing bodily harm by contact, inhalation or ingestion in the course of normal usage by Turnpike patrons. The tickets must be non-toxic if the ticket is held in a patron's mouth. Safety test data must be submitted to the Authority prior to the bid award.

The revenue toll tickets will be issued from a ticket roll. The ticket will be cut by the ticket transport upon issue. **Splicing or mending of the rolls is not permitted.**

Each ticket will include two (2) pre-punched holes every 119.6 ∇ 0.4 mm. Each hole has a 4-mm diameter. The holes are located in opposite corners of the ticket and positioned 21.5 ∇ 0.5 mm from the front edge of the ticket and 4.3 ∇ 0.3 mm from the upper edge of the ticket

Due to the fact that the magnetic head of the ticket transport is located on the upper side of the unit, the paper ticket must be wound with the magnetic stripe facing inside and around a core with the following specifications.

The external diameter of the ticket roll should not exceed 12.5 inches. The inside diameter of the core shall be 2.75 ∇ 0.02 inches. The outside diameter of the core shall be 4.13∇ 0.01 inches. The last ticket must be glued to the core.

The NJTA tickets must have the following technical characteristics:

- A **Width:** 54.0 -0.4 +0.0 mm
- A **Repeat Length:** 119.6  $\nabla$  0.4 mm
- A **Thickness:** 0.178 + 0.010 mm
- A **Coercive Force:** 2,750  $\nabla$  250 Oersted
- A **Magnetic Read Level:** The read-out peak voltage level shall be between 75% and 130% of the nominal level
- A **Magnetic Stripe Position:** A single magnetic stripe shall be centered  $\nabla$  0.50 mm on one side of the ticket and extend the full length of the ticket (119.6-mm). It shall not be more than 0.125 mm off center from end to end of the ticket.
- A **Signal Noise:** The amplitude of any signal output from an unrecorded or demagnetized ticket must not exceed 5% of the reference head voltage.
- A **Static Coefficient of Friction:** From 0.30 to 0.45
- A **Kinetic Coefficient of Friction:** 75% minimum of static coefficient of friction
- A **Opacity:** 97% in 6,000 - 9,000  $\Delta$  ranges

## **2.0 APPLICABLE DOCUMENTS**

ISO-1681 for general-purpose paper cards for information processing shall be met unless otherwise specified.

ANSI B46.1-1978- Surface and surfacing.

TAPPI T-489 (05-70) - Stiffness.

ANSI X 3.11-1969 - ticket stock

## **3.0 QUALITY SYSTEM CAPABILITIES**

Prior to bid acceptance and twice a year thereafter, representatives of the Authority and its consultants will conduct an assessment visit to the supplier's site to evaluate the existing quality system. Such visits will require a complete tour of the facility and inspection of processes and test status. Failure to allow the representation of the Authority, or its consultant's access to the facility will result in an immediate cancellation of the contract.

Any supplier wishing to be approved by the Authority must demonstrate Quality System capabilities in conformance with ANSI/ASQC Q92 or equivalent guidelines to insure their ability to continuously supply a quality product.

### **3.1 Formalized Quality System Program**

- A Quality Assurance Department reporting outside of production
- A Quality Control Department reporting to production
- A Documented Quality Statement and Policies
- A Periodic management review of the Quality System

### **3.2 Quality Plan**

A formal document (using Authority approved procedures) detailing inspections, tests, procedures, sampling frequencies and required results must be submitted with the sample ticket and must be approved by the Authority prior to contract approval. The Quality Plan cannot be revised without Authority approval. Samples must be sent prior to award.

### **3.3 Process Control**

- A In-house engineering capabilities
- A In-house process/test equipment maintenance capabilities
- A In-house manufacturing equipment maintenance capabilities

### 3.4 Raw Materials

- A Purchasing specifications for all materials
- A Vendor certification program with certificate of compliance requirements for all vendors
  
- A Routine independent laboratory analysis

### 3.5 In-Process Inspection

- A Presence of all required test and inspection devices
- A Adequate staffing to cover all production periods
- A Inspection records
- A Documented procedures
- A Lab testing capabilities
- A Floor inspection capabilities

### 3.6 Inspection/Test Equipment

- A Calibration procedures, labeling and logs
- A Reference materials registered to National or Industry standards organizations

## 4.0 ENVIRONMENTAL TESTING

The substrate must meet all dimensional specifications at four environmental conditions:

10°F	85% RH
10°F	10% RH
100°F	85% RH
100°F	20% RH

All tests performed on the substrate will be done at each of the four above conditions.

### 4.1 Testing Protocol

Paper is a substrate material that is very sensitive to temperature and humidity. Tests done on toll tickets are highly variable depending on the environmental history of the sample. The following conditioning procedure is required prior to performing any tests on samples or substrate. This procedure will be done on all tests by the vendor and prior to incoming inspection at the Turnpike:

The samples are allowed to equilibrate to room temperature (70°F) in ambient humidity (20%) for 24 hours. The entire population of samples is removed from any protective wrapping and packaging. All of the samples are then placed into an environmental chamber and conditioned at the requisite temperature and humidity for a period of at least 48 hours.

Testing is then performed on the sample in accordance with this specification. Care should be taken to remove only enough samples and perform only those tests that can be done within 30 minutes of removal from the environmental chamber to avoid biasing the test results.

All testing should be done in a stable environment between 20 and 40% RH and 20-27°C (68-80°F). If the test facility does not control the environment between these parameters, it is strongly recommended that the tests be performed in an environmentally controlled "glove box" whenever practical.

## **5.0 PAPER REQUIREMENTS**

### **5.1 Dust**

The paper used for tickets shall not produce in excess of  $1 \times 10^{-4}$  gram of dust per 100 tickets after conversion when fanned ten (10) times over a sample collecting tray (a non-woven fabric is ideal for this collection) and weighed in a Mettler or equivalent analytical balance.

### **5.2 Thickness**

The stock's thickness, with a non-stick material coated on or imbedded in the paper stock, shall be 0.178 mm  $\nabla$  0.010 mm.

### **5.3 Basis Weight**

The treated ticket base shall be 102.5 pounds  $\nabla$  7.5 pounds per ream of 500 sheets, 24 X 36 inches.

### **5.4 Bursting Strength**

The bursting strength shall be 3.9 kfg/cm<sup>2</sup>.

### **5.5 Internal Tearing Resistance**

The tearing resistance shall be 125 gf in each direction.

### **5.6 Stiffness**

The treated ticket stiffness shall be tested per TAPPI T-489 (05-70) with the following variations A. and B. (paper only).

A.) The cross-grain stiffness specimen will be cut as a square using a tool equal to Teledyne Taber Cat. 104-11 specimen shear (1.5 in. X 2.75 in. free of magnetic tape). It is necessary to change the rollers on the Taber stiffness tester per their instruction manual.

B.) The wet stiffness shall be performed on cut specimen using a glass of tap water at 60EF  $\nabla$  10 EF. Place the specimen fully into the water for thirty (30) seconds. Remove it from the water and blot gently the excess water from its surface using a paper towel for approximately five (5) seconds. Allow twenty (20) seconds for mounting and then take the readings for forty (40) seconds when mounted. The time should allow for three (3) readings in each direction.

The treated ticket stiffness (minimum average readings) shall be:

dry, grain direction	18.0	gram-centimeters minimum
dry, cross-grain direction	8.0	gram-centimeters minimum
wet, grain direction	10.0	gram-centimeters minimum
wet, cross-grain direction	1.5	gram-centimeters minimum

### **5.7 Smoothness (Roughness)**

The average Bekk roughness on each side of the paper shall be more than thirty (30) seconds. The measurement of each side shall not exceed 13/10 of the other side measurement value.

**5.8 Abrasion Loss** (Resistance to abrasion)

The loss of the paper from each side of the paper shall not exceed 50 mg.

**5.9 Ash Content**

The ash content shall be 2% maximum.

**5.10 Hydrogen Ion Content**

The hydrogen ion content shall be 5.0 minimum.

**5.11 Frictional Characteristics**

The static coefficient of friction shall be between 0.30 and 0.45. The kinetic coefficient of friction shall have a value greater than 75% of the static coefficient of friction.

**5.12 Expansion and Contraction**

The maximum expansion and contraction with 20% to 75% and 75% to 20% changes in relative humidity shall be as follows:

Grain (longitude) direction	0.25%
Cross (transverse) direction	0.70%

**5.13 Opacity**

The opacity shall be 97% minimum at wavelengths between 6,000 and 9,000 Angstroms.

**5.14 Surface Strength**

The surface strength shall be a minimum of 18 angstroms.

**5.15 Color**

The color of the ticket shall be white.

**5.16 Grain**

The grain of the paper shall be in the direction of the ticket length (the longitude direction).

**6.0 TICKET DIMENSIONS AND LAYOUT**

**6.1 Dimensions**

**6.1.1 Width**

The ticket width shall be 54.0 -0.4 and +0.0 mm.

**6.1.2 Repeat Length**

The ticket repeat length shall be 119.6  $\forall$ 0.4 mm.

**6.1.3 Thickness**

The ticket thickness shall be 0.178  $\forall$ 0.010 mm.

## **6.2 Layout**

### **6.2.1 Holes**

Each ticket will include two (2) pre-punched holes, with a 4-mm diameter. The holes are located in opposite corners of the card and positioned  $21.5 \pm 0.5$  mm from the long edge of the ticket and  $4.3 \pm 0.3$  mm from the short edge of the ticket.

### **6.2.2 Magnetic Stripe Location**

A single magnetic stripe shall be centered  $\pm 0.50$  mm on one side of the ticket and extend the full length of the ticket (119.6-mm). It shall not be more than 0.125 mm off center from end to end of the ticket.

### **6.2.3 Magnetic Stripe Width**

The magnetic stripe shall be  $12.7 \pm 0.5$  mm.

### **6.2.4 Ticket color specifications**

All tickets are to be produced on white tab card stock.

- Revenue tickets (1.0 General Description) are to have black ink, PMS 331 green ink, and PMS 185 red ink printing on front of ticket and black ink and PMS 185 red ink printing on the back.

### **6.2.5 Print Length**

The print length maximum shall be  $118 \pm 0.2$  mm.

## **7.0 MAGNETIC STRIPE**

### **7.1 Material Characteristics**

#### **7.1.1 Magnetic Material**

The magnetic stripe may be produced by direct application of slurry of barium ferrite to the substrate by a convenient method. Stripes prepared by heat transfer lamination or by any other convenient method will be considered. The magnetic particles must be oriented in the direction of the stripe travel.

#### **7.1.2 Coercive Force**

The coercive force of the magnetic stripe shall be  $2750 \pm 250$  oersteds.

#### **7.1.3 Defects**

The magnetic stripe shall be free from defects such as blemishes; wrinkles, blisters or uneven printing which may interfere with the normal operation of ticket processing machines.

#### **7.1.4 Surface Irregularity (ANSI B46.1 - 1978)**

The peak-to-peak surface irregularity (roughness) of the magnetic stripe-reading surface shall be 2.0 micro inches in the longitudinal and the transverse directions.

#### **7.1.5 Opacity**

The magnetic stripe shall have opacity of 97% minimum at a wavelength between 6000 and 9000 Å.

#### **7.1.6 Light Reflectance**

There shall be a maximum of 10% surface reflectance at a wavelength between 6000 and 9000 Å.

## **7.2 Performance Characteristics**

### **7.2.1 Nominal Readout Peak Voltage Level**

The nominal readout peak voltage level shall be 5.00 V.

### **7.2.2 Readout Peak Voltage Level**

The magnetic stripe shall be capable of producing signals of not less than 75% or more than 130% of the nominal value. Magnetic stripe shall be capable of producing peak read-out signals of not less than 75% or not more than 130% of the read-head voltage calibration. Read-head calibration voltage is 5.000 VDC + 1.50 volts, - 1.25 volts. Read-head current is 320 MA  $\nabla$  10%.

### **7.2.3 Saturation Erase Noise Level**

The maximum level of noise shall be 12 % of the nominal value.

The read-out signal of saturation erased noise level shall be less than 12% of the read-head voltage calibration.

### **7.2.4 Non-printed side Read-out Peak Voltage Level**

The non-printed side read-out peak voltage level shall be less than 15 % of the value specified in 7.2.1 and 7.2.2.

### **7.2.5 Sample B/H Loops**

The magnetic stripe is to be measured at 20-28 C and 10-40% RH on an LDJ B/H meter, an ADC Vibrating Sample Magnetometer or their equivalent. The saturating field to be used in the test must be at least 1000 Oersted. Sample B/H loops should be provided with test tickets and should represent a sample of 10 tickets randomly selected from 3 lots of 25,000 each, for a total of 3 graphs, each with 10 B/H traces.

### **7.2.6 Squareness Ratio**

The squareness ratio ( $\tau/\tau_m$ ) shall be 0.6 or greater.

### **7.2.7 Residual Magnetic Flux**

The residual magnetic flux ( $\tau_r$ ) shall be 0.2 Mx/cm.

## **8.0 TOXIC REQUIREMENTS**

No component of the ticket including the paper, magnetic stripe or printings shall be capable of causing bodily harm by contact, inhalation or ingestion in the course of normal usage, or if the ticket is held in the mouth.

## 9.0 INSPECTION AND TESTING

TEST	FREQUENCY	RESULT
Static Friction	1/12,500	0.30 - 0.45
Kinetic Friction	1/12,500	75% of Static
Printing Density	1/2,500	85% PCS Min.
Print Quality	1/2,500	Must be neat, legible and have no excess ink or smudging
Width	1/2,500	54.0 - 0.4 + 0.00 mm
Length	1/2,500	119.6 $\nabla$ 0.4 mm
Edges	1/2,500	Not deformed. 500 micro inches max.
Dust	10/12,500	less than $1 \times 10^{-4}$ gm/100 tickets
Stripe Width	1/2,500	12.7 $\nabla$ 0.5 mm
Stripe Location	1/2,500	Centered $\nabla$ 0.50 mm
Stripe Roughness	1/12,500	2 micro inches
Stripe Coercivity	1/55 gal. ink, coated	2750 $\nabla$ 250 Oersted
Stripe Squareness Ratio	1/55 gal. ink, coated	0.600 min.
Stripe Remnance Flux	1/55 gal. Ink, coated	0.2 mx/cm
Stripe Amplitude	1/2,500	75% - 130%

## 10.0 ON-LINE QUALITY CONTROL

Magnetic stripe performance shall be controlled as an integral part of the ticket manufacturing process as follows:

A continuous square wave at a minimum of 240 FRPI shall be written on the magnetic stripe prior to cutting of the ticket stock. The magnetic track written shall be 3 inch wide. The write current shall not be less than 275% nor more than 400% of the write current required to achieve the maximum read back voltage from National Bureau of Standards SRM 3200 tape.

A read head designed for 3 inch track width shall read the magnetic stripe immediately downstream of the write head. The ticket stock and the resulting ticket shall be rejected wherever the peak read back signal is less than 80% of the maximum read back voltage obtained from SRM 3200 tape for one half cycle or more. Tickets shall be erased to <1% of the recorded signal after reading.

*Continuous QC documents must be kept by the vendor for inspection by the Authority during the contract period.*

#### **10.1 Friction:**

ANSI - 3.10.1 Static coefficient of friction between the magnetic stripe and the paper shall be between 0.30 and 0.45.

#### **10.2 Printing:**

Visually inspect the printing. Reject the unit if the printing on the ticket lacks neatness, is not completely legible or has excess ink.

#### **10.3 Smudging:**

Rub the printed area and the magnetic stripe. Reject the unit if the printing or the magnetic stripe becomes smudged when rubbed.

#### **10.4 Dimensions:**

Measure the width of the ticket. Reject the unit if the measurement is not within the range specified in Item 1 of this Specification.

#### **10.5 Inspection**

Test tickets as outlined in Item 6.0. Reject the unit if any ticket fails any one or more test(s).

*Equivalent alternate procedures may be substituted if submitted in writing and approved by the Authority.*

All measurements will be taken in compliance with temperature and humidity specified as reference environment in Item 3.0 of the Specifications.

Measurements may be taken at any other ambient temperature and/or humidity outside the specified reference environment if the vendor provides the Authority the calibration adjustment(s) for each measurement to be taken outside the specified reference environment and the Authority approves the changes prior to tests.

The tickets tested and an Inspection and Test Report, stating in detail the inspection and test results for each ticket, the unit number and order shall be submitted to the Authority prior to shipment of the items.

The Authority shall have the unrestricted right to conduct additional inspections and/or tests for an entire order of tickets, or any sample thereof, at any time, using, at the choice of the Authority, the vendor's, the Authority's or a third party's facilities. When such inspection and/or tests indicate non-compliance with any requirement of this specification, the Authority shall have the right to reject any and all tickets furnished or to be furnished that (IN THE AUTHORITY'S SOLE JUDGMENT) are deemed to be in noncompliance with any requirement of this Specification. In addition to replacing the rejected tickets as specified in Item 9, all costs for testing (Labor and Handling) incurred in determining this rejection, shall be borne by the vendor.

## APPENDIX I

### TICKET PROCESSING EQUIPMENT USED BY THE AUTHORITY

This section describes the Authority's equipment for the vendor's understanding and guidance. Toll tickets will be processed in the following:

#### **Dual Automatic Ticket Issuing Machines (DATIM)**

The DATIM feed unit holds 3,200 tickets. The proposed booth mounted DATIM is provided with four card throats: two for High Level vehicles (HL) or commercial Vehicles, and two for Low Level (LL) or passenger cars. The DATIM is designed with four ticket issuing machines in order to provide a redundancy at each level and to keep the lane open whenever one machine is out of order or needs to be serviced (ex: reload a paper roll). Each level incorporates a dual ticket-issuing machine with independent ticket feed/transport/encode/print mechanisms and an interlock system, which prevents the issue of two tickets.

The active ticket-issuing machine is selected by the lane controller which will switch automatically to the alternate unit if one is inoperative. Tickets are automatically delivered by the DATIM upon receiving the corresponding command from the lane controller as patrons enter the lane. The DATIM is also equipped with Input/Output interfaces to control other devices such as a maintenance keyboard, alphanumeric display, and warning indicators (over height and spare).

Some space and cabling provisions are taken in order to incorporate two intercom speakers with call buttons, as well as a manual swipe card reader. These last two items are controlled directly by the external lane controller unlike the ticket transports, which are controlled, by the built-in DATIM controller.

#### **Ticket Feed and Cut Mechanism**

This mechanism enables the reader/encoder to issue magnetic stripe tickets from a ticket roll or a continuous strip.

The cut and feed mechanism is fitted with an individually motorized drive system, a hole detection photocell CE7 and a ticket cutter.

A scissors mechanism is provided to cut the ticket material neatly and accurately. Tickets are cut at exactly the same length upon detection by a photocell CE7 of a 4 mm diameter hole located on the border of the ticket and pre-punched at the paper supply factory at the time of roll manufacturing. The capacity of the roll is 3,200 for 120 mm tickets and the MCBF of the scissors mechanism is greater than 1 million tickets.

## **Batch Ticket Machines**

Provide office level ticket processing operations, such as pre-encoding non-revenue official wrecker and snowplow tickets, processing toll lane tickets for special audits or because of equipment failure. Mechanically similar to Toll Terminal.

## **Examination of Ticket Processing Equipment**

It is the vendor's responsibility to inspect and review the ticket processing equipment to his own satisfaction as it pertains to the feeding of tickets through the types of feeding methods and devices as shown above.

**APPENDIX II**

**SAMPLE ID TEST REPORT RESULTS**  
(To be filled out and sent with each lot of tickets)

**PHYSICAL TESTS:**

	<b>HIGH</b>	<b>LOW</b>	<b>AVERAGE</b>	<b>Total Population Tested</b>
<b>Static Friction</b>				
<b>Kinetic Friction</b>				
<b>Printing Density</b>				
<b>Print Quality</b>				
<b>Roughness</b>				
<b>Width</b>				
<b>Length</b>				
<b>Edges</b>				
<b>Stripe Width</b>				
<b>Stripe Location</b>				
<b>Dust</b>				

**MAGNETIC/ELECTRONIC TESTS:**

	<b>HIGH</b>	<b>LOW</b>	<b>AVERAGE</b>	<b>Total Population Tested</b>
<b>Coercivity</b>				
<b>Squareness</b>				
<b>Remnance</b>				
<b>Noise</b>				
<b>Signal Amplitude</b>				

Retain Tickets Attached      \_\_\_\_\_yes      \_\_\_\_\_no

**APPENDIX III**  
**ROLL STOCK TICKET DESIGN**

# **NEW JERSEY TURNPIKE AUTHORITY**

P.O. Box 5042  
Woodbridge, New Jersey 07095  
or  
581 Main Street  
Woodbridge, New Jersey 07095  
Tel. – 732-750-5300  
Fax – 732-750-5399

## **INSTRUCTIONS TO BIDDERS**

**PLEASE READ THE INSTRUCTIONS CAREFULLY**  
**BEFORE SUBMITTING YOUR BID**

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**INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS  
STANDARD TERMS AND CONDITIONS**

The following Standard Terms and Conditions apply to all contracts, purchase agreements or purchase orders with the New Jersey Turnpike Authority unless specifically stated otherwise in the Invitation to Bid/Request for Bids (“RFB”). Bidders are hereby notified that all Terms and Conditions contained herein will become a part of any contract(s) awarded or order(s) placed as a result of any RFB fully and to the same extent as if copied at length therein. In the case of a conflict between these general Terms and Conditions and the specific provisions of the RFB, the RFB shall control. Failure to comply with each and every one of the below Terms and Conditions, as well as the specific requirements set forth in the RFB, may be grounds for rejection of the bid.

**I. DEFINITIONS**

The following definitions will be a part of any RFB issued by the New Jersey Turnpike Authority, and any contract(s) awarded or order(s) placed as a result of such documents.

- a. “Authority” shall mean the New Jersey Turnpike Authority.
- b. “Bidder” shall mean any potential vendor submitting a response to an RFB issued by the Authority.
- c. “Contract” shall mean the RFB (including these Standard Terms and Conditions), the response thereto submitted by the bidder, and the Authority’s Notice of Award.
- d. “Director” shall mean the Director of Procurement & Materials Management Department of the Authority.
- e. “Vendor” shall mean the successful bidder who is awarded the contract at issue.

**II. STATE LAWS REQUIRING MANDATORY COMPLIANCE BY ALL BIDDERS**

**A. DIVISION OF REVENUE REGISTRATION**-Pursuant to the terms of N.J.S.A. 52:32-44, bidders are required to submit to the Authority proof of valid business registration with the New Jersey Division of Revenue in the Department of Treasury, prior to entering into a contract with the Authority. No contract shall be entered into by the Authority unless the bidder first provides proof of valid business registration. In addition, bidders are required to provide to the Authority proof of valid business registration with the Division of Revenue for any and all subcontractors that will be used to provide goods or services under the contract. A copy of the bidder’s and any subcontractor’s valid Certificate of Registration should be included with the bid submission and must be in effect prior to the contract award.

All questions regarding this requirement should be referred to the Division of Revenue hotline at (609)-292-9292 or/online: <http://www.nj.gov/treasury/revenue/forms/njreg.pdf>

- B. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE-** Bidders must agree not to discriminate in employment and are required to comply with all applicable anti-discrimination laws, including those contained within N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-1, et seq., and N.J.S.A. 10:5-31, et seq., P.L. 1975, c. 127. The mandatory language required by P.L. 1975, c. 127, as set forth in Exhibit A, shall be deemed a material term of any and all contracts, purchase agreements, and purchase orders entered into by the Authority. Bidders must acknowledge their agreement with the terms set forth in Exhibit A by signing where indicated and returning the exhibit with the bid. In addition, Bidders must affirmatively demonstrate compliance with P.L. 1975, c. 127 by submitting with the bid the completed Affirmative Action Information Sheet, set forth in Exhibit B, and any required attachments.
- C. STOCKHOLDER/PARTNERSHIP DISCLOSURE FORM-**Bidders who are corporations or partnerships must comply with P.L. 1977, c. 33, N.J.S.A. 52:25-24.2, by completing the Stockholder/Partnership Disclosure Form, set forth in Exhibit C, and submitting it with the bid. Failure to do so shall result in rejection of the bid.
- D. POLITICAL CONTRIBUTIONS COMPLIANCE-**To be eligible for an award, bidders must comply with the requirements of P.L. 2005, c. 51, N.J. S.A. 19:44A-20.13 et seq., and with the requirements of Executive Order 117 (Corzine). No award may be made to a bidder who has not complied with these laws regarding political contributions. A more detailed explanation of these requirements is set forth in Exhibit D.

#### **1. ADDITIONAL DISCLOSURE REQUIREMENTS OF P.L. 2005, C. 271**

Bidders are advised of their responsibility to file annual disclosure statements on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3, if they receive contracts in excess of \$50,000 from any public entity in a calendar year. It is the bidder's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Bidders must include with their bid a statement acknowledging this requirement, on the form set forth in Exhibit E.

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).

- E. PREVAILING WAGE ACT-**The New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.26 et seq., is hereby made a part of every contract entered into on behalf of the Authority, except those contracts which are not within the contemplation of the Act. The bidder's signature on its bid is its guarantee that neither it nor any subcontractors it might employ to perform the work covered by the contract has been suspended or debarred by the New Jersey Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Act. The bidder's signature on its bid is its guarantee that both it and any subcontractors it might employ to perform the work covered

by the contract will comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

**F. PUBLIC WORKS CONTRACTOR REGISTRATION ACT-**The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractors who bid on or engage in any contract for “public work,” as defined in N.J.S.A. 34:11-56.26, to be first registered with the Department of Labor and Workforce Development. No vendor or subcontractor, including lower tier subcontractors, shall engage in the performance of any public work subject to the contract unless they are registered pursuant to this Act. Bidders shall submit with their bid a valid copy of their Public Works Contractor Registration Certificate and valid copies of the registration certificates for all subcontractors listed in the bid. If an expired Certificate is included with the bid, a copy of a renewal application submitted and filed with the Department of Labor and Workforce Development must be included with the bid submission. The certificate(s), or certified facsimile(s) of the certificate, shall be maintained at the worksite and shall be made readily available for inspection at any time.

Any questions regarding this requirement should be directed to the Division of Wage and Hour Compliance, Department of Labor and Workforce Development at (609) 292-9464.

**G. FOREIGN CORPORATION-**If applicable, the bidder shall register as a “Foreign Corporation” with the Secretary of the State of New Jersey, designating a resident agent for the service of process. Written proof of such registration must be included with the bid submission.

**H. SMALL BUSINESS ENTERPRISE SET-ASIDE CONTRACT FOR GOODS AND SERVICES**  
It is the policy of the Authority that small business enterprises (“SBE”) as determined and defined by the State of New Jersey, Division of Minority and Women Business Development (“Division”) in the Department of the Treasury in N.J.A.C. 12A:10A-1 et seq. have the opportunity to compete for and participate in the performance of contracts and subcontracts for construction and for the purchase of goods and services. The Authority further requires that its contractors / vendors agree to take all necessary and responsible steps, in accordance with N.J.A.C. 52:32-17 et seq. and N.J.A.C. 17:14-1.1 to ensure that SBE’s have these opportunities, as an aid in meeting the commitment of its SBE Programs. When applicable the Authority will designate the contract as a SBE Set-Aside Contract. In such cases requests for bid proposals shall be confined to businesses registered with the Division as an SBE in either Category 1,2,or 3. Bid proposals from businesses not designated as an SBE, when applicable, will be rejected.

**I. CODE OF ETHICS:** Bidders are advised that the Authority has adopted the New Jersey Uniform Code of Ethics, a copy of which can be viewed by going to the following web site: <http://nj.gov/ethics/docs/ethics/uniformcode.pdf> By submitting a bid, bidders agree to be subject to the intent and purpose of said Code and to the requirements of the New Jersey State Ethics Commission.

**J. VENDOR LOCATION DISCLOSURE-**Pursuant to N.J.S.A. 52:34-13.2, every contract entered into by the Authority primarily for the performance of services shall specify that all services performed under the contract or performed under any subcontract awarded under the contract shall be performed within the United States. Executive Order 129 (McGreevy) requires all bidders to disclose the origin and location of the performance of their services, including any subcontracted services that are the subject matter of the contract. Bidders must include with their bid a completed Vendor Disclosure Form, attached hereto as Exhibit G.

**J-1 CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN-**

Pursuant to N.J.S.A. 52:32-58, the bidder must certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.

**K. SET-OFF FOR OUTSTANDING TAX LIABILITY-**Bidders are advised that pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, the State of New Jersey has the right to set-off any tax indebtedness from payments made under contracts with the Authority. The State's rights are explained in more detail in Exhibit H, attached. Bidders must include with their bid a signed copy of Exhibit H acknowledging that they have received notice of the State's right of set-off.

**L. MSDS REQUIREMENTS-**Any vendor, supplier, or subcontractor who provides the Authority materials in the form of a single chemical substance or a mixture containing two or more chemical substances, or who delivers to or stores such materials at an Authority facility, must provide the Authority with a clear, legible copy of the manufacturer's most recent Material Safety Data Sheet (MSDS) for each and every one of those materials, pursuant to N.J.A.C. 8:59-2.2(i).

**M. LABELING REQUIREMENTS-**Any vendor, supplier or subcontractor who provides the Authority materials which fall under the purview of the New Jersey Worker and Community Right-to-Know-Act, N.J.S.A. 34:5A-1 et seq., or who stores any such materials at an Authority facility, shall ensure that each and every container of those materials is labeled in accordance with the Act and its regulations.

**N. VOC REQUIREMENTS-**Any architectural coating, as defined by N.J.A.C. 7:27-23.2, provided to the Authority for its use or used and applied by any vendor or subcontractor in conjunction with an Authority project must comply with each and every requirement of the New Jersey Department of Environmental Protection's Volatile Organic Compounds in Consumer Products (VCC) regulations, N.J.A.C. 7:27-23.1 et seq.

**O. COMPLIANCE WITH STATE AND FEDERAL LAWS-**The vendor must comply with all local, state and federal laws, rules and regulations applicable to the contract at issue and to the work to be done thereunder.

**P. SAFETY & HEALTH REQUIREMENTS-**The goods, services and/or equipment provided through the contract at issue shall be so designed and installed to meet all applicable federal and state safety and health regulations and national consensus standards including, but not limited to US DOL-OSHA, NJ LWD-PEOSHA, NFPA and ANSI standards

**Q. CHOICE OF LAW-**It is agreed and understood that any contract entered into and/or purchase orders placed as a result of any RFB issued by the Authority shall be governed and construed and the rights and obligations of the parties thereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.

### **III. BID PREPARATION**

**A. BID SUBMISSION**-Unless the Authority has made provision for bids to be submitted online, bids must be submitted in paper format, in ink or typewritten. If space is provided on the RFB for bid details, bids must be submitted using that document. Paper bids must be signed and returned in a sealed envelope addressed to the New Jersey Turnpike Authority with the bid opening date, time and bid identification on the outside of the envelope. Bidders shall state on such form a unit price for each item, and extend such unit price by multiplying same by the indicated quantities on the bids solicited by the Authority.

All bids must be received in the Authority's Purchasing Department on or before the date and time specified on the RFB. Bids received after the time indicated shall be rejected and returned to the bidder(s) unopened after being processed in accordance with established Authority procedures. The Authority will not be responsible for late postal or delivery service.

**B. CORRECTIONS**-Any correction of an entry made on the bid should be initialed by a duly authorized representative of the bidder. If the total price is found to be incorrectly computed, discrepancies will be corrected by the Authority on the basis of the written unit prices, and determination of the low bidder will be made on the basis of the correct total price so determined.

**C. BID PRICES**-All prices quoted shall be firm and not subject to increase during the term of the contract, unless otherwise specified in the RFB. Prices shall include transportation and delivery to the site designated by the Authority in the RFB. All delivery charges shall be borne by the vendor.

**D. PAYMENT TERMS**-The bidder shall state the terms, if any, requested for the Authority to make payment within a certain period of time after receipt of the bidder's invoice.

**E. ALTERNATES**-All items are to be quoted as specified in the RFB or as an approved equivalent. In those cases when an alternate product is offered, it is the bidder's responsibility to provide detailed specifications, brand, make and model of the alternate offered, in the bidder's response/bid submission. In the event a bidder fails to take exception to the published bid specifications, the Authority shall evaluate the bid as offering the specified product/service. The Authority shall determine, at its sole discretion, if any alternate product offered is acceptable as an approved equivalent.

In the event the Authority specifies a model number or item that has been replaced/superseded by another model number or item, the bidder may quote the replacement item as an alternate. In this case, the bidder must specify the manufacturer and model number of the replacement item on the response/bid submission and must supply detailed descriptive literature and/or prints with that submission. The Authority will evaluate the proposed item to determine, in its sole discretion, whether it is an approved equivalent.

#### **IV. BIDDER GUARANTEES**

- A. WARRANTY-**The bidder hereby represents and warrants that the equipment offered is standard new equipment, latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and none likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

The bidder shall unconditionally guarantee all new equipment for a term of one year from time of acceptance by the Authority unless specified otherwise in the RFB, and shall render prompt service of such equipment without charge, regardless of geographic location. The bidder shall maintain sufficient quantities of parts necessary for proper service to equipment at distribution points and service headquarters.

- B. BID SECURITY-**Bidder shall submit with its bid proposal, fully executed by its bonding company and itself, either: (1) the standard form Authority Letter of Surety (attached hereto as Exhibit I), or (2) the standard form Authority Proposal Bond (attached hereto as Exhibit J), in the amount of 10% of its bid price. In lieu of the Letter of Surety or Proposal Bond, the bidder may elect to furnish with its bid proposal a Cashier's check in the amount of 10% of the bid price as a performance warranty deposit. This bid surety will be held by the Authority until award of the contract to insure compliance by the successful bidder with the terms and obligations of the bid including, but not limited to, delivery date.
- C. CONTRACT BOND-**The vendor shall, within ten (10) calendar days of receipt of the Notice of Award, furnish and deliver the Contract Bond on the standard form of the Authority, attached hereto as Exhibit K. The Contract Bond shall be in a sum of up to 100% of the total amount bid for the contract, as specified in the RFB, and shall be maintained by the vendor until final payment is made. In the event of insolvency of the Surety, the vendor shall forthwith furnish and maintain other Surety satisfactory to the Authority.
- D. NON-COLLUSION-** The bidder's signature on its bid is its guarantee that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the referenced contract; and that all statements contained in the bid and any additional statements requested by the Authority are true and correct, and made with full knowledge that the Authority relies upon the truth of the statements contained therein in awarding the contract.

The bidder's signature on its bid is its guarantee, in accordance with N.J.S.A. 52:34-15, that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the bidder for the purpose of securing business.

**V. INSURANCE AND INDEMNIFICATION**

**A. INSURANCE**-The bidder shall procure and maintain at its own expense for the entire term of the contract insurance for liability for damages imposed by law and assumed under this contract, of the kinds and in the amounts hereinafter provided. All insurance companies used must be authorized to do business in the State of New Jersey and must carry an A.M. Best Rating of A-/VII or better. Before commencing any services hereunder, the bidder shall furnish to the Authority a certificate(s) of insurance (together with declaration pages if requested by the Authority) showing that it has complied with this Section. All certificate(s) and notices of cancellation or change shall be mailed to: Director, Purchasing Department, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey 07095. Upon request, the bidder shall furnish the Authority with a certified copy of each policy itself, including the provision establishing premiums.

The type and minimum limits of insurance shall be:

1. **Commercial General Liability Insurance.** The minimum limits of liability for this insurance per accident shall be as follows:

- Bodily injury and property damage  
each occurrence combined single limit \$2,000,000.00
- Personal injury each occurrence \$2,000,000.00
- General Aggregate \$2,000,000.00
- Products Aggregate \$2,000,000.00
- Fire Damage Legal Liability \$100,000.00
- Medical Payments \$5,000.00

The above required Commercial General Liability Insurance shall name the Authority, its Commissioners, officers, employees, and agents as additional insureds. The coverage to be provided under this policy shall be at least as broad as the standard basic unamended and unendorsed Commercial General Liability Policy. The insurance policy shall be endorsed to include Personal Injury, Broad Form Property Damage, Contractual Liability (including the deletion of the coverage restriction related to work conducted within fifty (50) feet of a railroad), Products/Completed Operations, Independent Consultants and XCU if applicable. Products/Completed Operations coverage shall remain in force for a period of two (2) years following the completion and/or termination of the contract.

2. **Business Automobile Liability Insurance.** The Comprehensive Automobile Liability policy shall cover owned, non-owned, and hired vehicles with minimum limits as follows:

Combined Single Limit of Liability for Bodily Injury or Property Damage for any one accident: \$2,000,000.

This policy shall name the Authority, its Commissioners, officers, employees and agents as additional insured.

3. **Workers Compensation and Employers' Liability Insurance.** Workers Compensation Insurance shall be provided in accordance with the requirements of the laws of the State of New Jersey and shall include an All-States endorsement or similar statement in the policy declarations, extending coverage to any state which may be interpreted to have legal jurisdiction. Employers' Liability Insurance shall be provided with a limit of liability of not less than \$1,000,000 for each accident.

4. **Certificate and Endorsement Requirements**

Each of the above required policies shall contain the endorsements as stated below:

- (a) Thirty (30) days notice of cancellation or any restriction in coverage by registered mail to the Authority.
- (b) All policies, except Workers Wage and Employers' Liability Insurance, shall contain a waiver of subrogation clause in favor of the Authority.
- (c) With respect to Commercial General Liability and Automobile Liability policies, the other insurance clause under each policy shall be amended to read as follows: "This policy will act as primary insurance and not contribute with policies issued to the Authority."

The vendor shall also require that all of its contracting parties comply with the insurance requirements stated above including providing evidence of such insurance coverages in the same manner as stated above.

Due to future changes in economic financial and/or insurance market conditions the Authority at its discretion may modify the above stated insurance requirements.

NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY THE BIDDER ARE SPECIFIED HEREIN, THE LIABILITY OF THE BIDDER SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE AUTHORITY FROM TAKING ANY ACTION AVAILABLE TO IT UNDER THE PROVISIONS OF THE CONTRACT OR OTHERWISE IN LAW.

**B. INDEMNIFICATION**-Vendor agrees to defend, indemnify and save harmless the Authority, its Commissioners, officers, employees, and agents and each and every one of them against and from all liabilities, judgments, threatened, pending or completed actions, suits, demands for damages or costs of every kind and description actually and reasonably incurred (including attorney's fees and costs and court costs) (collectively "Liabilities") including, without implied limitations, Liabilities for damage to property or Liabilities for injury or death of the officers, agents and employees of either the vendor or the Authority, resulting from any act or omission or willful misconduct of the vendor or any of its officers, agents, sub-consultants, or employees in any manner related to the subject matter of the contract. In the event that the vendor fails to defend, indemnify and save harmless the Authority, its Commissioners, officers, employees, and agents, and each and every one of them, in accordance with this Section, any money due to the vendor under and by virtue of the contract as shall be considered necessary by the Authority may be retained by the Authority and held until any and all liabilities shall have been settled and suitable evidence to that effect furnished to the Authority. The obligations in this Section shall survive the termination, expiration or rescission of the contract.

**C. PATENT INDEMNIFICATION**-The vendor hereby agrees that it will indemnify, defend and save harmless the Authority, its Commissioners, officers, agents and servants from all suits, actions, claims and judgments of any kind or character whatsoever for infringement of patent, trademark or copyright regarding the items bid herein that may be brought by any person, corporation or firm.

## **VI. DELIVERY REQUIREMENTS**

**A. DELIVERY DATE**-A FIRM delivery date must be stated on the bid. Statements such as "stock" or "immediate" are not acceptable. Where the RFB calls for delivery within a specified time, it shall be indicated in the bid whether delivery will be made within the time specified.

**B. F.O.B.**-Price shall include delivery to the Authority F.O.B. destination, freight paid to any destination on the New Jersey Turnpike or Garden State Parkway. No additional charge will be allowed for any transportation cost resulting from partial shipments made at vendor's convenience when a single shipment is ordered. Prices quoted are firm throughout the term of the contract for complete delivery of quantities specified.

Bids submitted on an F.O.B. destination basis are mandatory; however, in instances where customs of the trade or unusual circumstances dictate F.O.B. shipping point, an estimate of the shipping charges must be noted on the bid and may be accepted in the Director's sole discretion. In such cases, actual shipping charges are to be prepaid and added to the invoice.

**C. DELIVERY**-Upon award of the contract:

1. Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions stated in the RFB.
2. Deliveries may be set on a scheduled basis as arranged between the Authority and the vendor. It shall be the responsibility of the vendor to maintain an adequate supply stock.
3. The vendor will be responsible, at the point of delivery, for the delivery of material in such quality and condition as required by Paragraph IV.A. hereof and in accordance with good commercial practice.
4. Items delivered must be strictly in accordance with those bid upon.
5. As applicable, bidders must state in the space provided on the RFB/bid solicitation documents the number of days required to make delivery after notification to ship.
6. In the event delivery is not made within the number of days stipulated, the Authority may purchase the required material from any available source. The difference in price, if any, will be paid by the vendor failing to meet its commitments.

**VII. OTHER TERMS AND CONDITIONS**

- A. CONTRACT PERIOD**- Except as otherwise stated in the RFB, the term of the contract shall be for one year, with the option to extend for two (2) one-year options, at the Authority's discretion, and with vendor's concurrence.
- B. EXTENSION OPTION**-If, in the opinion of the Director, it is in the best interest of the Authority to extend any contract beyond the original term, for a period of all or any part of a year, the vendor will be so notified of the Director's intent, prior to the expiration date of the existing contract. The Authority reserves the right to make up to two extensions of this contract for not more than one year each. If the extension is acceptable to the Authority at the original prices and on the original terms, notice will be given to the vendor by the Director in writing. If the original contract required a Contract Bond, a new Contract Bond must be submitted to cover the period of the extension. The same insurance requirements will be required for each extension period.
- C. TERMINATION OF CONTRACT**-The contract awarded may be terminated by the Authority at any time for inadequate or improper performance, or for breach of any terms, conditions, or obligations of the contract by the vendor, as determined by the Authority, or if the vendor shall make an assignment for the benefit of creditors, or file a voluntary petition in bankruptcy, or if an involuntary petition in bankruptcy is filed against the vendor and the act of bankruptcy therein alleged is not denied by the vendor, or if denied, is found by a court or jury. Further, the Authority reserves the right to terminate any contract for any reason provided written notice has been given by the Director to the vendor at least thirty (30) days prior to such proposed termination date.

The notice of termination shall be in writing, and shall be effective upon receipt by the vendor. Upon termination, the Authority shall be liable only for payment for goods or services properly delivered or performed in accordance with the contract. The Authority shall have the right to purchase non-delivered goods, to replace defective goods or services on the open market and hold the vendor liable for the difference between the price set forth in the contract for such goods or services and the prices paid on the open market, or pursue any other right available by law. In addition, the Authority shall have the right, without the necessity of court proceedings, to recover all equipment, material or supplies that are the property of the Authority and have been entrusted with the vendor to be used in the performance of said contract. Nothing in this paragraph is intended to limit the Authority's right to legally pursue all costs which exceed the amount due and owing the vendor under said contract. The list of remedies in this paragraph is not exclusive.

- D. SCOPE**-The total quantities of any contract are estimated. There is no guarantee of any minimum quantity. It is understood and agreed that contract prices shall cover the quantities actually required and ordered by the Authority during the term of the contract, whether more or less than the approximate quantity stated.
- E. BIDDERS FACILITIES**-The Authority reserves the right to inspect the bidder's establishment before making an award.
- F. TESTING**-The Authority reserves the right to have the material tested prior to the award and during the contract by an independent testing laboratory, to determine if the material meets the specifications of the RFB. If required for testing purposes, the low bidder shall submit a reasonable quantity of the product as samples. If these samples prove satisfactory, the contract shall be awarded. If they do not prove satisfactory, a test shall be made of the next low bidder's sample, until satisfactory products are found to meet requirements. Should the laboratory find that any shipment does not meet specifications, the Authority shall have the right to reject same.
- G. INSPECTION**- All work done and supplies furnished shall be subject to inspection, testing and rejection by the Authority, or its representatives, at all times and places, both during manufacture and at destination. After award of the contract, should the result of any test or inspections show that the material supplied fails to meet the requirements of the Authority, the material shall be rejected and immediately replaced by the vendor. Rejected supplies or materials will be returned at the vendor's risk, and all inspection, handling and transportation charges to and from the Authority's delivery site will be assumed by the vendor. The vendor shall bear any and all expenses resulting from delay caused by failure to meet test or inspection standards. Should the Authority for any reason decide to accept any shipment which fails to meet specifications, the Authority may make an appropriate price adjustment with regard to same.
- H. AWARDS**-Comparison of bids will be based on the total price stated in the bid and an award will be based on the total price, terms and delivery date given by the bidder. If the total price is found to have been incorrectly computed, discrepancies will be corrected by the Authority

on the basis of the unit prices and a determination of the low bidder will be made on the basis of the corrected total price. The Authority shall not be liable for any failure on its part to detect or correct errors, and the Authority's action in connection therewith shall not give rise to any rights to the bidder.

- I. NOTICE TO VENDORS AND AUTHORITY DEPARTMENTS**-The Authority is authorized to order, and vendors are authorized to ship only those items covered by the contract. If a review of orders placed by the Authority reveals that material other than that covered by the contract has been ordered and delivered, the Director will take such steps as are necessary to have the material returned regardless of the time elapsed between the date of delivery and discovery of the violation. A full refund to the Authority by the vendor will be required.
  
- J. RIGHT TO AUDIT**-Vendor shall keep and maintain proper and adequate books, records and accounts accurately reflecting all costs and amounts billed to Authority under the contract at issue. Authority, its employees, officers, or representatives shall have the right upon written request and reasonable notice, to inspect and examine all of the vendor's books and records related to the contract. Such records shall be retained by vendor for at least five (5) years from the termination of the contract. In no event shall books and records be disposed of or destroyed of prior to five (5) years from the termination of the contract or during any dispute or claim between the Authority and vendor with regard to the contract at issue.
  
- K. TAXES**-The Authority is exempt from Federal Excise Tax, New Jersey State Sales and Use Tax and other tax as applicable.
  
- L. TRANSFER OF BUSINESS**-It is understood by all parties that, if, during the term of the contract, the vendor disposes of its business by sale, transfer or by any means to another party, all obligations are transferred to such purchaser.
  
- M. INTERAGENCY COOPERATIVE PURCHASING**-Pursuant to P.L. 1999, c. 440, vendors may receive inquiries by the entities listed below, with respect to extending this contract to them based upon the same prices, terms and conditions:
  - South Jersey Transportation Authority
  - New Jersey Sports & Exposition Authority
  - New Jersey Meadowlands Commission
  - New Jersey Water Supply Authority
  - Port Authority of New York & New Jersey
  - Delaware River Port Authority
  - Higher Education Student Assistance Authority
  
- N. CONTRACT CHANGES**-During the term of contract, no change will be permitted in any of its conditions and specifications unless the vendor receives written approval from the Director.

Should the vendor find at any time that existing conditions make modification in requirements necessary, the vendor shall promptly report such matter to the Director for consideration and decision.

**O. SUBCONTRACTING OR ASSIGNMENT**-The contract may not be subcontracted or assigned by the vendor, in whole or in part, without the prior written consent of the Director. In the event that bidder proposes to subcontract some or all of the services to be provided under the contract, it shall state so in its bid and attach for approval a list of said subcontractors and an itemization of the goods and/or services to be supplied by them.

**P. REJECTION OF BIDS**-Failure to comply with the instructions set forth herein may be considered grounds for rejection of the bid. The Authority further reserves the right to reject any or all bids as it may, in its sole discretion, determine to be in its best interest, or for any other reason allowed by law.

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment 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 equal employment opportunity shall include, but not 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 Public Agency Compliance Officer setting forth 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 will send to each labor union with which it has a collective bargaining agreement a notice, to be provided by the agency contracting officer, advising the labor union 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.
- D. The Contractor or Subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time, and the Americans with Disabilities Act.
- E. The Contractor or Subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
- F. The Contractor or Subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities and labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

- G. The Contractor or Subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- H. In conforming with the targeted employment goals, the Contractor or Subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- I. The Contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:
  - i. Letter of Federal Affirmative Action Plan Approval
  - ii. Certificate of Employee Information Report
  - iii. Employee Information Report Form AA302

The Contractor and its Subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

Submitted by:

**Firm Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXHIBIT B**  
**AFFIRMATIVE ACTION INFORMATION SHEET**

BIDDERS ARE REQUIRED TO SUBMIT ONE OF THE FOLLOWING FORMS RELATING TO COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS. **PLEASE COMPLETE AND RETURN THIS FORM AND ANY REQUIRED DOCUMENTS WITH THE BID.**

1. The bidder has a Federal Affirmative Action Plan Approval which consists of a valid letter from the United States Department of Labor Office of Federal Contract Compliance Programs (Good for one year of the date of letter).

YES \_\_\_\_ NO \_\_\_\_

If Yes, a photocopy of the Letter of Approval is to be submitted with the bid.

**(OR)**

2. The bidder has submitted an Affirmative Action Employee Information Report (Form AA302) to the State Treasurer, and the State Treasurer has approved said report pursuant to N.J.A.C. 17:27-4.6.

YES \_\_\_\_ NO \_\_\_\_

If Yes, a photocopy of the Certificate of Employee Information Report is to be submitted with the bid. (Expiration Date on Certificate)

Certificate Number \_\_\_\_\_

**(OR)**

3. The bidder has submitted an Employee Information Report (Form AA302) to the State Treasurer, and the State Treasurer has not yet approved said report.

YES \_\_\_\_ NO \_\_\_\_

If Yes, a photocopy of the Form AA302 is to be submitted with the bid.

If you are the successful bidder and have none of the above, please contact the Purchasing Department at **(732) 750-5300 ext. 8629** within five (5) days of notification of award for an Affirmative Action Employee Information Report (Form AA302). This completed form must be forwarded to the State Treasurer, Division of Public Contracts, Equal Opportunity Compliance Office, with the AUTHORITY's Copy (Pink) returned to the Turnpike Authority Purchasing Department.

The signature below certifies that one of the above forms of Affirmative Action evidence has been submitted, and all information contained above is correct to the best of my knowledge.

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Bidder's Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**EXHIBIT C**  
**STOCKHOLDER/PARTNERSHIP DISCLOSURE FORM**

The undersigned firm name of Bidder, in compliance with N.J.S.A. 52:25-24.2, does hereby state and declare the following list of shareholders or partners in this corporation or partnership, as the case may be, with 10 percent or greater interest therein.

<u>Name</u>	<u>Office Held</u>	<u>Address</u>	<u>Number of Shares of Stock, Corporation or % of Interest in Partnership</u>

CERTIFICATION: I, being duly authorized, certify that the information supplied above, is complete and correct to the best of my knowledge. I certify that all of the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Company (Partnership) Name: \_\_\_\_\_ (Signature)

Address: \_\_\_\_\_ PRINT OR TYPE: \_\_\_\_\_ (Name)

\_\_\_\_\_ PRINT OR TYPE: \_\_\_\_\_ (Title)

Date \_\_\_\_\_

**EXHIBIT D**  
**State Contractor Political Contributions Compliance**  
**Public Law 2005, Chapter 51 and Executive Order 117**

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 (McGreevey) was signed on September 22, 2004 and became effective October 15, 2004. EO134 was applicable to all State agencies, the principal departments of the executive branch, any division, board, bureau, office, commission within or created by a principal executive branch department, and any independent State authority, board, commission, instrumentality or agency. EO134 was superseded by P.L. 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”). In September 2008, Executive Order 117 (Corzine) was signed and became effective November 15, 2008. EO117, which applies only prospectively, extends Chapter 51’s political contribution restrictions by expanding the definition of “business entity” to include, for example, more corporate shareholders and sole proprietors. EO117 and Chapter 51 contain restrictions and reporting requirements that will necessitate a thorough review of their provisions by bidders.

Pursuant to the requirements of Chapter 51 and EO117, the terms and conditions set forth in this Exhibit are material terms of any contract entered into by the Authority.

**DEFINITIONS**

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

- a) “**Contribution**” – means a contribution reportable by the recipient under the New Jersey Campaign Contributions and Expenditures Reporting Act, P.L. 1973, c. 83, N.J.S.A. 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., made on or after October 15, 2004. As of January 1, 2005, contributions in excess of \$300 are reportable.
  
- b) “**Business Entity**” – means any natural or legal person; business corporation (and any officer, person, or business entity that owns or controls 10% or more of the corporation’s stock); professional services corporation (and any of its officers or shareholders); limited liability company (and any members); general partnership (and any partners); limited partnership (and any partners); in the case of a sole proprietorship: the proprietor; a business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction, including its principals, officers, or partners. The definition of a business entity also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity; (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, civil union partner or child, residing in the same household, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the

contributor is eligible to vote, or to a political party committee within whose jurisdiction the contributor resides.

### **PROHIBITION ON CONTRACTS/BREACH OF EXISTING CONTRACT**

As set forth in Chapter 51 and EO117, the Authority 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 Lieutenant Governor, or to any State, county or municipal political party committee, or legislative leadership committee during specified time periods.

Further, it shall be a breach of the terms of any contract with the Authority for any Business Entity who has been awarded the contract, during the term of the contract or any extension thereof, to:

- (i) make or solicit a contribution in violation of Chapter 51 or EO117;
- (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 Lieutenant Governor, or to any State, county or municipal party committee, or legislative leadership 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 Chapter 51 or EO117;
- (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 Chapter 51 or EO117; 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 Chapter 51 or EO117.

### **CERTIFICATION AND DISCLOSURE REQUIREMENTS**

Prior to the award of any contract or agreement, the Authority shall notify any Business Entity to which it intends to award a contract of the need to submit to the Authority a completed Certification and Disclosure of Political Contributions form, as issued by the State Treasurer. **The intended awardee will receive the applicable form from the Authority's Purchasing Department to be completed and returned to the Authority for submission to the State Treasurer.**

In completing this form, the Business Entity must certify that no contributions prohibited by Chapter 51 or EO117 have been made by the Business Entity and must report 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 meaning of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. Failure to submit the required forms will preclude award of the contract at issue, as well as future contract opportunities.

Upon approval by the State Treasurer, the Authority will issue a contract. However, if the State Treasurer determines that any contribution or action by a Business Entity poses a conflict of interest in the awarding of the contract or agreement at issue, the State Treasurer shall disqualify the Business Entity from award of such contract.

**Once approved by the State Treasurer, a Business Entity’s Political Contributions Certification is valid for a two (2) year period from the date of approval. If, prior to the award of a contract, the State Treasurer confirms to the Authority that the intended awardee has an approved Certification that will remain valid for the term of the contract, the Authority may waive the requirement that the awardee complete an additional Certification and Disclosure of Political Contributions form.**

Any Business Entity entering into a contract with the Authority is required, on a continuing basis, to report to the Authority any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. Such reports shall be subject to review by the Authority and the State Treasurer. If the State Treasurer determines that any such contribution poses a conflict of interest, such contribution shall be deemed a material breach of the contract or agreement at issue.

**EXHIBIT E**

**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION  
REQUIREMENT FOR DISCLOSURE OF POLITICAL CONTRIBUTIONS**

*All business entities are advised of their responsibility to file on annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us)*

**DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW  
ENFORCEMENT COMMISSION IN ACCORDANCE WITH N.J.S.A. 19:44A-20.27**

The undersigned Bidder submitting the bid for the goods/services herein hereby acknowledges its responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if in receipt of contracts in excess of \$50,000.00 from public entities in a calendar year. Bidder further acknowledges that business entities are solely responsible for determining if filing is necessary and that all statements contained in said bid and in this certification are true and correct, and made with full knowledge that the New Jersey Turnpike Authority relies upon the truth of the statements contained in said bid and in statements contained in this certification in awarding the contract at issue.

I certify that I am authorized to make the foregoing statements on behalf of the Bidder and that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder : \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT F**

**SMALL/MINORITY/WOMAN OWNED BUSINESS ENTERPRISE**

If your firm is registered with the State of New Jersey as a Small Business Enterprise (SBE) and/or certified as a Woman Business Enterprise (WBE) or Minority Business Enterprise (MBE), you must send a copy of the Registration/Certification Form(s) with your quotation.

Please check off the gross receipt category of your business if registered as an SBE

SBE CATEGORY 1            \$0- \$500,000            \_\_\_\_\_

SBE CATEGORY 2            \$500,001 thru \$5,000,000            \_\_\_\_\_

SBE CATEGORY 3            \$5,000,001 thru \$12,000,000            \_\_\_\_\_

NOT APPLICABLE            \_\_\_\_\_

SBE Registration # \_\_\_\_\_

Please check below if applicable

W B E    \_\_\_\_\_    M B E    \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**EXHIBIT G**

**VENDOR DISCLOSURE FORM  
EXECUTIVE ORDER # 129**

Please be advised that in accordance with Executive Order #129 (2004), the New Jersey Turnpike Authority has developed this form under the policy and procedures directed under this Order. In entering into contracts, the State contracting agencies must consider the requirements of New Jersey's contracting laws, the best interests of the State of New Jersey and its citizens, as well as applicable federal and international requirements.

The State contracting agencies shall ensure that all vendors seeking to enter into any contract in which services are procured on behalf of the State of New Jersey must disclose:

- A. The location by country where services under the contract will be performed; and
- B. Any subcontracting of services under the contract and the location by country where any subcontracted services will be performed.

**THE LOCATION BY COUNTRY WHERE SERVICES UNDER THIS CONTRACT WILL BE PERFORMED:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Country:** \_\_\_\_\_

Subcontractor #1 Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Country:** \_\_\_\_\_

Subcontractor #2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Country:** \_\_\_\_\_

(For additional subcontractors, attach additional copies of this form)

I certify that all information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

EXHIBIT G-1

**NEW JERSEY TURNPIKE AUTHORITY**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

NAME OF CONTRACTOR /BIDDER: \_\_\_\_\_

**PART 1: CERTIFICATION**

CONTRACTORS/BIDDERS **MUST COMPLETE** PART 1 BY CHECKING **EITHER BOX**.

***FAILURE TO CHECK ONE OF THE BOXES SHALL RENDER THE PROPOSAL NON-RESPONSIVE.***

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list follows this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Authority finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the contractor/bidder listed above nor any of the contractor's/bidder's parents, subsidiaries, or affiliates is **listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the CERTIFICATION below.**

**OR**

I am unable to certify as above because the contractor/bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the CERTIFICATION below. **Failure to provide such will result in the proposal being rendered a non-responsive** and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet

Name \_\_\_\_\_ Relationship to Contractor/Bidder \_\_\_\_\_

Description of Activities

\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Contractor/Bidder Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

---

**CERTIFICATION**  
**MUST BE SIGNED BY BIDDER**

**I being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the New Jersey Turnpike Authority (“Authority”) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.**

**FULL NAME (print):** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**TITLE:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**EXHIBIT H**

**NOTICE TO ALL BIDDERS  
SET-OFF FOR STATE TAX**

Please be advised that pursuant to P.L. 1995, c. 159, effective January 1, 1996 and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership, or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services or construction projects and at the same time the taxpayer, or the partner or shareholder of that entity, is indebted for any State tax, the Director of the Division of Taxation shall seek to set-off that taxpayer's, partner's or shareholder's share of the payment due to the taxpayer, partnership, or S corporation. The amount of set-off shall not allow for the deduction of any expenses or other deductions which might be attributable to a partner or shareholder subject to set-off under this act. No payment shall be made to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects pending resolution of the indebtedness.

The Director of Division of Taxation shall give notice of the set-off to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects and provide an opportunity for a hearing with thirty (30) days of such notice under the procedures for protests established under N.J.S.A. 54:49-18. No requests for conference, protest or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State pursuant to P.L. 1987, c. 184, N.J.S.A. 52:32-32 et seq. to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE."

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**EXHIBIT I**

**LETTER OF SURETY**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

\_\_\_\_\_ as PRINCIPAL: and

\_\_\_\_\_ as Surety and duly qualified to transact business in the State of New Jersey, are hereby held and firmly bound unto the New Jersey Turnpike Authority in the sum by which the amount of the Contract, covering the attached proposal, properly and lawfully executed by and between the New Jersey Turnpike Authority and some third party, may exceed the amount bid by the Principal for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ A.D.

Two Thousand and \_\_\_\_\_.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the Principal has submitted to the New Jersey Turnpike Authority a certain Proposal, attached hereto and hereby made a part hereof, to enter into a Contract in writing for Contract No. \_\_\_\_\_ of the New Jersey Turnpike Authority;

NOW, THEREFORE,

(a) If said Proposal shall be rejected by the New Jersey Turnpike Authority, or in the alternative,

(b) If said Proposal shall be accepted by the New Jersey Turnpike Authority, and the Principal shall duly execute the Contract Agreement and furnish the required Contract Bond, within the stipulated time,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Authority may accept such Proposal; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

[Corporate Seal]

\_\_\_\_\_  
\_\_\_\_\_

WITNESS OR ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Principal

[Corporate Seal]

\_\_\_\_\_  
\_\_\_\_\_

WITNESS OR ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Surety

EXHIBIT J

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

\_\_\_\_\_ as PRINCIPAL: and

\_\_\_\_\_ as Surety and duly qualified to transact business in the State of New Jersey, are hereby held and firmly bound unto the New Jersey Turnpike Authority in the sum of

\_\_\_\_\_ Dollars and

\_\_\_\_\_ Cents \$ \_\_\_\_\_) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ A.D.

Two Thousand and \_\_\_\_\_.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the Principal has submitted to the New Jersey Turnpike Authority a certain Proposal, attached hereto and hereby made a part hereof, to enter into a Contract in writing for Contract No. \_\_\_\_\_ of the New Jersey Turnpike Authority;

NOW, THEREFORE,

(a) If said Proposal shall be rejected by the New Jersey Turnpike Authority, or in the alternative,

(b) If said Proposal shall be accepted by the New Jersey Turnpike Authority and the Principal shall duly execute the Contract Agreement and furnish the required Contract Bond, within the stipulated time,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event, exceed the amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Authority may accept such proposal; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
[Corporate Seal]

\_\_\_\_\_  
WITNESS OR ATTEST

\_\_\_\_\_  
Principal

\_\_\_\_\_  
[Corporate Seal]

\_\_\_\_\_  
WITNESS OR ATTEST:

\_\_\_\_\_  
Surety

**EXHIBIT K**

**CONTRACT NO.** \_\_\_\_\_

**CONTRACT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_

duly organized under the Laws of the \_\_\_\_\_  
(An individual, a partnership, a corporation)

State of \_\_\_\_\_ and having a usual place of \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ as

Principal, and \_\_\_\_\_ a

corporation duly organized under the Laws of the State of \_\_\_\_\_ and duly authorized to do business in the State of New Jersey and having a usual place of business at

\_\_\_\_\_, as Surety, are holden and stand firmly

bound and obligated unto the New Jersey Turnpike Authority, as Obligee, in the sum of

\_\_\_\_\_ lawful money of the United States of America, to and for the

true payment whereof we bind ourselves and each of us, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas, the above named

Principal did on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, enter into a contract with the

Obligee, New Jersey Turnpike Authority generally described as follows: \_\_\_\_\_

\_\_\_\_\_ which said contract is made part of this Bond the

same as though set forth herein.

Now, if the said Principal shall well and faithfully do and perform the things agreed by the Principal to be done and performed according to the terms of said contract, and shall pay all lawful claims of laborers and other beneficiaries as defined by N.J.S. 2A:44-143 for labor performed or materials, provisions, provender of other supplies, or teams, fuels, oils, implements or machinery furnished, used or consumed in the carrying forward, performing or completing of said contract, we agreeing and assenting that this undertaking shall be for the benefit of laborers and any beneficiary as defined in N.J.S. 2A:44-143 having a just claim, as well as, for the Obligee herein, then this obligation shall be void; otherwise, the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the said contract or in or to the plans or specifications therefore shall in anywise affect the obligation of said Surety on its bond, and the Surety hereby waives notice of same.

IN WITNESS WHEREOF, we have hereunto set our hands and seals

this \_\_\_\_\_ day of \_\_\_\_\_ in the year 200\_\_\_\_\_.

WITNESS OR ATTEST:

\_\_\_\_\_

[CORPORATE SEAL]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

PRINCIPAL

WITNESS OR ATTEST:

\_\_\_\_\_

[CORPORATE SEAL]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

SURETY

**CERTIFICATION AND REQUEST FOR WAIVER  
OF THE COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE REQUIREMENT**

**Purchase Requisition #** \_\_\_\_\_

I hereby request an exemption from the New Jersey Turnpike Authority's Comprehensive Automobile Liability Insurance policy for the above reference Purchase Requisition. I certify that if the company referenced below (hereinafter, "the Company") is the successful low bidder the Company will utilize a recognized, commercial third party shipper (i.e. UPS, Federal Express, DHL, U.S. Postal Service, Air Borne Express, etc..) to deliver all Goods to the New Jersey Turnpike Authority. By signing this certification, a representation is made that no vehicle either owned, rented or leased by the Company will be used for the delivery of any goods to the New Jersey Turnpike Authority, and that, any delivery made will be restricted to the use of third parties providing package delivery service in the ordinary course of business. Accordingly, a waiver of Comprehensive Automobile Liability Insurance is hereby requested.

\_\_\_\_\_  
The Company (insert name of Company)

By: \_\_\_\_\_  
(print and sign name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\$2MM WAIVER**