



Request for Quotation

For: Courier Delivery Services – Judiciary

Event	Date	Time
Quotation Submission Date (Refer to RFQ Section 1.3 for more information.)	April 15, 2020	10 AM

Dates are subject to change. All changes will be reflected in Addenda to the RFQ and will be emailed to RFQ Bidder's.

Request For Quote Issued By:

State of New Jersey
New Jersey Judiciary
Administrative Office of the Courts
Trenton, NJ 08625

Date: April 9, 2020

1.0 INFORMATION FOR BIDDERS

NOTICE: The Bidder is advised to thoroughly read all sections and follow all instructions contained in this Request for Quote (RFQ) before preparing and submitting its Quote.

1.1 PURPOSE AND INTENT

This Request for Quote (RFQ) is issued by the New Jersey Judiciary (Judiciary), Administrative Office of the Courts (AOC). The purpose of this RFQ is to solicit quotes for Courier Delivery Services for the Judiciary.

The intent of this RFQ is to award a contract to that responsible bidder whose proposals, conforming to this RFQ is most advantageous to the State, price and other factors considered.

The State of NJ Standard Terms and Conditions (SSTC) accompanying this RFQ will apply. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

1.2 BACKGROUND

The Judiciary requires same day and next day courier service throughout the state of New Jersey in order to meet the demands of the courts and administrative offices.

1.3 SUBMISSION OF QUOTES

In order to be considered for award, the quotation must be received by the Purchase and Property Unit electronically to AOCRFQ.Mailbox@njcourts.gov in writing. The Judiciary will not accept any quotations in person or by telephone.

Subject Line: RFQ for Courier Delivery Services
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QUOTES NOT RECEIVED PRIOR TO THE QUOTE DEADLINE SHALL BE REJECTED.

1.4 BIDDER RESPONSIBILITY

The Bidder assumes sole responsibility for the complete effort required in submitting a quotation in response to this RFQ.

1.5 PRICE ALTERATION

Quotation prices should be typed or written in blue ink. Any price change (including "white-outs") must be initialed.

1.6 ELECTRONIC SIGNATURES

Bidders submitting Quotes electronically may sign the forms required with the Quote, or required before Contract award, by electronically by typing the name of the authorized signatory in the "Signature" block as an alternative to downloading, physically signing the form, scanning the form, and uploading the form.

2.0 CONTRACT SPECIFIC DEFINITIONS

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: labor costs, overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

AOC – Administrative Office of the Courts. Also known as the New Jersey Judiciary.

Best and Final Offer or BAFO – Pricing timely submitted by a Vendor {Bidder} upon invitation by the Bureau after Quote opening, with or without prior discussion or negotiation.

Bid or Bid Solicitation – This series of documents, which establish the bidding and Blanket P.O. requirements and solicits Quotes to meet the needs of the Using Agencies as identified herein, and includes the Bid Solicitation, State of NJ Standard Terms and Conditions (SSTC), State-Supplied Price Sheet, attachments, and Bid Amendments.

Business Day – Any weekday, excluding Saturdays, Sundays, State legal holidays, and State-mandated closings unless otherwise indicated.

Calendar Day – Any day, including Saturdays, Sundays, State legal holidays, and State-mandated closings unless otherwise indicated.

Change Order – An amendment, alteration, or modification of the terms of a Blanket P.O. between the State and the Vendor(s) {Contractor(s)}. A Change Order is not effective until it is signed and approved in writing by the Director or Deputy Director, Division of Purchase and Property.

Days After Receipt of Order (ARO) – The number of calendar days ‘After Receipt of Order’ in which the Using AOC will receive the ordered materials and/or services.

Director – Director, Division of Purchase and Property, Department of the Treasury, who by statutory authority is the Chief Contracting Officer for the State of New Jersey.

Discount – The standard price reduction applied by the Vendor {Bidder} to all items.

Division – The Division of Purchase and Property.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

Joint Venture – A business undertaking by two (2) or more entities to share risk and responsibility for a specific project.

Judiciary – The New Jersey Judiciary.

Judiciary Contract Manager – The individual responsible for the overall management and administration of the contract.

May – Denotes that which is permissible or recommended, not mandatory.

Must – Denotes that which is a mandatory requirement.

No Bid – The Vendor {Bidder} is not submitting a price Quote for an item on a price line.

No Charge – The Vendor {Bidder} will supply an item on a price line free of charge.

Project – The undertakings or services that are the subject of this Bid Solicitation.

Quote – Vendor's {Bidder's} timely response to the Bid Solicitation including, but not limited to, technical Quote, price Quote, and any licenses, forms, certifications, or other documentation required by the Bid Solicitation.

Request For Quotes (RFQ) – This series of documents, which establish the bidding and contract requirements and solicits Quotes to meet the needs of the Using Agencies as identified herein, and includes the RFQ, State of NJ Standard Terms and Conditions, price schedule, attachments, and Bid Amendments.

Retainage – The amount withheld from the Vendor {Contractor} payment that is retained and subsequently released upon satisfactory completion of performance milestones by the Vendor {Contractor}.

Revision – A response to a BAFO request or a requested clarification of the Vendors {Bidders} Quote.

Shall – Denotes that which is a mandatory requirement.

Should – Denotes that which is permissible or recommended, not mandatory.

State – The State of New Jersey.

State Contract Manager or SCM – The individual, as set forth in Section 8.0, responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work. The SCM cannot direct or approve a Change Order.

State-Supplied Price Sheet – the bidding document created by the State and attached to this Bid Solicitation on which the Vendor {Bidder} submits its proposal pricing as is referenced and described in Bid Solicitation Section 4.1.2

Subtasks – Detailed activities that comprise the actual performance of a task.

Subcontractor – An entity having an arrangement with a Vendor {Contractor}, whereby the Vendor {Contractor} uses the products and/or services of that entity to fulfill some of its obligations under its State Blanket P.O., while retaining full responsibility for the performance of all [the Vendor's {Contractor's}] obligations under the Blanket P.O., including payment to the Subcontractor. The Subcontractor has no legal relationship with the State, only with the Vendor {Contractor}.

Task – A discrete unit of work to be performed.

Unit Cost – All-inclusive, firm fixed price charged by the Vendor {Bidder} for a single unit identified on a price line.

Vendor {Bidder} – An entity offering a Quote in response to the Division’s Bid Solicitation.

Vendor {Contractor} – The Vendor {Bidder} awarded a Blanket P.O. resulting from this Bid Solicitation.

2.1 RFQ SPECIFIC DEFINITIONS

Building Location – Is the physical building to which a parcel is addressed. Building locations are listed on the Route Guide under the headings that include Building, Street Address, City, State, and Zip.

Consignee – Is the person or office to which a parcel is addressed. Consignees are listed on the Route Guide either by the Office or person (Name) or both.

Inside Spotted Delivery – Delivery made to a specific area within a building, as designated by the State.

Parcel – Any properly labeled and packaged item or package which may comprise papers, legal documents, boxes, stationary items, small office equipment and other miscellaneous items, intended by the AOC to be shipped by the Vendor {Contractor}, subject to the terms of this Bid Solicitation.

Pick-up/Delivery Location – Is the physical point of pick-up or delivery to or from which a parcel is addressed. Pick-up/Delivery locations are listed under on the Route Guide under the heading Floor/Suite.

Route Guides – Shall be provided by each AOC served by this Bid Solicitation. Information to be provided on the Route Guides may include Consignees, Building Locations, and Pick-up/Delivery Locations.

Shipment – All parcels picked-up from or delivered to any Delivery Location served by this Bid Solicitation on a single day.

3.0 SCOPE OF WORK

The Vendor {Bidder} must submit its pricing using the price sheet/schedule(s) accompanying this Bid Solicitation.

The State-Supplied Price Sheet consists of five (5) mandatory price lines. Vendors {Bidders} must provide a monthly unit cost for the Courier Services and Additional Location Charge price lines. Vendors {Bidders} must submit per delivery unit pricing for Unscheduled Same Day and Next Day Delivery price lines. The unit costs will be firm-fixed pricing for the term of the Contract. Vendor {Bidders} must provide firm-fixed pricing for all five (5) price lines to be eligible for award. Failure to provide the required unit pricing may result in the Vendor {Bidder} being deemed non-responsive.

3.1 GENERAL REQUIREMENTS

The Vendor {Contractor} shall:

- A. Transport general commodities, except Class-A or Class-B explosives, household goods, commodities in bulk, commodities requiring special equipment, and those injurious or contaminating to other lading;
- B. Provide, at no additional cost, an online tracking mechanism which must be made available as soon as the package is picked-up, for at least four (4) AOC designees (selected at each AOC's sole discretion) from each Building Location. Tracking information shall confirm the dates and times of pickups and deliveries for each parcel, Vendor {Contractor} handling, and the name of the signatory listed in Section 3.13.1 *AUTHORIZED SIGNATURE*;
- C. **NOT** store parcels overnight outside, in unsecured locations, or in vehicles; and
- D. Bill the State on monthly basis via a Vendor {Contractor} invoice. Payment to the Vendor {Contractor} will be provided on a monthly basis.

3.2 DAILY PARCEL DELIVERY

The Vendor {Contractor} shall pick-up and deliver all parcels for the Judiciary to and from the Consignee, at each Pick-up/Delivery Location, as listed on each AOC's Route Guide on a daily basis Monday through Friday (except as noted in Section 3.4 *UN-SCHEDULED DELIVERY ONLY SERVICE*), in accordance with the estimated delivery schedule established in Section 3.7 *DELIVERY SCHEDULE AND TIME*. Exceptions include Saturdays, Sundays and all holidays in which all statewide Judiciary offices are officially closed, and also specific locations listed on the Route Guide that are closed, as declared by the Judiciary.

The Vendor {Contractor} shall deliver all parcels addressed to Consignees that are not listed on the Route Guide, but whose Building Locations is the listed on Route Guides, to the appropriate Default Delivery Location as per Section 3.3 *DEFAULT DELIVERY*.

No parcel shall exceed 70 pounds in weight or 108 inches in girth (length x width combined). All parcels picked-up from or delivered to a Pick-up/Delivery location on a single day shall be considered a shipment.

3.3 DEFAULT DELIVERY ADDRESS

The Vendor {Contractor} shall deliver all parcels addressed to Consignees that are not listed, but whose Building Locations are the listed on the Route Guide, to the Default Pick-up/Delivery location. For each Building Location, a Pick-up/Delivery location shall be designated by the Judiciary as the Default Pick-up/Delivery location.

All parcels addressed to Judiciary Central Office Pick-up/Delivery locations listed on the Route Guide shall be picked-up or delivered at the Default Pick-up/Delivery location, which is the Administrative Office of the Courts (AOC) Office Services Unit, located on the P1 West Wing of the R.J. Hughes Justice Complex. Parcels addressed to Judiciary offices located in the R.J. Hughes Justice Complex that are not listed on the Route Guide, shall be delivered to the Judiciary Central Office Default Pick-up/Delivery location for distribution. Upon notification by the Judiciary, the Vendor {Contractor} shall be solely responsible for picking up all parcels that were

delivered to the Judiciary Central Office Default Pick-up/Delivery location in error, and for delivering them to the correct Pick-up/Delivery location, or for returning improperly addressed parcels to the Pickup/Delivery location from which the parcel was originally shipped, at no additional cost to the Judiciary.

3.4 UN-SCHEDULED DELIVERY-ONLY SERVICE

The Vendor {Contractor} shall deliver all parcels picked-up from any Pick-up/Delivery location listed on the Route Guide, to any valid physical delivery location in the State of New Jersey, as indicated on the address label on the parcel. Each shipment from locations that are not listed on the Route Guide will be chargeable per shipment, not by parcel.

3.5 NON-DELIVERY PROCEDURES

The Vendor {Contractor} shall attempt deliveries three (3) times without extra charge. If the Vendor {Contractor} is unable to deliver a shipment, a non-delivery notice shall be left at the Pick-up/Delivery location stating the date and time that the delivery was attempted. Thereafter, a second, and if necessary, a third attempt to deliver shall be made without additional charge to the State. After three (3) attempts, the Vendor {Contractor} shall return the parcel(s) to the Pick-up/Delivery location from which the parcel was originally shipped, as per Section 3.15 *REFUSED PARCELS RETURNED*.

3.6 LABELING OF PARCELS AND ENVELOPES

All parcels or envelopes shall be properly labeled and packaged by the AOC. To be considered properly labeled, each parcel or envelope shall include the following addressing information, which must be clearly written or printed on the outside of each parcel or envelope as listed on the Route Guide or for Un-Scheduled Delivery – Only Service:

- Consignee information;
- Building Location; and
- Pick-up/Delivery Locations.

The Vendor {Contractor} must be able to deliver to the Consignee, with reasonable effort, if the labeling of a parcel or envelope is incomplete or incorrect if the Vendor {Contractor} can:

- A. Reasonably infer to the intended Pick-up/Delivery Location, the parcel or envelope shall be considered correctly addressed;
- B. Determine the appropriate Default Pickup/Delivery Location, the parcel or envelope shall be considered improperly addressed, but the Vendor {Contractor} shall deliver the parcel to the Default Pick-up/Delivery Location;
- C. Determine the appropriate Default Pickup/Delivery Location, the parcel or envelope shall be considered improperly addressed, but the Vendor {Contractor} shall deliver the parcel to the Default Pick-up/Delivery Location; and

If the labeling of a parcel is incomplete or incorrect, and the Vendor {Contractor} cannot reasonably infer to the intended Pick-up/Delivery Location or the appropriate Default Pick-up/Delivery Location, the parcel or envelope shall be considered improperly addressed, and the Vendor {Contractor} shall return the parcel to the Pick-up/Delivery location from which the parcel was originally shipped. The Vendor {Contractor} must notify the designee authorized to provide an authorized signature the reason for the return.

3.7 DELIVERY SCHEDULE AND TIME

The Vendor {Contractor} shall establish and maintain an estimated delivery schedule for all delivery locations listed on the Route Guide and provide this schedule to the Judiciary. The Vendor {Contractor} shall notify the Judiciary of all changes to this delivery schedule at least 24 hours prior to this change taking effect.

The scheduled pick-up/delivery time for the Judiciary Central Office shall be between the hours of 10:30 AM and 12 Noon. Pick-up schedules can be made earlier if the time is mutually agreed upon by the Using AOC.

The times selected for the estimated delivery schedule for all other locations of the Route Guide shall occur during the regular business hours for each pick-up/delivery location. Most of these locations are open between 9:00 AM and 4:30 PM.

The Vendor {Contractor} shall deliver each parcel for Judiciary to the Pick-up/Delivery location no later than the following business day after pick-up.

3.8 ROUTE GUIDE

The Judiciary Route Guide is provided as a separate attachment to this Bid Solicitation. See Judiciary Courier Service Price Sheet. During the entire term of this contract, the Route Guides are subject to change in accordance with Section 3.8.2 *ADDITIONAL DELIVERY LOCATIONS*.

3.8.1 PICK-UP AND DELIVERY LOCATIONS – ROUTE GUIDE

The Vendor {Contractor} shall be provided Judiciary's Route Guide which will list locations, offices, and Consignees for daily pick-up and delivery services. The addition or deletion of Consignees, building locations and pick-up/delivery locations are subject to change by and at the sole discretion of the Judiciary.

The Route Guide shall also list the scheduled delivery time as provided by Section 3.7 *DELIVERY SCHEDULE AND TIMES*.

3.8.2 ADDITIONAL DELIVERY LOCATIONS

The Vendor {Contractor} shall accommodate the following situations at no additional charge to the Judiciary:

- A. An unlimited number of Pick-up/Delivery locations or Consignees for the Judiciary to the Route Guide if the Building Location is listed on the Route Guide; and
- B. Changes to the Consignee, office name, delivery address, or the other delivery information for the Judiciary for all Pick-up/Delivery locations on the Route Guide;

Additional new locations will be chargeable by the Vendor {Contractor} for a fixed rate cost, which is to be indicated as a price line on the price sheet.

3.9 LATE DELIVERY AND PICK-UP

The Judiciary will designate a contact person upon notification of award, whose name is subject to change at the Judiciary's sole discretion. If the Vendor {Contractor} cannot make a pick-up or delivery, or will arrive at any Pick-up and Delivery Location listed on the Route Guide more than thirty (30) minutes later than the designated Vendor {Contractor} arrival time (per Section 3.7

DELIVERY SCHEDULE AND TIME), the Vendor {Contractor} shall notify the State AOC location contact listed on the Route Guide (or if that person is not reachable, the State AOC Contract Manager) as soon as possible.

The parcels being shipped by this contract are State records, and are of great importance, and thus, shall be delivered timely within the constraints of the contract. A contingency plan for emergencies shall be required. This plan should be realistic, as the Vendor {Contractor} will be responsible for executing to this plan in the event of a real emergency. In the event of a vehicle breakdown/traffic accident, the Vendor {Contractor} shall make every attempt to dispatch another vehicle(s) to complete the scheduled pick-ups and deliveries during that day, and within the hours stipulated within this Bid Solicitation. If the pick-ups and deliveries associated with a vehicle breakdown/traffic accident cannot be made the day the vehicle breakdown/traffic accident occurs and during the hours stipulated within this Bid Solicitation, the Vendor {Contractor} shall pick-up and deliver all parcels or envelopes on the next business day, in addition to the current business day pick-ups and deliveries associated within the effected location(s), even if it means dispatching an additional vehicle(s) beyond what would be considered normal for that route in order to accomplish the pick-ups and deliveries as required by this Bid Solicitation.

3.9.1 INTERRUPTION OF SERVICE

The Vendor {Contractor} shall ensure delivery service is not interrupted except for causes beyond the Vendor's {Contractor's} control. This may include strikes or riots or extreme weather conditions. Strikes in this context are those that are not associated with the Vendor {Contractor}.

3.10 EXCLUSIVE HAND TO HAND SERVICE

The Vendor {Contractor} shall make pick-ups and deliveries of all parcels by on behalf of the State of New Jersey "hand-to-hand" to the Consignee, and the Vendor {Contractor} shall not use either the materials, methods or receptacles used by the U.S. Postal Service, or any other messenger/parcel delivery service.

The Vendor {Contractor} shall not sub-contract any part of the services to be performed under this Blanket P.O. without the prior written consent and approval of the State Contract Manager (SCM).

3.11 INSIDE SPOTTED DELIVERY

The Vendor {Contractor} shall make all deliveries as an Inside Spotted Delivery to the Consignee at all locations. The Vendor {Contractor} shall confirm pick-up and delivery by the methods indicated in Section 3.13.1 *AUTHORIZED SIGNATURE*, and Section 3.1 paragraph B - *ONLINE TRACKING*.

3.12 VENDOR {CONTRACTOR} PERSONNEL PHOTO IDENTIFICATION

All Vendor's {Contractor's} personnel shall provide a valid photo ID as requested by the Judiciary or building security staff, upon entering and leaving any Building Location or Pick-up/Delivery Location.

The State shall not be responsible for any pick-up or delivery delays as result of any currently active security procedures or equipment, or security procedures or equipment that may be activated in the future.

3.13 SIGNATURE REQUIREMENT

The Vendor {Contractor} shall provide the Judiciary the option of declaring the value for any parcel. For these parcels, the Vendor {Contractor} representative shall sign for receipt of the parcel and include the date and time of pick-up/delivery. The Vendor {Contractor} shall be liable to refund the Judiciary for the cost of any parcels, with a declared value exceeding \$100, that are not delivered due to loss, theft, damage or failure to perform delivery to the Pick-up/Delivery Location. The Judiciary will notify the Vendor {Contractor} a day in advance of the value should it be other than routine packaging.

3.13.1 AUTHORIZED SIGNATURE RETENTION

The Vendor {Contractor} shall obtain and retain a signature, from a designee authorized by the Judiciary for each of the Agencies individual shipments delivered to each Pick-up/Delivery location. The Vendor {Contractor} shall maintain signature sheets and authorized signatures for one (1) calendar year, which shall serve as the Pickup/Delivery Record.

3.14 REFUSAL OF UNSAFE PARCELS

The Vendor {Contractor} may refuse to pick-up or deliver any parcel or envelope considered dangerous in nature or if any other character of its contents is liable, in the judgment of the Vendor {Contractor}, to soil, taint or otherwise damage other merchandise or the Vendor's {Contractor's} equipment, or parcels that are improperly or insecurely packed or wrapped.

3.15 REFUSED PARCELS RETURNED

The Vendor {Contractor} shall promptly return any parcels refused by the Consignee or which for any other reason cannot be delivered to the Pick-up/Delivery location from which the parcel was originally shipped without additional charge to the State.

3.16 RESPONSIBILITY FOR LOSS OR DAMAGE

The Vendor {Contractor} shall assume the value of each parcel or article to be \$100 or less, unless a greater value is declared by the State on the Pick-up/Delivery Record. Claims not made within nine (9) months after receipt of the merchandise by the Vendor {Contractor} shall be deemed waived.

3.17 ESTIMATED VOLUMES

The estimated volume of parcels to be picked-up from the Judiciary Central Office will be an average of 1,000 pounds per day. The volume will be a minimum of two hundred (200) pounds per day and a maximum of two thousand (2,000) pounds per day. These volumes are estimates and provided for informational purposes only. Estimated volumes for other Judiciary locations are not available.

4.0 QUOTE PREPARATION AND SUBMISSION

Failure to submit information/forms as indicated below may result in your quote being deemed non-responsive.

4.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE

The Bidder must submit the following forms with their Quote.

- STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS
- OWNERSHIP DISCLOSURE FORM
- DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER
- DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

- MACBRIDE PRINCIPLES FORM
- EEO COMPLIANCE CERTIFICATE
- NJ BUSINESS REGISTRATION CERTIFICATE
- PUBLIC LAW CHAPTER 51/EO-117 FORMS
- PUBLIC LAW CHAPTER 271 FORM
- SOURCE DISCLOSURE FORM
- CERTIFICATE OF INSURANCE ACORD FORM

The required forms are located at:

<https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

Bidders are under a continuing obligation to report updates to the information contained in its required forms.

4.1.2 STATE-SUPPLIED PRICE SHEET

The Bidder must submit its pricing using the State-Supplied Price Sheet accompanying this RFQ. DO NOT add or change the State's Price Sheet

5. BLANKET P.O. SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 BLANKET P.O. TERM AND EXTENSION OPTION

The base term of this Blanket P.O. shall be for a period of **six (6) months**. The anticipated "Blanket P.O. Effective Date" is April 15, 2020.

This Blanket P.O. may be extended in six (6) month intervals not exceeding total of two (2) years, by the mutual written consent and agreed upon price of the Vendor {Contractor} and the AOC.

5.2 BLANKET P.O. TRANSITION

In the event that a new Blanket P.O. has not been awarded prior to this Blanket P.O. expiration date, including any extensions exercised, and the State exercises this Blanket P.O. transition, the Vendor {Contractor} and the AOC shall mutually agree upon price to continue this Blanket P.O. At no time shall this transition period extend more 90 days beyond the expiration date of this Blanket P.O., including any extensions exercised.

5.3 CHANGE ORDER

Any changes or modifications to the terms of this Blanket P.O. shall be valid only when they have been reduced to writing and signed by the Vendor {Contractor} and the AOC.

6.0 QUOTE EVALUATION

The Judiciary reserves the right to request all information which may facilitate the Judiciary's ability to make a contract award, including any factors necessary to evaluate the quote.

The Judiciary will evaluate price and other factors to be in the Judiciary's best interest.

6.1 QUOTATION DISCREPANCIES

In evaluating quotations, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor

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

6.2 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating quotations, the Judiciary may enter negotiations with one Bidder or multiple Bidders. The primary purpose of negotiations is to maximize the Judiciary's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one or multiple Bidders.

7.0 CONTRACT ADMINISTRATION AND AWARD

7.1 STATE CONTRACT MANAGER

The State Contract Manager (SCM) is the State employee responsible for the overall management and administration of the Contract.

The SCM for this project will be identified at the time of execution of Contract. At that time, the Contractor will be provided with the State Contract Manager's name, department, division, AOC, address, telephone number, fax phone number, and e-mail address.

7.2 FINAL CONTRACT AWARD

Contract award shall be made with reasonable promptness by written notice to that responsible Bidder whose quotation, conforming to this RFQ, is most advantageous to the Judiciary, price and other factors considered. Any or all quotations may be rejected when the Judiciary determines that it is in the public interest to do so.