



RICHARD J. CODEY  
*Acting Governor*

**State of New Jersey**  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
PURCHASE BUREAU  
P.O. BOX 230  
TRENTON, NJ 08625-0230

JOHN E. McCORMAC, CPA  
*State Treasurer*

May 24, 2005

**TO:** All Potential Bidders

**RE:** RFP #: **06-X-37582**  
**Repair Services Electric Motor - Statewide**

**IMPORTANT NOTES:**

- a) New Business Registration Requirements – This is a change from previous requirements. Failure to submit a copy of your Business Registration Certificate (or interim registration) from the Division of Revenue with the Bid Proposal may be cause for rejection of the bid proposal.**
- b) Executive Order 134 Certification and Disclosure Submittal Requirements Revised – In order to simplify the EO 134 compliance process, effective December 22, 2004, submission of EO 134 Certification and Disclosure forms will be required to be submitted following notice of intent to award.**
- c) Set-Asides - Even if you are an incumbent bidder and/or have been previously registered or certified under the former sbe/mbe/wbe program, you will need to be sure that you are registered with the Commerce Commission on the day of bid receipt and opening under the new, small business program to be eligible for award. The telephone number to call to check your status is 609 292-2146.**

Enclosed please find a complete set of bid documents for the above referenced solicitation. The following are the key dates for the project:

| Date     | Time    | Event                          |
|----------|---------|--------------------------------|
| 06/24/05 | 2:00 PM | <b>Bid Submission Due Date</b> |

All questions concerning the RFP contents and the bidding process must be directed to the following e-mail address: [jackie.kemery@treas.state.nj.us](mailto:jackie.kemery@treas.state.nj.us)

# **ATTENTION VENDORS**

## **Vendor Information and Bidding Opportunities**

The Purchase Bureau maintains a bidders mailing list. You as a vendor may have basic information about your firm added to the bidders mailing list by visiting our website at

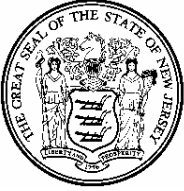
<http://www.state.nj.us/treasury/purchase/bidmaillist.htm> and submitting a bidders mailing list application online. You may also download the application and instructions and submit the application by mail.

Applications submitted online are processed more quickly than mailed applications.

A bidders mailing list application gives you the opportunity to identify yourself as a potential bidder for the types of goods and services that your firm provides. The Purchase Bureau attempts (but does not guarantee) to provide firms on the bidders mailing list with notice of bidding opportunities related to the goods and services identified in the application.

If you are already on the Purchase Bureau's bidders mailing list and you need to change your information, contact Bid List Management at (609) 984-5396.

Note: If you are an awarded State contractor and payments are not being directed to your proper remit-to address, you must send a letter on company letterhead to the Office of Management and Budget, Vendor Control Unit, PO Box 221, Trenton, NJ 08625 or fax that letter to 609-292-4882. In the letter you must include the current incorrect remit to address and your new correct remit-to address. If you have any questions about this process you may call (609) 292-8124 for more information.

|  |  |  |  |
|--|--|--|--|
|  | <b>STATE OF NEW JERSEY<br/>REQUEST FOR PROPOSAL</b>  | <b>BID NUMBER: 06-X-37582</b>  |  |
|  | <b>FOR: Repair Services Electric Motor -<br/>Statewide</b>   | TERM CONTRACT #: <b>T0573</b><br>REQUESTING AGENCY: <b>STATEWIDE</b><br>REQUISITION #: <b>1030275</b>  |  |
|  | ESTIMATED AMOUNT: \$200,000.00<br>CONTRACT EFFECTIVE DATE: <u>09/01/05</u><br>CONTRACT EXPIRATION DATE: <u>08/31/07</u><br>COOPERATIVE PURCHASING: <a href="#">ATTACHMENT 4</a><br>SET ASIDE: SEE: SECTION 4.4.1.6 | <u><b>DIRECT QUESTIONS CONCERNING THIS RFP TO:</b></u><br>E-MAIL ADDRESS: <a href="mailto:jackie.kemery@treas.state.nj.us">jackie.kemery@treas.state.nj.us</a> |  |

**TO BE COMPLETED BY BIDDER:**

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

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

**PURSUANT TO N.J. STATUTES, REGULATIONS AND EXECUTIVE ORDERS, PROPOSALS WHICH FAIL TO CONFORM WITH THE FOLLOWING REQUIREMENTS WILL BE AUTOMATICALLY REJECTED:**

- 1) **PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF 2 PM ON 06/24/05 AT THE FOLLOWING PLACE: DEPARTMENT OF THE TREASURY, PURCHASE BUREAU, PO BOX-230, 33 WEST STATE STREET, 9TH FLOOR, TRENTON, NEW JERSEY 08625-0230. TELEPHONE, TELEFACSIMILE OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED.**
- 2) THE BIDDER MUST SIGN THE PROPOSAL.
- 3) THE PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS, F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PRICE QUOTES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.
- 4) ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.
- 5) ALL CORRECTIONS, WHITE-OUTS, ERASURES, RESTRIKING 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.
- 6) THE BIDDER MUST SUBMIT WITH THE PROPOSAL BID SECURITY IN THE AMOUNT OF \$ 0 OR 0 %.  
CHECK THE TYPE OF BID SECURITY SUPPLIED:  
  
 ANNUAL BID BOND ON FILE: \_\_\_\_\_ BID BOND ATTACHED: \_\_\_\_\_  
 CERTIFIED OR CASHIERS CHECK ATTACHED: \_\_\_\_\_ LETTER OF CREDIT ATTACHED: \_\_\_\_\_
- 7) THE BIDDER MUST COMPLETE AND SUBMIT, PRIOR TO THE SUBMISSION OF THE PROPOSAL, OR ACCOMPANYING THE PROPOSAL, THE ATTACHED OWNERSHIP DISCLOSURE FORM. (SEE N.J.S.A. 52:25-24.2). [ATTACHMENT 1 OF RFP](#)
- 8) THE BIDDER MUST ATTEND THE MANDATORY PRE-BID CONFERENCE(S) AND SITE VISIT(S) AT THE FOLLOWING DATE(S) AND TIME(S):  
 PRE-BID CONFERENCE: N/A  
 SITE INSPECTION: N/A
- 9) FOR SET ASIDE CONTRACTS ONLY, A BIDDER MUST BE REGISTERED WITH THE N.J. DEPARTMENT OF COMMERCE AS A SMALL BUSINESS BY THE DATE OF BID OPENING. (SEE N.J.A.C. 17:13-3.1 & 13.3.2).

**ADDITIONAL REQUIREMENTS**

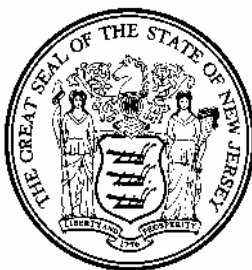
- 10) A BIDDER MUST BE REGISTERED WITH THE DIVISION OF REVENUE AND A BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) SHOULD BE SUBMITTED WITH THE BID PROPOSAL. (SEE N.J.S.A. 52:32-44).
- 11) PERFORMANCE SECURITY: \$ 0 OR 0 %
- 12) PAYMENT RETENTION: 00%
- 13) AN AFFIRMATIVE ACTION FORM ([ATTACHMENT 3 OF RFP](#))
- 14) A MACBRIDE PRINCIPLES CERTIFICATION ([ATTACHMENT 2 OF RFP](#))
- 15) REQUESTED DELIVERY: 5 days FROM RECEIPT OF ORDER.

**TO BE COMPLETED BY BIDDER**

- 16) DELIVERY CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER.
- 17) CASH DISCOUNT TERMS (SEE RFP) \_\_\_\_\_ %, \_\_\_\_\_ DAYS: NET \_\_\_\_\_ DAYS.
- 18) BIDDER PHONE NO: \_\_\_\_\_
- 19) BIDDER FAX NO. \_\_\_\_\_
- 20) BIDDER E-MAIL ADDRESS \_\_\_\_\_
- 21) BIDDER FEDERAL ID NO. \_\_\_\_\_
- 22) YOUR BID REFERENCE NO. \_\_\_\_\_

SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL, INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT THE REQUEST FOR PROPOSAL AND THE RESPONSIVE PROPOSAL CONSTITUTES A CONTRACT IMMEDIATELY UPON NOTICE OF ACCEPTANCE OF THE PROPOSAL BY THE STATE OF NEW JERSEY FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER THE REQUEST FOR PROPOSAL OR THE PROPOSAL DURING THE TERM OF THE CONTRACT, SHALL CONSTITUTE A BREACH AND MAY RESULT IN SUSPENSION OR DEBARMENT FROM FURTHER STATE BIDDING. A DEFAULTING CONTRACTOR MAY ALSO BE LIABLE, AT THE OPTION OF THE STATE, FOR THE DIFFERENCE BETWEEN THE CONTRACT PRICE AND THE PRICE BID BY AN ALTERNATE VENDOR OF THE GOODS OR SERVICES IN ADDITION TO OTHER REMEDIES AVAILABLE.

|                                  |                  |
|----------------------------------|------------------|
| 23) ORIGINAL SIGNATURE OF BIDDER | 24) NAME OF FIRM |
| 25) PRINT/TYPE NAME AND TITLE    | 26) DATE         |



**Bid Number:05-X-37582**

**REQUEST FOR PROPOSAL FOR:**

**REPAIR SERVICES ELECTRIC MOTOR - STATEWIDE**

Date Issued: May 25, 2005

Purchasing Agency

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

Using Agency

State of New Jersey  
Cooperative Purchasing Members

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## **NOTICE TO BIDDERS**

### **SET-ASIDE CONTRACTS**

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

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

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

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

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

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

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

TELEPHONE: 609-292-2146



## **1.0 INFORMATION FOR BIDDERS**

### **1.1 PURPOSE AND INTENT**

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of Using Agencies. The purpose of this RFP is to solicit bid proposals for repair services of electric motors.

The intent of this RFP is to award contracts to those responsible bidders whose bid proposals, conforming to this RFP are most advantageous to the State, price and other factors considered.

The Standard Terms & Conditions, [Appendix 1](#) of this RFP, will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with same unless the RFP specifically indicates otherwise.

The State intends to extend the contract[s] awarded to the Purchase Bureau's cooperative purchasing partners. These partners include quasi-state agencies, counties, municipalities, school districts, volunteer fire departments, first aid squads, independent institutions of higher learning, County colleges and State colleges.

**Although the State, with the assent of the vendor(s), is making the use of any contract resulting from this RFP available to non-State Agencies, the State makes no representation as to the acceptability of any State RFP terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.**

### **1.2 BACKGROUND**

This is a reprocurement of the **Repair Services Electric Motor** term contract, presently due to expire on **August 31, 2005**. Vendors who are interested in the current contract specifications and pricing information are encouraged to visit the Purchase Bureau's website on the world wide web. The applicable "T" reference number for this lookup is **T0573**. The exact WWW address is:

<http://www.state.nj.us/treasury/purchase/contracts.htm>

### **1.3 KEY EVENTS**

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

It is the policy of the Purchase Bureau to accept questions and inquiries from all vendors by e-mail. Written questions should be e-mailed to the Purchase Bureau to the attention of the assigned Purchase Bureau buyer at the following address:

E- Mail: [jackie.kemery@treas.state.nj.us](mailto:jackie.kemery@treas.state.nj.us)

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

##### **1.3.1.1 QUESTION PROTOCOL**

Questions should be e-mailed in writing to the attention of the assigned Purchase Bureau buyer. Questions should be directly tied to the RFP by the writer. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

### 1.3.1.2 CUT-OFF DATE FOR QUESTIONS AND INQUIRIES

The cut-off date for questions and inquiries relating to this RFP is **fourteen (14) days prior to the bid opening date.** Addenda, if any, to this RFP will be posted to the Purchase Bureau website (see Section 1.4.1. of this RFP for further information.)

### 1.3.2 MANDATORY SITE VISIT

Not applicable for this RFP.

### 1.3.3 MANDATORY PRE-BID CONFERENCE

Not applicable for this RFP.

### 1.3.4 OPTIONAL PRE-BID CONFERENCE:

Not applicable for this RFP.

### 1.3.5 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE RIGHT PLACE WILL BE REJECTED. THE DATE, TIME AND LOCATION ARE:**

|                  |  |
|------------------|--|
| <b>DATE:</b>     | <b>June 24, 2005</b>   |
| <b>TIME:</b>     | <b>2:00 PM</b>   |
| <b>LOCATION:</b> | <b>BID RECEIVING ROOM - 9TH FLOOR<br/>PURCHASE BUREAU<br/>DIVISION OF PURCHASE AND PROPERTY<br/>DEPARTMENT OF THE TREASURY<br/>33 WEST STATE STREET, P.O. BOX 230<br/>TRENTON, NJ 08625-0230</b><br><br><b>Directions to the Purchase Bureau can be found on the following website:</b><br><a href="http://www.state.nj.us/treasury/purchase/directions.shtml">http://www.state.nj.us/treasury/purchase/directions.shtml</a> |

### 1.3.6 DOCUMENT REVIEW

Not applicable for this RFP.

## 1.4 ADDITIONAL INFORMATION

### 1.4.1 REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

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

**[HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML.](http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml)**

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

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

#### **1.4.2 ADDENDUM AS A PART OF THIS RFP**

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

#### **1.4.3 ISSUING OFFICE**

This RFP is issued by the Purchase Bureau, Division of Purchase and Property. The buyer noted in Section 1.3.1 is the sole point of contact between the vendor and the State for purposes of this RFP.

#### **1.4.4 BIDDER RESPONSIBILITY**

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP. By submitting a bid proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, as to all of the requirements of this RFP.

#### **1.4.5 COST LIABILITY**

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

#### **1.4.6 CONTENTS OF BID PROPOSAL**

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and shall so advise the bidder. The State will not honor attempts by bidders either to designate their entire bid proposal as proprietary and/or to claim copyright protection for their entire proposal.

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

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

#### **1.4.7 PRICE ALTERATION**

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

#### **1.4.8 JOINT VENTURE**

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Affirmative Action Employee Information Report, MacBride Principles Certification and business registration must be supplied by each party to the joint venture.

## **2.0 DEFINITIONS**

### **2.1 GENERAL DEFINITIONS**

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

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

**Amendment** - A change in the scope of work to be performed by the contractor. An amendment is not effective until signed by the Director, Division of Purchase and Property.

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

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

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

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

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

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

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

**Shall or Must** - Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal, as materially non-responsive.

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

**State** - State of New Jersey

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

### **2.2 CONTRACT SPECIFIC DEFINITIONS**

**ABMA** - American Bearing Manufacturer's Association

**Amortisseur** - Type of rotor bar found on the rotating part of some electric motors/generators.

**Amperes** - A unit of electric current in the meter-kilogram-second system. It is the steady current that when flowing in straight parallel wires of infinite length and negligible cross section, separated by a distance of one meter in free space, produces a force between the wires of  $2 \times 10^{-7}$  newtons per meter of length.

**ANSI** - American National Standards Institute

**Armature** - The rotating part of a dynamo, consisting essentially of copper wire wound around an iron core. The moving part of an electromagnetic device such as a relay, buzzer, or loudspeaker. A piece of soft iron connecting the poles of a magnet.

**EASA** - Electrical Apparatus Service Association.

**IEEE** - Institute of Electrical and Electronics Engineers.

**ISO** - International Standards Organization.

**Megohm** - One of the larger measures of electrical resistance, amounting to one million ohms.

**Megohmmeter** - Electrical test equipment designed to measure insulation resistance to ground.

**Ohmmeter** - Electrical test instrument designed to measure resistance of windings, etc.

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

The bidder should be capable of performing all services listed below, whether completed by you or your subcontractor. Failure to provide all services listed may result in the rejection of your bid proposal.

#### **3.1 INCOMING TESTS**

##### **3.1.1 STATIC TESTS**

All motors are to be given preliminary tests prior to disassembly. Stator, wound rotor, field, and armature windings are to be megohmmeter tested and the polarization index shall be established. Windings rated 600 volts or less shall be megohmmeter tested at 500 volts and polarization index tested at 1000 volts DC. Windings rated over 600 volts shall be megohmmeter tested at 1000 volts and polarization index tested at 2500 volts. Resistance shall be taken of each phase or winding circuit with a low resistance micro ohmmeter and compared with manufacturer's data, if available. Motor windings shall be surge comparison tested.

Motors with insulated bearings shall have the bearing insulation resistance measured in megohms. Single-phase power is to be applied to the stator such that approximately full load rated current is drawn by it while the rotor is rotated manually. Minimum and maximum current readings, as well as the applied test voltage, are to be recorded.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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##### **3.1.2 RUN TESTS**

The motor is to be test run. AC motors are to be run at full rated voltage. The line voltage and exact RPM are to be recorded. Amperes per line of each incoming phase are to be measured and recorded along with the lead number corresponding to each phase. DC motors are to be operated at full armature voltage and rated field current. Exact field and armature voltage and current, and rpm in both clockwise and counter clock wise directions are to be measured and recorded. Vibration readings, measured in inches per second velocity, shall be taken at each end of the motor in the horizontal, vertical, and axial planes.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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## 3.2 DISASSEMBLY, CLEANING, INSPECTION AND TESTS

### 3.2.1 GENERAL

The motor shall be carefully disassembled with special precautions taken to avoid damage to windings, shaft journals, control devices, rotating parts, and machined surfaces. The manufacturers recommended disassembly procedure shall be followed. Actual dimensions, fits, and clearances shall be recorded as the motor is disassembled.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.2.2 ROLLING ELEMENT BEARING MOTORS

Bearing sizes and manufacturer for each end of the motor are to be recorded. Journal and housing diameters are to be measured and recorded. Fits for radial loads shall be K5 for journals and H7 for housings. The contractor shall establish the bearings cause of failure.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.2.3 SLEEVE BEARING MOTORS

Bearing journal and bearing bore dimensions are to be taken and recorded at the inboard, center, and outboard end of each bearing fit at 120 degree intervals. Each bearing's outer diameter and corresponding housing fit is to be measured at 120 degree intervals and recorded. The material and condition of the bearing insulation is to be noted and recorded. Active labyrinth areas are to be measured and recorded, both shaft and labyrinth, at 120 degree intervals to establish the diametric clearances. The contractor shall determine the sleeve bearing and labyrinth cause of failures.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.2.4 CLEANING AND MECHANICAL INSPECTION

The disassembled motor shall be washed initially by team cleaning with an approved mild detergent, thoroughly rinsed with steam and hot water to remove all traces of cleaning compound and oven dried. The drying oven shall have close temperature control with the drying cycle being of sufficient duration to assure that the unit obtains the highest possible insulation resistance. Rotor endplay and shaft run out total indicator readings (TIR) shall be measured and recorded. The run out of the commutator or each collector rings total indicator reading shall be measured and recorded. The run out of the rotor or armature laminations shall be measured at each end and the axial center with TIR recorded. Air gap readings at both ends of the motor at 90-degree intervals shall be measured and recorded. The rotor or armature outer diameter and stator or field poles inner diameter are to be measured and recorded at both ends and the center.

Visual inspection shall be made and the condition noted of coupling, sheave, shafts, laminations, and keyseats. The output shaft diameter shall be measured at both ends and the center of the coupling or sheave mounting. The coupling or sheave internal diameter shall be measured at both ends and center and recorded.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.2.5 ELECTRICAL INSPECTION



Stator, rotor, and armature windings are to be visually inspected for condition of coil bracing, coil supports, looseness in slots and end turns, loose wedges or fillers, end turn insulation, leads, and condition of windings for obvious defects. Field coils are to be visually inspected for condition of coil bracing, taping, looseness, and integrity of ground wall insulation. Conditions of breechloaders, brushes, collector rings, and commutators are to be noted, if applicable. Temperature detectors and hardware are to be visually inspected. Thermocouples, RTD's, thermistors, and klixons are to be tested. Quality organization is to verify and note the cause of failure of any elements detected by physical and visual observations.

Stator core is to be core loss tested. Hot spot temperature limit of the core is 10 degrees C rise above ambient after one quarter hour with core magnetized to 90 kilolines per square inch. The loop ampere turns, inducted volts, core magnetic lux density and true RMS input watts are to be recorded.

Squirrel cage rotors are to be growler tested, magnetic particle tested, and die penetrate checked. Synchronous fields are to be resistance tested and AC drop tested. Synchronous rotors are to be visually inspected for condition of amortisseur winding, loose bars, broken bars, open joints, loose blocking ties and bulging windings. The quality organization is to establish the cause of rotor failure.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.2.6 TESTS AFTER CLEANING

Repeat megohmmeter, polarization index, and surge comparison tests. Quality organization shall accept windings as satisfactory, or establish reason for cause of failure rejection.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.3 REPAIRS

### 3.3.1 ROTOR REPAIRS

The apparent cause of failure shall be reported to the Using Agency. The contractor shall assess the viability of rotor repair versus complete rewind or rebar. Refer to Section 3.4 of this specification for rewinding. Further, rotor-retaining rings, if applicable, are to be non-destructively tested for cracks or flaws. An estimate for repair, rebuilding and/or redesigning of the rotor to alleviate the failure conditions, prepared by the mechanic, shall be presented to the Using Agency for consideration along with the failure report. After removal of the defective components and cleaning, prior to bar or winding replacement, a core test shall be performed at a flux level of 90 kilolines per square inch in the back iron. The allowable ot spot rise above ambient is 15 degrees C after 20 minutes.

Rotor design parameters shall be calculated, provided that the stator winding data is known, including magnetic flux densities and current densities. The contractor may propose a redesign of part of all of the rotor, based on the design analysis and/or cause of failure analysis. A licensed engineer shall perform analysis and redesign, with motor manufacturing design experience.

Hard copy documentation shall be provided for all steps, and a quality assurance program, specific to the rotor repairs, shall be in place before commencing work. Final acceptance test results shall be recorded and provided to the Using Agency.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.3.2 ROTOR BALANCE

All rotors and armatures, except two pole AC, are to be dynamically balanced to ISO quality grade G2.5. Two pole AC rotors are to be balanced to ISO quality grade G1.0.

The residual unbalance in gram inches, rotor weight in pounds, phase angle, balancing RPM, and vibration level in mils are to be recorded. Prior to balancing, the rotor is to have been lathe checked for run out and had dimensional readings taken. Rotors shall be balanced only after being thoroughly cleaned and inspected.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.3.3 WINDING REPAIRS

Winding repairs, such as securing loose winding elements, are to be described on the quality check list. Section 3.4 of this RFP covers rewinding requirements. Stator, rotor, and armature windings are to be double-dipped and baked in a solventless polyester or epoxy varnish after thorough cleaning and drying. Windings shall be secured by supplementing or replacing all banding, blocking, wedging, and tying material. Coil ends will, if necessary, be braced to withstand stresses due to starting and running currents.

Coil end and surge support rings shall be inspected for adequacy of insulation and rigid support of the coil extensions. Replacement armature, rotor or stator wedges are to be high strength armature grade, fitted to the shape of the slot. Notches, such as for vent ducts, are to equal or exceed the original manufacturer's design.

New leads, if necessary, shall be installed after all varnish impregnation and bake cycles have been completed. New leads should be equivalent or exceed those removed in terms of flexibility, current carrying capacity, moisture and chemical resistance, and insulation value.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.3.4 MECHANICAL REPAIRS

Mechanical repair methods for output shafts, bearing journals, bearing housings, sleeve bearings, and labyrinths are to be submitted by the contractor to the Using Agency prior to beginning repair work. Welded parts must be stressed relieved. Sleeve bearing journals are to be restored to size with chrome plating and have the shaft demagnetized. Housing fits should be restored with steel bushings, positively to prevent rotation.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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**3.4 REWINDING**

**3.4.1 WINDING DATA**

Complete connection diagrams are to be made of windings along with lead numbering, including special markings, to assure same rotation and polarity after rewind. Winding data is to be recorded and electromagnetic parameters are to be computer verified. A permanent copy of the electrical and magnetic densities is to remain with job file. Modifications of any type to electrical or magnetic design parameters may only be performed by a mechanic. The contractor is to notify the Using Agency of modifications and no work is to proceed without the approval of the Using Agency.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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**3.4.2 CORE TESTING**

Stator or armature core is to be core loss tested. Hot spot temperature limit of the core is 10 degrees C rise above ambient after one quarter hour with core magnetized to 90 kilolines per square inch. The loop ampere turns, induced volts, core magnetic flux density and true RMS input watts are to be recorded. Test wattage for loop testing after stripping and cleaning is to be compared to wattage required to test core prior to stripping. The contractor is to notify the Using Agency if core wattage has increased.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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**3.4.3 CONSTRUCTION**

Coil banding, blocking, wedging, and surge ring arrangement are to equal or exceed the original in structural integrity. Overload devices are to be located in the same locations as received. Coil to coil jumpers on form coil windings are to be series loops on all AC motors. The bidder is to submit, as part of its bid proposal, vacuum pressure impregnated (VPI) AC form coil specifications for 600 volt systems, 2400 volt systems, and 4160 volt systems. Lead wire size, length, insulation quality, moisture and chemical resistance are to equal or exceed the original equipment. Terminal lugs are to match the originals in current carrying capacity.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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#### 3.4.4 IMPREGNATION

All AC form oil rewinds are to be Uninterrupted Power Surge (UPS), with a minimum of two impregnation and bake cycles. Random windings are to be double dipped and baked using a no solvent polyester or epoxy varnish.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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#### 3.4.5 ELECTRICAL TESTS

The following tests are to be performed prior to varnish impregnation:

Digital low resistance ohmmeter readings of each phase or winding element.

Megohmmeter tests of windings of 1000 volts. Surge comparison test in accordance with NEMA and IEEE Standards. DC hipot test in accordance with NEMA and IEEE Standards.

The completed windings following impregnation and bake cycles are to be tested as follows: Polarization index, lead to lead or bar to bar resistance, surge comparison, and DC hipot. All of these tests are to be in accordance with NEMA and IEEE Standards.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.5 ASSEMBLY, INSPECTION, STATIONARY & RUN TESTS

#### 3.5.1 ASSEMBLY INSPECTION

Overload device integrity and correctness of connections is to be verified by the contractor's engineer in charge of the motor repair. Insulated bearing resistance in megohms is to be measured and recorded for both the drive and opposite drive end bearings.

Sleeve bearings are to have a minimum of 90% contact. Bearing to housing cap crush/clearance is to be measured and recorded. Oil ring rotation is to be visually verified. Oil site glasses are to be checked to confirm that they are clear and not air bound. A permanent marking is to be made indicating the normal oil level. Documentation to this effect is to be recorded on the quality checklist.

Vertical motors are to have their endplay set in accordance with the manufacturer's specifications. The manufacturer's endplay tolerance as well as the actual endplay as set are to be noted. The brushes must be at least 80% seated on synchronous or wound rotor motors and at least 90% on DC motors. Brushes on DC motors are to be quartered and the neutral set by induced AC voltage and verified by another test method. Wound rotor open circuit voltage of each set of rings is to be measured and recorded along with stator input test voltage. Spark-gap on synchronous rotors is to be set and recorded.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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#### 3.5.2 RUN TEST

AC motors are to be run at full-rated voltage. The line voltage and exact RPM are to be recorded. Amperes per line of each incoming phase are to be measured and recorded along with the lead number corresponding to each phase. DC motors are to be operated at full armature voltage and rated field

current. Exact field and armature voltage and current, and rpm in both clockwise and counterclockwise directions are to be measured and recorded.

Bearing temperatures on the drive and opposite drive end, as well as the ambient temperature, are to be recorded at 1/4 hour intervals for the first hour and 1/2 hour intervals for the second hour. Vibration levels, measured in inches per second velocity, are to be recorded in the horizontal, vertical, and axial plane at each end of the motor. These readings are to be taken in 1/4 hour intervals for the first hour and 1/2 hour intervals for the second hour of the run test.

On sleeve bearing motors, the endplay limits as well as the magnetic center are to be scribed. The total endplay is to be measured and recorded. Oil ring rotation is to be visually verified.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.5.3 STATIC MECHANICAL TESTS

Air gap readings are to be measured and recorded at 90-degree intervals on both ends of the motor. Run outs, taken as total indicator readings, are to be measured and recorded for the output shaft extension and the coupling face.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.5.4 ELECTRICAL TESTING

Following the run test, the following electrical tests are to be performed. Polarization index, lead-to-lead resistance, and reduced voltage surge comparison test.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.5.5 NAMEPLATE

If requested by the Using Agency, the contractor's nameplate with the following information is to supplement the original nameplate. The original nameplate is not to be removed. Minimum information shall be date of overhaul, contractor's shop order number, and whether the repair was a rewind or overhaul.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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### 3.5.6 FINISHING AND PREPARATION

Exterior of motor is to be painted with two coats of battleship gray unless otherwise specified by the Using Agency. The bottoms of feet, flanges and any other external machine fits are to be cleaned, without any dimensional distortion, after painting. Dowel holes are to be inspected to verify that dowels can be reinserted and fully seated, or reamed if required.

Please check one of the following for the above services:

Unable to perform the work: \_\_\_\_\_

Work is to be performed by bidder: \_\_\_\_\_

Work is to be performed by subcontractor: \_\_\_\_\_

If bidder and subcontractor are checked, please provide details of which services will be provided by the bidder and which services will be provided by the subcontractor:

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If a subcontractor is required for any of the work specified above, the bidder is to complete Attachment "B" of this RFP, listing all pertinent information of the subcontractors and what service(s) they will be providing.

**IMPORTANT NOTE:**

**THIS IS NOT A PARTS ONLY CONTRACT.**

**SPARE PARTS PURCHASES ARE NOT AUTHORIZED UNDER THIS CONTRACT.**

**THIS CONTRACT WILL BE CLOSELY MONITORED BY THE STATE'S CONTRACT COMPLIANCE UNIT. ANY VIOLATIONS OF THESE TERMS WILL RESULT IN MONETARY PENALTIES AND MAY RESULT IN THE TERMINATION OF THE CONTRACT.**

### **3.6 WARRANTY**

All parts and service must be warranted for a period of at least one year. The warranty period shall begin with the acceptance of the initial repair. Bidders providing a warranty of less than one (1) year will not be considered for an award.

The contractor will replace or repair any products which do not perform according to the specifications at any time during the warranty period at no additional cost. The contractor must call the Using Agency back within four (4) hours of a service call for equipment which has already been repaired and is covered under the warranty.

### **3.7 LENGTH OF REPAIR**

All work is to be completed within five (5) working days from receipt of the motor. Any extended time needed to complete the repairs must have prior approval of the Using Agency.

### **3.8 CONTRACTOR RESPONSIBILITY**

It is the Contractors responsibility to pick up any motor in need of repair from the Using Agency location unless prior other arrangements are made with the Using Agency.

### **3.9 INSPECTION OF THE BIDDERS FACILITY**

The State reserves the right to inspect any bidder's facility to ensure that the bidder has adequate personnel, equipment and parts availability etc., prior to the award of the contract.

### **3.10 APPLICABLE CODES**

All work described in this RFP shall be performed in accordance with the latest version of the applicable ANSI, ISO, IEEE, NEMA, EASA or ABMA Standards that apply to the definitions, methods, materials, procedures, and tests detailed in this RFP.

### **3.11 IMPLEMENTATION OF CONTRACT FOR ELECTRIC MOTOR REPAIRS:**

#### **3.11.1 THE FOLLOWING STEPS MUST BE FOLLOWED FOR EACH TRANSACTION OF ANY MOTOR REPAIR COMPLETED:**

- A. Submit invoice showing the number and numbers of hours spent in repairing motors.
- B. For each transaction the contractor must submit a receipt for all parts purchased by the contractor used in the repair of the motor along with the proper markup. Failure to provide a receipt for each part will result in the contractor not receiving payment.

C. When a proper receipt of parts used in the repair of the motor is not included with the contractor's invoice, the Using Agency should do the following:

- (a) File a PB36 Complaint Form with the Purchase Bureau.
- (b) Contact the Contract Compliance Unit.
- (c) The contractor should not be paid for that particular invoice.

3.11.2 The State reserves the right at any time during the contract period to have the Contract Compliance Unit audit the awarded contractor(s) records of billings and payments. Failure to follow the above procedures for billing may lead to the cancellation of the contractor(s) contract and such action may be used in determination of future contract awards.

## **4.0 PROPOSAL PREPARATION AND SUBMISSION**

### **4.1 GENERAL**

The bidder must follow instructions contained in this RFP and on the bid cover sheet in preparing and submitting its bid proposal. The bidder is advised to thoroughly read and follow all instructions.

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

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

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

### **4.2 PROPOSAL DELIVERY AND IDENTIFICATION**

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP cover sheet. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. State regulation mandates that late bid proposals are ineligible for consideration. **THE EXTERIOR OF ALL BID PROPOSAL PACKAGES MUST BE LABELED WITH THE BID IDENTIFICATION NUMBER, FINAL BID OPENING DATE AND THE BUYER'S NAME.** (See RFP cover sheet).

### **4.3 NUMBER OF BID PROPOSAL COPIES**

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

### **4.4 PROPOSAL CONTENT**

The bid proposal should be submitted as follows:

- Forms (Section 4.4.1)

| CONTENTS | RFP SECTION REFERENCE   | COMMENTS   |
|----------|---|--|
| Forms    | <a href="#">Cover sheet</a>   | Completed and signed cover sheet (Page 3 of this RFP)  |
|          | <a href="#">4.4.1.1</a>   | Ownership Disclosure Form ( <a href="#">Attachment 1</a> )   |
|          | <a href="#">4.4.1.2</a>   | MacBride Principles Certification ( <a href="#">Attachment 2</a> )   |
|          | <a href="#">4.4.1.3</a>   | Affirmative Action Employee Information Report or New Jersey Affirmative Action Certificate ( <a href="#">Attachment 3</a> ) |
|          | <a href="#">Appendix 1 - 1.1 of the Standard Terms &amp; Conditions</a> | Business Registration from Division of Revenue   |

#### **4.4.1 FORMS**

##### **4.4.1.1 OWNERSHIP DISCLOSURE FORM**

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

The Ownership Disclosure Form is attached as [Attachment 1](#) to this RFP.

#### 4.4.1.2 MACBRIDE PRINCIPLES CERTIFICATION

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

The MacBride Principles Certification Form is attached as [Attachment 2](#) to this RFP

#### 4.4.1.3 AFFIRMATIVE ACTION

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

The Affirmative Action Forms are attached as [Attachment 3](#) to this RFP.

#### 4.4.1.4 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE

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

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

Refer to Appendix 1, Section 1.1. of the Standard Terms and Conditions and Section 5.3 of this RFP for additional information concerning this requirement.

#### 4.4.1.5 EXECUTIVE ORDER 134

Refer to Section 5.18 of this RFP for more details concerning this requirement.

#### 4.4.1.6 SET-ASIDE CONTRACTS

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

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

#### 4.4.1.7 EXECUTIVE ORDER 129

Not applicable to this RFP.

#### 4.4.2.8 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The bidder shall use the chart in [Attachment 1A](#), Disclosure of Investigations and Actions Involving Bidder, located after the [Attachment 1](#), Ownership Disclosure Form.

#### 4.4.1.9 BID BOND

Not applicable for this RFP.

#### 4.4.2 SUBMITTALS

- A. Customer Information Form - Attachment "A"
- B. Subcontractors Information – Attachment “B”, (If applicable)
- B. Proof of Small Business Registration
- C. The bidder is to submit, as part of its bid proposal, vacuum pressure impregnated (VPI) AC form coil specifications for 600 volt systems, 2400 volt systems, and 4160 volt systems. Lead wire size, length, insulation quality, moisture and chemical resistance must equal or exceed the original equipment. Terminal lugs are to match the originals in current carrying capacity.

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

NOTE: The State may upload the CD to the internet in order to facilitate user ordering from the contract. If the CD is uploaded, the contractor will NOT have to provide the Using Agency with a hard copy of the preprinted price list(s), and the contractor will not have to verify pricing and/or products.

#### 4.4.2.1 DISCLOSURE OF PRODUCT COMPOSITION

Not applicable to this RFP.

#### 4.4.2.2 BIDDER DATA SHEET

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly note here that it is doing so:

1. Name of individual that may be contacted at all times if information, service, or problem solving is required by the Using Agency. This service shall be available at no additional charge.

**(PLEASE PRINT OR TYPE)**

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

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

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

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

2. Years of this individual's experience in servicing similar accounts: \_\_\_\_\_

3. Identify the similar accounts this individual has serviced:

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#### 4.4.2.3 REFERENCE DATA SHEETS - SATISFACTORY CUSTOMER SERVICE (ATTACHMENT "A")

Bidder is to provide all information requested on the enclosed "Attachment A" of this RFP. For each county the bidder has selected to bid on, the bidder should list at least five (5) customers currently being serviced who are **GEOGRAPHICALLY** spread out through that county.

If not submitted with the bid proposal, documentation must be submitted within seven days from either verbal or written notification. Failure to do so will result in the rejection of your bid proposal for that county(ies) only.

#### 4.4.2.4 MANDATORY CONTRACTOR DATA SHEET - TERMINATED CONTRACTS

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly state here that it is doing so:

Provide a list of contracts, if any, your firm has been terminated from during the last three years along with the reason that your contract was terminated. List name of contact person and phone number of the firm which terminated your firm's contract.

1. Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

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2. Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

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3. Name of Firm:\_\_\_\_\_

Contact Person:\_\_\_\_\_

Phone Number:\_\_\_\_\_

Reason for Termination:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4.4.2.5 SAMPLES/SAMPLE TESTING

Not applicable to this RFP.

#### 4.4.2.6 FINANCIAL CAPABILITY OF THE BIDDER

If requested, the bidder shall provide proof of its financial capacity and capabilities to undertake and successfully complete the contract. To satisfy this requirement, the bidder shall submit a certified financial statement, including applicable notes, reflecting the bidder's assets, liabilities, net worth, revenues, expense, profit or loss and cash flow for the most recent calendar year or the bidder's most recent fiscal year; or if a certified financial statement is not available, then either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement. In addition, the bidder must submit a bank reference.

#### 4.4.2.7 SUBCONTRACTOR(S)

Not applicable to this RFP.

#### 4.4.2.8 DECLARATION OF LITIGATION

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

#### 4.4.3 COST PROPOSAL

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

#### 4.4.4 PRICE SHEETING INSTRUCTION

The bidder is to provide an hourly labor rate for each labor category, per county for the full two year term of the contract.

The bidder must bid all line items within a county to be eligible for an award.

The bidder is to provide a cost plus markup on price line 00127 for all parts that may be used in the repair of motors ONLY.

## 5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

### 5.1 STATE CONTRACT MANAGER

Not applicable for this RFP.

### 5.3 BUSINESS REGISTRATION

The following shall supplement the Standard Terms and Conditions pertaining to Business Registration set forth in, [Appendix 1, Section 1.1](#).

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

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

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

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

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

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

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

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

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

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

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



## 5.4 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **two (2) years**.. The anticipated "Contract Effective Date" is provided on the cover sheet of this RFP. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of **one (1)** one-year periods, by the mutual written consent of the contractor and the Director.

## 5.5 CONTRACT TRANSITION

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

## 5.6 AVAILABILITY OF FUNDS

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

## 5.7 CONTRACT AMENDMENT

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

## 5.8 PROCEDURAL REQUIREMENTS AND AMENDMENTS

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

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

5.8.3 The State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

## 5.9 ITEMS ORDERED AND DELIVERED

The Using Agencies are authorized to order and the contractors are authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agencies reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director in the termination of the contract or in the award of any subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

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

## 5.10 DISCLOSURE OF PRODUCT COMPOSITION

Not applicable to this RFP.

## 5.11 REMEDIES FOR NON-PERFORMANCE

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

## 5.12 MANUFACTURING/PACKAGING REQUIREMENTS

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

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

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

## 5.13 PERFORMANCE BOND

Not required for this RFP.

## 5.14 CLAIMS

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

## 5.15 CONTRACTOR RESPONSIBILITIES

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

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

## 5.16 SUBCONTRACTORS (ATTACHMENT "B")

5.16.1 Should the bidder propose to utilize a subcontractor(s) to fulfill any of its obligations, the bidder shall be responsible for the subcontractor's: (a) performance; (b) compliance with all of the terms and conditions of the contract; and (c) compliance with the requirements of all applicable laws.

5.16.2 The bidder must provide a detailed description of services to be provided by each subcontractor, referencing the applicable Section or Subsection of this RFP.

5.16.3 The bidder should provide documented experience demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the bidder's bid proposal.

5.16.4 The bidder should provide a valid business registration for each subcontract as per 1.1 of the State's Standard Terms and Conditions.

## 5.17 SUBSTITUTION OR ADDITION OF SUBCONTRACTOR(S)

This Subsection serves to supplement but not to supersede Section 3.11 of the Standard Terms and Conditions of this RFP.

If it becomes necessary for the contractor to substitute a subcontractor, add a subcontractor or substitute its own staff for a subcontractor, the contractor will identify the proposed new subcontractor or staff member(s) and the work to be performed. The contractor must provide detailed justification documenting the necessity for the substitution or addition.

The contractor must provide detailed resumes of its proposed replacement staff or of the proposed subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is to undertake.

The qualifications and experience of the replacement(s) must equal or exceed those of similar personnel proposed by the contractor in its bid proposal.

The contractor shall forward a written request to substitute or add a subcontractor or to substitute its own staff for a subcontractor to the State Contract Manager for consideration. If the State Contract Manager approves the request, the State Contract Manager will forward the request to the Director for final approval.

No substituted or additional subcontractors are authorized to begin work until the contractor has received written approval from the Director.

## 5.18 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as listed in paragraph 3.19 of this RFP's standard terms and conditions, the contractor must provide, on a **YEARLY** basis, to the Purchase Bureau buyer assigned, a record of all purchases made under its contract. This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume under contract, subtotaled by product.

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

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

Failure to submit these mandated reports will be a factor in future award decisions.

## 5.19 REQUIREMENTS OF EXECUTIVE ORDER 134

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

### 5.19.1 DEFINITIONS

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

a) Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing

regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) Business Entity – means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. It also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under 26 U.S.C.A. 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

## 5.19.2 BREACH OF TERMS OF EXECUTIVE ORDER 134

It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of this Order, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of EO 134; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of EO 134; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of EO 134.

## 5.19.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

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

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by Executive Order 134 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C. 527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134> , shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

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

#### 5.19.4 STATE TREASURER REVIEW

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

#### 5.20 REQUIREMENTS OF EXECUTIVE ORDER 129

Not applicable to this RFP.

## **6.0 PROPOSAL EVALUATION/CONTRACT AWARD**

### **6.1 CONTRACT EVALUATION**

For a product bid that has been determined to be in compliance with this RFP, the contract shall be awarded on the basis of the following criteria, not necessarily listed in the order of importance:

6.1.1 Price

6.1.2 Experience of the bidder (Attachment A)

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

6.1.4 Meeting the requirement of Section 3.0 of this RFP.

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

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

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

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

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

### **6.3 CONTRACT AWARD**

6.3.1 The bidder may choose to bid for any one or more counties listed in this RFP. However for each county chosen the bidder must submit prices for all labor category price lines grouped under each county, as well as the parts (price line 00127) in order to be considered for an award. Example: If bidder chooses to bid for Atlantic County it must submit prices for price lines 00001 - 00006 and price line 00127. Failure to bid all labor categories grouped price lines plus the parts price lines for each category will result in the rejection of its bid proposal for that county only.

6.3.2 The State will use the following formula to determine the low bidder per county.

Pricing for hourly labor rates and repair parts will be evaluated by using a mathematical equation to determine the overall low bidder for each county. This equation is based on the contractor's sales reports and the State's expenditures for this contract. All six hourly rates for each county will be added together and averaged. Based on a two year period, the State and members of cooperative purchasing would have paid for approximately 15,000 hours of labor and \$90,000 in repair parts. By dividing both figures by 15,000, 15,000 hours will be represented as (1) in the equation and \$90,000 will be represented as \$6.000 (average cost for a repair part). The bidder's average price for labor (hourly rate) and parts (the percentage mark-up) will be entered into the equation. The resulting sum will be the price used for determining the overall low bidder for each county.

Key to equation:

(\$6.00 - represents the average expenditure for a repair part.)

"M" Represents the bidder's percentage markup for repair parts.

"LR" Represents the bidder's average hourly rate.

"1" Represents the number of hours for labor.

"EP" Represents the evaluation price.

The equation to be used is as follows:

$$\$6.00 \times (M) + (LR \times 1) = EP$$

6.3.3 The State intends to make one award per county.

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

## **7.0 ATTACHMENTS, SUPPLEMENTS AND APPENDICES**

[Attachment "A" - Customer References per County](#)

[Attachment "B" - Subcontractor Information](#)

**7.1 ATTACHMENTS** - To be submitted with bid proposal.

1. [Ownership Disclosure Form](#)
- 1A. [Disclosure of Investigations and Actions Involving Bidder](#)
2. [MacBride Principles Form](#)
3. [Affirmative Action Supplement Forms](#)
4. [Cooperative Purchasing Form](#)
5. [Reciprocity Form](#) (*Optional*)

**7.2 APPENDICES**

1. [New Jersey Standard Terms and Conditions](#)



# **ATTACHMENT "A"**

## **BIDDER TO PROVIDE CUSTOMER REFERENCES PER COUNTY**

**(One form for each county is required, bidder's are not to list multiple counties on a form)**

**06-X-37682**

**County:** \_\_\_\_\_  
(Bidder is to indicate which county he/she is bidding)

1.   **Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_
2.   **Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_
3.   **Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_
4.   **Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_
5.   **Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Firm**

\_\_\_\_\_  
**Bidder's Signature**

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

# **ATTACHMENT "B"**

## **Subcontractor Information**

**06-X-37692**

1. Subcontractors Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contract Person: \_\_\_\_\_  
Type of Services being performed in this RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Subcontractors Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contract Person: \_\_\_\_\_  
Type of Services being performed in this RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This form may be duplicated)

# ATTACHMENT 1 - OWNERSHIP DISCLOSURE FORM

## OWNERSHIP DISCLOSURE FORM

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
STATE OF NEW JERSEY  
33 W. STATE ST., 9TH FLOOR  
PO BOX 230  
TRENTON, NEW JERSEY 08625-0230

BID NUMBER: 06-X-37582

BIDDER: \_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** Provide below the names, home addresses, dates of birth, offices held and any ownership interest of all officers of the firm named above. If additional space is necessary, provide on an attached sheet.

| <u>NAME</u> | <u>HOME ADDRESS</u> | <u>DATE OF BIRTH</u> | <u>OFFICE HELD</u> | <u>OWNERSHIP INTEREST</u><br>(Shares Owned or % of Partnership) |
|-------------|---------------------|----------------------|--------------------|---|
|-------------|---------------------|----------------------|--------------------|---|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

**INSTRUCTIONS:** Provide below the names, home addresses, dates of birth, and ownership interest of all individuals not listed above, and any partnerships, corporations and any other owner having a 10% or greater interest in the firm named above. If a listed owner is a corporation or partnership, provide below the same information for the holders of 10% or more interest in that corporation or partnership. If additional space is necessary, provide that information on an attached sheet. Complete the certification at the bottom of this form. If this form has previously been submitted to the Purchase Bureau in connection with another bid, indicate changes, if any, where appropriate, and complete the certification below.

**If there are no owners with 10% or more interest in your firm, enter "None" below.**

| <u>NAME</u> | <u>HOME ADDRESS</u> | <u>DATE OF BIRTH</u> | <u>OFFICE HELD</u> | <u>OWNERSHIP INTEREST</u><br>(Shares Owned or % of Partnership) |
|-------------|---------------------|----------------------|--------------------|---|
|-------------|---------------------|----------------------|--------------------|---|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

### COMPLETE ALL QUESTIONS BELOW

- |   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 1. Within the past five years has another company or corporation had a 10% or greater interest in the firm identified above?<br>(If yes, complete and attach a separate disclosure form reflecting previous ownership interests.)   | _____      | _____     |
| 2. Has any person or entity listed in this form or its attachments ever been arrested, charged, indicted or convicted in a criminal or disorderly persons matter by the State of New Jersey, any other State or the U.S. Government? (If yes, attach a detailed explanation for each instance.)   | _____      | _____     |
| 3. Has any person or entity listed in this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any agency of government from bidding or contracting to provide services, labor, material, or supplies? (If yes, attach a detailed explanation for each instance.)   | _____      | _____     |
| 4. Are there now any criminal matters or debarment proceedings pending in which the firm and/or its officers and/or managers are involved? (If yes, attach a detailed explanation for each instance.)   | _____      | _____     |
| 5. Has any Federal, State or Local license, permit or other similar authorization, necessary to perform the work applied for herein and held or applied for by any person or entity listed in this form, been suspended or revoked, or been the subject or any pending proceedings specifically seeking or litigating the issue of suspension or revocation? (If yes, attach a detailed explanation for each instance.) | _____      | _____     |

**CERTIFICATION:** 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 acknowledge that the State of New Jersey 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 State to notify the State in writing of any changes to the answers or 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 State of New Jersey and that the State at its option, may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly authorized, certify that the information supplied above, including all attached pages, 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 Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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

PRINT OR TYPE: \_\_\_\_\_

\_\_\_\_\_  
(Name)

PRINT OR TYPE: \_\_\_\_\_

\_\_\_\_\_  
(Title)

FEIN/SSN#: \_\_\_\_\_

Date \_\_\_\_\_

## **ATTACHMENT 1A - DISCLOSURE OF INVESTIGATIONS AND ACTIONS INVOLVING BIDDER**

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

### **Investigation**

Indicate "NONE" if no investigations were undertaken. Attach additional pages if necessary.

| Person or Entity | Date of Inception | Brief Description | Disposition/Status (if applicable) | Bidder Contact Name and Telephone Number for additional information |
|------------------|-------------------|-------------------|------------------------------------|---|
|                  |                   |                   |                                    |   |
|                  |                   |                   |                                    |   |
|                  |                   |                   |                                    |   |
|                  |                   |                   |                                    |   |

### **Litigation/Administrative Complaints**

Indicate "NONE" if no Litigation/Administrative Complaints. Attach additional pages if necessary.

| Person or Entity | Date of Inception | Caption of the Action | Brief Description of the Action | Current Status/Disposition, (if applicable) | Bidder Contact Name and Telephone Number for additional information |
|------------------|-------------------|-----------------------|---------------------------------|---|---|
|                  |                   |                       |                                 |   |   |
|                  |                   |                       |                                 |   |   |
|                  |                   |                       |                                 |   |   |
|                  |                   |                       |                                 |   |   |

**ATTACHMENT 2 - MACBRIDE PRINCIPLES FORM**

**NOTICE TO ALL BIDDERS**  
**REQUIREMENT TO PROVIDE A CERTIFICATION**  
**IN COMPLIANCE WITH MACBRIDE PRINCIPLES**  
**AND NORTHERN IRELAND ACT OF 1989**

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such 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.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

- \_\_\_\_\_ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or
- \_\_\_\_\_ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

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.

\_\_\_\_\_  
**Signature of Bidder**

\_\_\_\_\_  
**Name (Type or Print)**

\_\_\_\_\_  
**Title (Type or Print)**

\_\_\_\_\_  
**Company Name (Type or Print)**

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

## **ATTACHMENT 3 – AFFIRMATIVE ACTION SUPPLEMENT**

|  |   |
|--|---|
| <b>AFFIRMATIVE ACTION</b><br>DEPT OF THE TREASURY<br>DIVISION OF PURCHASE & PROPERTY<br>STATE OF NEW JERSEY<br>33 WEST STATE STREET, 9TH FLOOR<br>PO BOX 230<br>TRENTON, NEW JERSEY 08625-0230 | <b>TERM CONTRACT - ADVERTISED BID PROPOSAL</b><br>BID NUMBER: 06-X-37582<br><br>NAME OF BIDDER:<br><hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> |
|--|---|

**SUPPLEMENT TO BID SPECIFICATIONS**

**DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:**

1. 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, SEX, AFFECTIONAL OR SEXUAL ORIENTATION. THE CONTRACTOR WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT SUCH APPLICANTS ARE RECRUITED AND EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO THEIR AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER; RECRUITMENT OR RECRUITMENT ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS OF COMPENSATION; AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES TO BE PROVIDED BY THE PUBLIC AGENCY COMPLIANCE OFFICER SETTING FORTH PROVISIONS OF THIS NONDISCRIMINATION CLAUSE;
2. 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, SEX, AFFECTIONAL OR SEXUAL ORIENTATION.
3. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL SEND TO EACH LABOR UNION OR REPRESENTATIVE OR WORKERS WITH WHICH IT HAS A COLLECTIVE BARGAINING AGREEMENT OR OTHER CONTRACT OR UNDERSTANDING, A NOTICE, TO BE PROVIDED BY THE AGENCY CONTRACTING OFFICER ADVISING THE LABOR UNION OR WORKERS' REPRESENTATIVE OF THE CONTRACTOR'S COMMITMENTS UNDER THIS ACT AND SHALL POST COPIES OF THE NOTICE IN CONSPICUOUS PLACES AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.
4. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, AGREES TO COMPLY WITH THE REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C. 127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME AND THE AMERICANS WITH DISABILITIES ACT.
5. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO ATTEMPT IN GOOD FAITH TO EMPLOY MINORITY AND FEMALE WORKERS CONSISTENT WITH THE APPLICABLE COUNTY EMPLOYMENT GOALS PRESCRIBED BY N.J.A.C. 17:27-5.2 PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C. 127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME OR IN ACCORDANCE WITH A BINDING DETERMINATION OF THE APPLICABLE COUNTY EMPLOYMENT GOALS DETERMINED BY THE AFFIRMATIVE ACTION OFFICE PURSUANT TO N.J.A.C. 17:27-5.2 PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C. 127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME.
6. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO INFORM IN WRITING APPROPRIATE RECRUITMENT AGENCIES IN THE AREA, INCLUDING EMPLOYMENT AGENCIES, PLACEMENT BUREAUS, COLLEGES, UNIVERSITIES, LABOR UNIONS, THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION, AND THAT IT WILL DISCONTINUE THE USE OF ANY RECRUITMENT AGENCY WHICH ENGAGES IN DIRECT OR INDIRECT DISCRIMINATORY PRACTICES.
7. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO REVISE ANY OF ITS TESTING PROCEDURES, IF NECESSARY, TO ASSURE THAT ALL PERSONNEL 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.
8. 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, SEX, AFFECTIONAL OR SEXUAL ORIENTATION, AND CONFORM WITH THE APPLICABLE EMPLOYMENT GOALS, CONSISTENT WITH THE STATUTES AND COURT DECISIONS OF THE STATE OF NEW JERSEY, AND APPLICABLE FEDERAL LAW AND APPLICABLE FEDERAL COURT DECISIONS.

THE CONTRACTOR AND ITS SUBCONTRACTORS SHALL FURNISH SUCH REPORTS OR OTHER DOCUMENTS TO THE AFFIRMATIVE ACTION OFFICE AS MAY BE REQUESTED BY THE OFFICE 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 AFFIRMATIVE ACTION OFFICE FOR CONDUCTING A COMPLIANCE INVESTIGATION PURSUANT TO SUBCHAPTER 10 OF THE ADMINISTRATIVE CODE (NJAC17:27).

**\* NO FIRM MAY BE ISSUED A PURCHASE ORDER OR CONTRACT WITH THE STATE UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS**

**PLEASE CHECK APPROPRIATE BOX (ONE ONLY)**

☐ I HAVE A CURRENT NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).  
☐ I HAVE A VALID FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL LETTER, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).  
☐ I HAVE COMPLETED THE ENCLOSED FORM AA302 AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT.

# INSTRUCTIONS FOR COMPLETING THE AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)

## IMPORTANT:

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE.

**Item 1** - Enter the Federal Identification Number assigned to the Contractor or vendor by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, but not yet issued, write the words "applied for",  
or  
If your business is such that you have not, or will not receive a Federal Employee Identification Number, enter the Social Security Number assigned to the single owner or to a partner, in case of partnership.

**Item 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business, check the predominant one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**Item 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**Item 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominant one.

**Item 5** - Enter the physical location of the company, include City, County, State and Zip Code.

**Item 6** - Enter the name of any parent or affiliated company including City, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**Item 7** - Check the appropriate box for the total number of employees in the entire company. "Entire Company" shall include all facilities in the entire firm or corporation, including part-time employees, not use those employees at the facility being awarded the contract.

**Item 8** - Check the box appropriate to your type of company establishment. Single-establishment Employer shall include an employer whose business is conducted at more than one location.

**Item 9** - If multi-establishment was entered in Item 8, enter the number of establishments within the State of New Jersey.

**Item 10** - Enter the total number of employees at the establishment being awarded the contract.

**Item 11** - Enter the name of the Public Agency awarding the contract. Include City, State and Zip Code.

**Item 12** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category.

Racial/Ethnic Groups will be so defined:

Black: Not of Hispanic origin. Persons have origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes for example, China, Japan, the Philippine Islands and Somoa.

**Item 13** - Check the appropriate box, if the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**Item 14** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**Item 15** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**Item 16** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**Item 17** - Print or type the name of the person completing this form. Include the signature, title and date.

**Item 18** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

**State of New Jersey**

**AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT**

**IMPORTANT - READ INSTRUCTIONS ON PRIOR PAGE CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT SHARP BALL POINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE.**

**SECTION A - COMPANY IDENTIFICATION**

|  |   |   |
|--|---|---|
| 1. FID. NO. OR SOCIAL SECURITY   | 2. TYPE OF BUSINESS<br><input type="checkbox"/> 1. MFG. <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE<br><input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER | 3. TOTAL NO. OF EMPLOYEES IN THE ENTIRE COMPANY |
| 4. COMPANY NAME  |   |   |
| 5. STREET  | CITY  | COUNTY      STATE      ZIP CODE                 |
| 6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)   |   | CITY      STATE      ZIP CODE                   |
| 7. DOES THE ENTIRE COMPANY HAVE A TOTAL OF AT LEAST 50 EMPLOYEES? <input type="checkbox"/> YES <input type="checkbox"/> NO                 |   |   |
| 8. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER |   |   |
| 9. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN N.J.: [      ]   |   |   |
| 10. TOTAL NUMBER OF EMPLOYEES AT THE ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT: [      ]   |   |   |
| 11. PUBLIC AGENCY AWARDDING CONTRACT:  |   | CITY      STATE      ZIP CODE                   |

**OFFICIAL USE ONLY**

|                      |        |                                 |                                      |
|----------------------|--------|---------------------------------|--------------------------------------|
| <b>DATE RECEIVED</b> |        | <b>OUT OF STATE PERCENTAGES</b> | <b>ASSIGNED CERTIFICATION NUMBER</b> |
| MO/DAY/YR            | COUNTY | MINORITY      FEMALE            |                                      |

**SECTION B - EMPLOYMENT DATA**

12. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority categories, in columns 1, 2, & 3.

| JOB CATEGORIES                                 | ALL EMPLOYEES                  |                |                  | MINORITY GROUP EMPLOYEES (PERMANENT) |          |                 |       |        |          |                 |       |
|--|--------------------------------|----------------|------------------|--------------------------------------|----------|-----------------|-------|--------|----------|-----------------|-------|
|  | Col. 1<br>TOTAL<br>(Cols. 2&3) | Col. 2<br>MALE | Col. 3<br>FEMALE | MALE                                 |          |                 |       | FEMALE |          |                 |       |
|  |                                |                |                  | BLACK                                | HISPANIC | AMERICAN INDIAN | ASIAN | BLACK  | HISPANIC | AMERICAN INDIAN | ASIAN |
| Officials and Managers                         |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Professionals                                  |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Technicians                                    |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Sales Workers                                  |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Office and Clerical                            |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Craftworkers (Skilled)                         |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Operatives (Semi-skilled)                      |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Laborers (Unskilled)                           |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Service Workers                                |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| <b>TOTAL</b>                                   |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Total employment from Previous Report (if any) |                                |                |                  |                                      |          |                 |       |        |          |                 |       |

The data below shall NOT be included in the request for the categories above.

|  |  |  |  |  |  |   |  |  |  |  |  |
|--|--|--|--|--|--|---|--|--|--|--|--|
| Temporary and Part-time Employees  |  |  |  |  |  |   |  |  |  |  |  |
| 13. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?<br><input type="checkbox"/> 1. VISUAL SURVEY <input type="checkbox"/> 2. EMPLOYMENT RECORD <input type="checkbox"/> 3. OTHER (SPECIFY) |  |  |  |  |  | 15. IS THIS THE FIRST EMPLOYEE INFORMATION REPORT (AA.302) SUBMITTED?<br><input type="checkbox"/> 1. YES <input type="checkbox"/> 2. NO |  |  | 16. IF NO, DATE OF LAST REPORT SUBMITTED<br>  MO.   DAY   YEAR |  |  |
| 14. DATES OF PAYROLL PERIOD USED   |  |  |  |  |  |   |  |  |  |  |  |

**SECTION C - SIGNATURE AND IDENTIFICATION**

|  |           |         |  |
|--|-----------|---------|--|
| 17. NAME OF PERSON COMPLETING FORM (PRINT OR TYPE)<br>(CONTRACTOR EEO OFFICER) | SIGNATURE | TITLE   | MO.   DAY   YEAR                                   |
| 18. ADDRESS (NO. & STREET)   | (CITY)    | (STATE) | (ZIP CODE)      PHONE (AREA CODE, NO. & EXTENSION) |

**FORM AA302**



## **ATTACHMENT 4 - COOPERATIVE PURCHASING FORM**

|  |  |
|--|--|
| DEPARTMENT OF THE TREASURY<br>PURCHASE BUREAU<br>STATE OF NEW JERSEY<br>33 WEST STATE STREET<br>PO BOX 230<br>TRENTON, NJ 08625-0230 | NUMBER: 06-X-37582<br>BID OPEN DATE: 06/24/05<br>TIME: 2:00 PM<br>T-NUMBER: T0573<br>BIDDERS NAME:<br>BIDDERS FID: |
|--|--|

### **IMPORTANT NOTICE**

BIDDERS ARE ADVISED TO REVIEW THE ATTACHED REQUEST FOR PROPOSAL (RFP) AND ANSWER THE CONTRACT EXTENSION QUESTION LISTED BELOW.

### **AGREEMENT TO EXTEND STATE CONTRACT TERMS TO QUASI-STATE AGENCIES, COUNTIES, MUNICIPALITIES, SCHOOL DISTRICTS, COUNTY COLLEGES AND STATE COLLEGES**

THE QUESTION BELOW ELICITS THE BIDDER'S ADVANCE AGREEMENT TO OR REJECTION OF THE USE OF THIS STATE CONTRACT BY THE FOLLOWING ENTITIES:

N.J.S.A. 52:27B-56.1 PERMITS THE PARTICIPATION OF QUASI-STATE AGENCIES IN STATE CONTRACTS.

N.J.S.A. 52:25-16.1 ALLOWS THE DIRECTOR TO EXTEND IN ADVANCE THE LOCAL USE OF STATE CONTRACTS BY INCLUDING A PROVISION FOR SUCH PURCHASES IN THE STATE CONTRACT.

N.J. S.A. 52 :25-16.2 PERMITS VOLUNTEER FIRE DEPARTMENTS,  
SQUADS TO PARTICIPATE IN STATE CONTRACTS.

VOLUNTEER FIRST AID SQUADS AND RESCUE

N.J.S.A. 52:25-16.5 PERMITS INDEPENDENT INSTITUTIONS OF HIGHER EDUCATION TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 18A:64A-25.9 PERMITS ANY COLLEGE TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 18A:64-60 PERMITS ANY STATE COLLEGE TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 40:11-12 AND N.J.S.A. 18A:18A-10 TO ALLOW COUNTIES. MUNICIPALITIES AND SCHOOL DISTRICTS TO USE SUCH STATE CONTRACTS AND TO DEAL "DIRECTLY" WITH STATE CONTRACT VENDORS INSTEAD OF BIDDING THE ITEMS.

THE SAME PRICE MUST BE ESTABLISHED FOR THE STATE AND FOR LOCAL GOVERNMENTS; OTHER TERMS AND CONDITIONS ALSO MUST BE THE SAME UNLESS A PARTICULAR TERM OR CONDITION IS SPECIFICALLY IDENTIFIED OTHERWISE IN THE RFP BY THE STATE.

A BIDDER'S WILLINGNESS OR UNWILLINGNESS TO EXTEND WILL "NOT" BE A FACTOR IN DETERMINING THE STATE AWARD. THE DIRECTOR WILL "NOT" AWARD A SEPARATE CONTRACT FOR LOCAL USE. THE VENDOR MAY NOT CHANGE HIS DECISION DURING THE CONTRACT TERM.

DO YOU AGREE TO EXTEND ANY STATE CONTRACTS AWARDED AS A RESULT OF THIS RFP TO THE AFOREMENTIONED ENTITIES AT THE SAME PRICE AND COMMON TERMS AND CONDITIONS?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF THE BIDDER DOES NOT CHECK "YES" OR "NO" TO THE ABOVE QUESTION, THE ANSWER WILL BE CONSIDERED AS "NO" .

**NOTE: NO CONTRACT WILL BE EXTENDED TO THESE ENTITIES UNLESS THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY SPECIFICALLY PROVIDES FOR THE EXTENSION AT THE TIME OF THE AWARD.**

## **ATTACHMENT 5 - RECIPROCITY FORM**

### **RECIPROCITY FORM** **(Optional Submission)**

### **IMPORTANT NOTICE TO ALL BIDDERS**

Effective October 7, 1991 in accordance with N.J.S.A. 52:32-1.4 and N.J.A.C. 17:12-2.13, the State of New Jersey will invoke reciprocal action against an out-of-State bidder whose State or locality maintains a preference practice for their bidders.

For States having preference laws, regulations, or practices, New Jersey will use the annual surveys compiled by the Council of State Governments, National Association of State Purchasing Officials, or the National Institute of Governmental Purchasing to invoke reciprocal actions. The State may obtain additional information anytime it deems appropriate to supplement the above survey information.

Any bidder may submit information related to preference practices enacted for a local entity outside the State of New Jersey. This information may be submitted in writing as part of the bid response proposal, and should be in the form of resolutions passed by an appropriate governing body, regulations, a Notice to Bidders, laws, etc. It is the responsibility of the bidder to provide the documentation with the bid proposal or submit it to the Director, Division of Purchase and Property within five (5) working days of the public bid opening. Written evidence for a specific procurement that is not provided to the Director within five working days of the public bid opening will not be considered in the evaluation of that procurement, but will be retained and considered in the evaluation of subsequent procurements.

Any bidder having evidence of out-of-State local entities invoking preference practices should complete the form below, with a copy of appropriate documentation. The form and documentation may be submitted with your bid response proposal.

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#### **Name of Locality having preference practices:**

|                      |  |
|----------------------|--|
| City /Town/Authority |  |
| County               |  |
| State                |  |

☐ Documentation Attached

☐ Resolution

☐ Notice to Bidder

☐ Regulations/Laws

☐ Other \_\_\_\_\_

Name of Firm Submitting this information \_\_\_\_\_

## **APPENDIX 1 - NJ STATE STANDARD TERMS AND CONDITIONS**

### **STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS**

- I. Unless the bidder is specifically instructed otherwise In the Request for Proposal, the following terms and conditions will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in the Request for Proposal (RFP) and should be read in conjunction with same unless the RFP specifically indicates otherwise. If a bidder proposes changes or modifications or takes exception to any of the State's terms and conditions, the bidder must so state specifically in writing in the bid proposal. Any proposed change, modification or exception in the State's terms and conditions by a bidder will be a factor in the determination of an award of a contractor purchase agreement.
- II. All of the State's terms and conditions will become a part of any contract(s) or order(s) awarded as a result of the Request for Proposal, whether stated in part, in summary or by reference. In the event the bidder's terms and conditions conflict with the State's, the State's terms and conditions will prevail, unless the bidder is notified in writing of the State's acceptance of the bidder's terms and conditions.
- III. The statutes, laws or codes cited are available for review at the New Jersey State Library, 185 West State Street, Trenton, New Jersey 08625.
- IV. If awarded a contract or purchase agreement, the bidder's status shall be that of any independent principal and not as an employee of the State.

#### **1. STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL CONTRACTORS**

**BUSINESS REGISTRATION** –Effective September 1, 2004, pursuant to an amendment to N.J.S.A. 52:32-44, State and local entities (including the Division of Purchase and Property) are prohibited from entering into a contract with an entity unless the contractor has provided a copy of its business registration certificate (or interim registration) as part of its bid submission. Failure to submit a copy of the Business Registration Certificate within the bid proposal may be cause for rejection of the bid proposal.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered into the State. This requirement shall apply to all contracts awarded on and after September 1, 2004. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.htm>

- 1.2 ANTI-DISCRIMINATION** - All parties to any contract with the State of New Jersey agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A.10:5-1 et seq. and N.J.S.A.10:5-31 through 10:5-38, and all rules and regulations issued there under.
- 1.3 PREVAILING WAGE ACT** - The New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.26 et seq. is hereby made part of every contract entered into on behalf of the State of New Jersey through the Division of Purchase and Property, except those contracts which are not within the contemplation of the Act. The bidder's signature on this proposal is his guarantee that neither he nor any subcontractors he might employ to perform the work covered by this proposal has been suspended or debarred by the Commissioner, Department of Labor for violation of the provisions of the Prevailing Wage Act.
- 1.4 AMERICANS WITH DISABILITIES ACT** - The contractor must comply with all provisions of the Americans With Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. 12101 et seq.
- 1.5 THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** - The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
- 1.6 OWNERSHIP DISCLOSURE** - Contracts for any work, goods or services cannot be issued to any corporation or partnership unless prior to or at the time of bid submission the bidder has disclosed the names and addresses of all its owners holding 10% or more of the corporation or partnership's stock or interest. Refer to N.J.S.A. 52:25-24.2.
- 1.7 COMPLIANCE - LAWS** - The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered and/or services performed hereunder.

- 1.8 COMPLIANCE - STATE LAWS** - It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
- 1.9 COMPLIANCE - CODES** - The contractor must comply with NJUCC and the latest NEC70, B.O.C.A. Basic Building code, OSHA and all applicable codes for this requirement. The contractor will be responsible for securing and paying all necessary permits, where applicable.

## **2. LIABILITIES**

- 2.1 LIABILITY - COPYRIGHT** - The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.
- 2.2 INDEMNIFICATION** - The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.
- 2.3 INSURANCE** - The contractor shall secure and maintain in force for the term of the contract liability insurance as provided herein. The Contractor shall provide the State with current certificates of insurance for all coverages and renewals thereof, naming the State as an additional insured and which must contain the proviso that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to:

STATE OF NEW JERSEY  
Purchase Bureau – Bid Ref. #

The insurance to be provided by the contractor shall be as follows:

- a. a Commercial General Liability policy as broad as the standard coverage forms in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage.

The limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.

- b. Automobile liability insurance which shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.
- c. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance with limits not less than:

\$1,000,000 BODILY INJURY, EACH OCCURRENCE  
\$1,000,000 DISEASE EACH EMPLOYEE  
\$1,000,000 DISEASE AGGREGATE LIMIT

## **3. TERMS GOVERNING ALL PROPOSALS TO NEW JERSEY PURCHASE BUREAU**

- 3.1 CONTRACT AMOUNT** - The estimated amount of the contract(s), when stated on the Advertised Request for Proposal form, shall not be construed as either the maximum or minimum amount which the State shall be obliged to order as the result of this Request for Proposal or any contract entered into as a result of this Request for Proposal.
- 3.2 CONTRACT PERIOD AND EXTENSION OPTION** - If, in the opinion of the Director of the Division of Purchase and Property, it is in the best interest of the State to extend a contract entered into as a result of this Request for Proposal, the contractor will be so notified of the Director's Intent at least 30 days prior to the expiration date of the existing contract. The contractor shall have 15 calendar days to respond to the Director's request to extend the contract. If the contractor agrees to the extension, all terms and conditions of the original contract, including price, will be applicable.

### **3.3 BID AND PERFORMANCE SECURITY**

- a. Bid Security - If bid security is required, such security must be submitted with the bid in the amount listed in the Request for Proposal, see N.J.A.C. 17: 12- 2.4. Acceptable forms of bid security are as follows:
1. A properly executed individual or annual bid bond issued by an insurance or security company authorized to do business in the State of New Jersey, a certified or cashier's check drawn to the order of the Treasurer, State of New Jersey, or an irrevocable letter of credit drawn naming the Treasurer, State of New Jersey as beneficiary issued by a federally insured financial institution.

2. The State will hold all bid security during the evaluation process. As soon as is practicable after the completion of the evaluation, the State will:

- a. Issue an award notice for those offers accepted by the State;
- b. Return all bond securities to those who have not been issued an award notice.

All bid security from contractors who have been issued an award notice shall be held until the successful execution of all required contractual documents and bonds (performance bond, insurance, etc. If the contractor fails to execute the required contractual documents and bonds within thirty (30) calendar days after receipt of award notice, the contractor may be found in default and the contract terminated by the State. In case of default, the State reserves all rights inclusive of, but not limited to, the right to purchase material and/or to complete the required work in accordance with the New Jersey Administrative Code and to recover any actual excess costs from the contractor. Collection against the bid security shall be one of the measures available toward the recovery of any excess costs.

- b. Performance Security - If performance security is required, the successful bidder shall furnish performance security in such amount on any award of a term contractor line item purchase, see N.J.A.C. 17: 12- 2.5. Acceptable forms of performance security are as follows:

1. The contractor shall be required to furnish an irrevocable security in the amount listed in the Request for Proposal payable to the Treasurer, State of New Jersey, binding the contractor to provide faithful performance of the contract.
2. The performance security shall be in the form of a properly executed individual or annual performance bond issued by an insurance or security company authorized to do business in the State of New Jersey, a certified or cashier's check drawn to the order of the Treasurer, State of New Jersey, or an irrevocable letter of credit drawn naming the Treasurer, State of New Jersey as beneficiary issued by a federally insured financial institution.

The Performance Security must be submitted to the State within 30 days of the effective date of the contract award and cover the period of the contract and any extensions thereof. Failure to submit performance security may result in cancellation of contract for cause pursuant to provision 3.5b,1, and nonpayment for work performed.

- 3.4 VENDOR RIGHT TO PROTEST - INTENT TO AWARD** - Except in cases of emergency, bidders have the right to protest the Director's proposed award of the contract as announced in the Notice of Intent to Award, see N.J.A.C. 17:12-3.3. Unless otherwise stated, a bidder's protest must be submitted to the Director within 10 working days after receipt of written notification that his bid has not been accepted or that an award of contract has been made. In the public interest, the Director may shorten this protest period, but shall provide at least 48 hours for bidders to respond to a proposed award. In cases of emergency, stated in the record, the Director may waive the appeal period. See N.J.A.C. 17: 12- 3 et seq.

### **3.5 TERMINATION OF CONTRACT**

- a. For Convenience

Notwithstanding any provision or language in this contract to the contrary, the Director may terminate at any time, in whole or in part, any contract entered into as a result of this Request for Proposal for the convenience of the State, upon no less than 30 days written notice to the contractor.

- b. For cause:

1. Where a contractor fails to perform or comply with a contract, and/or fails to comply with the complaints procedure in N.J.A.C. 17: 12-4.2 et seq., the Director may terminate the contract upon 10 days notice to the contractor with an opportunity to respond.
2. Where a contractor continues to perform a contract poorly as demonstrated by formal complaints, late delivery, poor performance of service, short-shipping etc., so that the Director is repeatedly required to use the complaints procedure in N.J.A.C. 17:12-4.2 et seq. the Director may terminate the contract upon 10 days notice to the contractor with an opportunity to respond.
- c. In cases of emergency the Director may shorten the time periods of notification and may dispense with an opportunity to respond.
- d. In the event of termination under this section, the contractor will be compensated for work performed in accordance with the contract, up to the date of termination. Such compensation may be subject to adjustments.

- 3.6 COMPLAINTS** - Where a bidder has a history of performance problems as demonstrated by formal complaints and/or contract cancellations for cause pursuant to 3.5b a bidder may be bypassed for this award. See N.J.A.C. 17:12-2.8.

- 3.7 EXTENSION OF CONTRACT QUASI-STATE AGENCIES** - It is understood and agreed that in addition to State Agencies, Quasi-State Agencies may also participate in this contract. Quasi-State Agencies are defined in N.J.S.A.

52:27B-56.1 as any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

**3.8 EXTENSION OF CONTRACTS TO POLITICAL SUBDIVISIONS, VOLUNTEER FIRE DEPARTMENTS AND FIRST AID SQUADS, AND INDEPENDENT INSTITUTIONS OF HIGHER EDUCATION - N.J.S.A. 52:25-16.1** permits counties, municipalities and school districts to participate in any term contract(s), that may be established as a result of this proposal.

N.J.S.A. 52:25-16.2 permits volunteer fire departments, volunteer first aid squads and rescue squads to participate in any term contract(s) that may be established as a result of this proposal.

N.J.S.A. 52:25-16.5 permits independent institutions of higher education to participate in any term contract(s) that may be established as a result of this proposal, provided that each purchase by the Independent Institution of higher education shall have a minimum cost of \$500.

In order for the State contract to be extended to counties, municipalities, school districts, volunteer fire departments, first aid squads and independent institutions of higher education the bidder must agree to the extension and so state in his bid. proposal. The extension to counties municipalities, school districts, volunteer fire departments, first aid squads and Independent Institutions of higher education must 'be under the same terms and conditions, including price, applicable to the State.

**3.9 EXTENSIONS OF CONTRACTS TO COUNTY COLLEGES - N.J.S.A. 18A:64A - 25. 9** permits any college to participate in any term contract(s) that may be established as a result of this proposal.

**3.10 EXTENSIONS OF CONTRACTS TO STATE COLLEGES - N.J.S.A. 18A:64- 60** permits any State College to participate in any term contract(s) that may be established as a result of this proposal.

**3.11 SUBCONTRACTING OR ASSIGNMENT** - The contract may not be subcontracted or assigned by the contractor, in whole or in part, without the prior written consent of the Director of the Division of Purchase and Property. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract.

In the event the bidder proposes to subcontract for the services to be performed under .the terms of the contract award, he shall state so in his bid and attach for approval a list of said subcontractors and an Itemization of the products and/or services to be supplied by them.

Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the State.

**3.12 MERGERS, ACQUISITIONS** - If, subsequent to the award of any contract resulting from this Request for Proposal, the contractor shall merge with or be acquired by another firm, the following documents must be submitted to the Director, Division of Purchase & Property.

- a. Corporate resolutions prepared by the awarded contractor and new entity ratifying acceptance of the original contract, terms, conditions and prices.
- b. State of New Jersey Bidders Application reflecting all updated information including ownership disclosure, pursuant to provision 1.5.
- c. Vendor Federal Employer Identification Number.

The documents must be submitted within thirty (30) days of completion of the merger or acquisition. Failure to do so may result in termination of contract pursuant to provision 3.5b.

If subsequent to the award of any contract resulting from this Request for Proposal, the contractor's partnership or corporation shall dissolve, the Director, Division of Purchase & Property must be so notified. All responsible parties of the dissolved partnership or corporation must submit to the Director in writing, the names of the parties proposed to perform the contract, and the names of the parties to whom payment should be made. No payment should be made until all parties to the dissolved partnership or corporation submit the required documents to the Director.

**3.13 PERFORMANCE GUARANTEE OF BIDDER** - The bidder hereby certifies that:

- a. The equipment offered is standard new equipment, and is the manufacturer's latest model in production, with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.

- c. All new machines are to be guaranteed as fully operational for the period stated in the Request For Proposal from time of written acceptance by the State. The bidder will render prompt service without charge, regardless of geographic location.
- d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- e. Trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within a 48-hour period or within the time accepted as industry practice.
- f. During the warranty period the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- g. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract. The contract shall not be considered complete until final approval by the State's using agency is rendered.

**3.14 DELIVERY GUARANTEES** - Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the Request for Proposal.

The contractor shall be responsible for the delivery of material in first class condition to the State's using agency or the purchaser under this contract and in accordance with good commercial practice.

Items delivered must be strictly in accordance with the Request for Proposal.

In the event delivery of goods or services is not made within the number of days stipulated or under the schedule defined in the Request for Proposal, the using agency may be authorized to obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor failing to meet his commitments.

**3.15 DIRECTOR'S RIGHT OF FINAL BID ACCEPTANCE** - The Director reserves the right to reject any or all bids, or to award in whole or in part if deemed to be in the best interest of the State to do so. The Director shall have authority to award orders or contracts to the vendor or vendors best meeting all specifications and conditions in accordance with N.J.S.A. 52:34-12. Tie bids will be awarded by the Director in accordance with N.J.A.C. 17:12-2.1D.

**3.16 BID ACCEPTANCES AND REJECTIONS** - The provisions of N.J.A.C. 17:12-2.9, relating to the Director's right, to waive minor elements of non-compliance with bid specifications and N.J.A.C. 17: 12- 2.2 which defines causes for automatic bid rejection, apply to all proposals and bids.

**3.17 STATE'S RIGHT TO INSPECT BIDDER'S FACILITIES** - The State reserves the right to inspect the bidder's establishment before making an award, for the purposes of ascertaining whether the bidder has the necessary facilities for performing the contract.

The State may also consult with clients of the bidder during the evaluation of bids. Such consultation is intended to assist the State in making a contract award which is most advantageous to the State.

**3.18 STATE'S RIGHT TO REQUEST FURTHER INFORMATION** - The Director reserves the right to request all information which may assist him or her in making a contract award, including factors necessary to evaluate the, bidder s financial capabilities to perform the contract. Further, the Director reserves the right to request a bidder to explain, in detail, how the bid price was determined.

**3.19 MAINTENANCE OF RECORDS** - The contractor shall maintain records for products and/or services delivered against the contract for a period of three (3) years from the date of final payment. Such records shall be made available to the, State upon request for purposes of conducting an audit or for ascertaining information regarding dollar volume or number of transactions.

**4. TERMS RELATING TO PRICE QUOTATION**

**4.1 PRICE FLUCTUATION DURING CONTRACT** - Unless otherwise noted by the State, all prices quoted shall be firm through issuance of contract or purchase order and shall not be subject to increase during the period of the contract.

In the event of a manufacturer's or contractor's price decrease during the contract period, the State shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. The Director of Purchase and Property must be notified, in writing, of any price reduction within five (5) days of the effective date.

Failure to report price reductions will result in cancellation of contract for cause, pursuant to provision 3.5b.1.

**4.2 DELIVERY COSTS** - Unless otherwise noted in the Request for Proposal, all prices for items in bid proposals are to be submitted F.O.B. Destination. Proposals submitted other than F.O.B. Destination may not be considered. Regardless of the method of quoting shipments, the contractor shall assume all costs, liability and responsibility for the delivery of merchandise in good condition to the State's using agency or designated purchaser.

F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of New Jersey unless otherwise specified. No additional charges will be allowed for any additional transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.

**4.3 C.O.D. TERMS** - C.O.D. terms are not acceptable as part of a bid proposal and will be cause for rejection of a bid.

**4.4 TAX CHARGES** - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such taxes. The State's Federal Excise Tax Exemption number is 22-75-0050K.

**4.5 PAYMENT TO VENDORS** - Payment for goods and/or services purchased by the State will only be made against State Payment Vouchers. The State bill form in duplicate together with the original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery. Responsibility for payment rests with the using agency which will ascertain that the contractor has performed in a proper and satisfactory manner in accordance with the terms and conditions of the award. Payment will not be made until the using agency has approved payment.

For every contract the term of which spans more than one fiscal year, the State's obligation to make payment beyond the current fiscal year is contingent upon legislative appropriation and availability of funds.

The State of New Jersey now offers State contractors the opportunity to be paid through the MasterCard procurement card (p-card). A contractor's acceptance and a State Agency's use of the p-card, however, is optional. P-card transactions do not require the submission of either a contractor invoice or a State payment voucher. Purchasing transactions utilizing the p-card will usually result in payment to a contractor in three days. A Contractor should take note that there will be a transaction processing fee for each p-card transaction. To participate, a contractor must be capable of accepting MasterCard. For more information, call your bank or any merchant services company.

**4.6 NEW JERSEY PROMPT PAYMENT ACT** - The New Jersey Prompt Payment Act N.J.S.A. 52:32-32 et seq. requires state agencies to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed State Payment Voucher or within sixty (60) days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the state prior to processing any payments for goods and services accepted by state agencies. Interest will be paid on delinquent accounts at a rate established by the State Treasurer. Interest will not be paid until it exceeds \$5.00 per properly executed invoice.

Cash discounts and other payment terms included as part of the original agreement are not affected by the Prompt Payment Act.

**4.7 RECIPROCITY** - In accordance with N.J.S.A. 52:32-1.4 and N.J.A.C. 17: 12- 2. 13, the State of New Jersey will invoke reciprocal action against an out-of-State bidder whose state or locality maintains a preference practice for their bidders.

**5. CASH DISCOUNTS** - Bidders are encouraged to offer cash discounts based on expedited payment by the State. The State will make efforts to take advantage of discounts, but discounts will not be considered in determining the lowest bid.

a. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods or services received a properly signed and executed State Payment Voucher form and, when required, a properly executed performance security, whichever is latest.

b. The date on the check issued by the State in payment of that Voucher shall be deemed the date of the State's response to that Voucher.

**6. STANDARDS PROHIBITING CONFLICTS OF INTEREST** - The following prohibitions on vendor activities shall apply to all contracts or purchase agreements made with the State of New Jersey, pursuant to Executive Order No. 189 (1988).

a. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52: 13D-13g.

b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.



- c. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52: 130-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
- d. No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- e. No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
- f. The provisions cited above in paragraph 6a through 6e shall not be construed to prohibit a State officer or employee or Special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 6c.

## **7. NOTICE TO ALL BIDDERS SET-OFF FOR STATE TAX NOTICE**

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 at the same time a taxpayer, 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 or shareholder's share of the payment due the taxpayer, partnership, or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice to the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 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 (c.52:32-32 et seq.), to the taxpayer shall be stayed.