

# REQUEST FOR PROPOSAL (RFP)

TITLE: Provide Machining Services and Supplies on the Newark/ Piscataway/New Brunswick/Scotch Plains and Stratford/Camden Campuses

RFP NUMBER: P10-011S

DATE ISSUED: April 12, 2011

DUE DATE: May 17, 2011

TIME: 2:00 P.M.

LOCATION: **UNIVERSITY OF MEDICINE AND DENTISTRY  
OF NEW JERSEY –  
DEPARTMENT OF PURCHASING SERVICES  
LIBERTY PLAZA  
335 George Street, 2<sup>nd</sup> Floor  
New Brunswick, New Jersey 08903**

**Important Note:** Bidders should check Section 1.3 of this document to verify if attendance at a mandatory event (e.g., pre-bid conference, site visit, etc.) is required for this procurement. Failure to attend a mandatory event will result in the rejection of your proposal.

In accordance with the requirements of this proposal, the undersigned offers and agrees, if their proposal is accepted, to furnish any and all services for which the prices are submitted in accordance with the attached conditions as specified in this proposal.

BIDDER'S NAME  
AND ADDRESS

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

SIGNATURE AND TITLE OF  
AUTHORIZED INDIVIDUAL

\_\_\_\_\_  
Name (signature)  
  
\_\_\_\_\_  
Name (print)  
  
\_\_\_\_\_  
Title

## **1.0 INFORMATION FOR BIDDERS**

### **1.1 Purpose and Intent of the Procurement**

#### 1.1.1 Purpose

This Request for Proposal (RFP) is being issued by the University of Medicine and Dentistry of New Jersey (UMDNJ), Department of Purchasing Services on behalf of the Physical Plant Department.

The purpose of this RFP is to enter into a contract with one Contractor to provide Machining Services and Supplies on an as required by the University of Medicine and Dentistry of New Jersey (UMDNJ) for the Physical Plant Department on the Newark/ New Brunswick/Scotch Plains and Stratford/Camden Campuses. The estimated volume of work for the Newark Campus is approximately \$75,000 per year.

#### 1.1.2 Intent

It is the intent of the University of Medicine and Dentistry (UMDNJ), Physical Plant Department to obtain a qualified Contractor to provide Emergency Repair / Replacement / Maintenance Services for applicable diagnostic equipment, and associated supplies University – Wide (Central, Northern and Southern Campuses).

The University intends to award the contract to one (1) Contractor to perform the required services as listed in Section 3.0. of the RFP.

**This procurement is set-aside for small business as defined under the State Small Business Set-Aside program’s criteria, set forth in N.J.A.C. 12A:10 (N.J.A.C.C. 17.13) and N.J.A.C. 12A:10A (N. J.A.C. 17:14).**

**In order to be eligible, to bid a firm must be registered as a Small Business with the New Jersey Commerce and Economic Growth Commission (Commerce), or has submitted an application for registration on or before the bid opening date. The bidder must provide evidence of the above with its bid proposal.**

**To register as a small business please visit: <http://www.nj.gov/njbusiness/small/>, navigate to Small Business Set-Aside Program or contact the Business Services Call Center at 1-866-534-7789.**

### **1.2 Background**

The Department of Physical Plant is a service oriented department of the University of Medicine & Dentistry of New Jersey (UMDNJ). It was established to assist the University in effectively providing safe, comfortable physical conditions for the University community and visitors.

### **1.3 Key Events**

#### 1.3.1 Questions and Inquiries

It is the policy of the UMDNJ, Purchasing Services to accept questions and inquiries from all potential bidders receiving this RFP.

Written questions should be mailed or faxed to the UMDNJ, Purchasing Services to the attention of the assigned buyer at the following address:

UMDNJ, DEPARTMENT OF PURCHASING SERVICES  
335 GEORGE STREET, 2<sup>ND</sup> FLOOR  
NEW BRUNSWICK, NEW JERSEY 08903  
Buyer's Name: Betty Bankston  
Buyer's Phone Number: (732) 235-9037  
Buyer's Fax Number: (732) 235-9766  
Buyer's E-mail : [bankstbe@umdnj.edu](mailto:bankstbe@umdnj.edu)

##### 1.3.1.1 Mandatory Pre-Bid Conference

A mandatory Pre-Bid Conference has been scheduled for this procurement; therefore, the cut-off date for submission of questions will be the conclusion of the mandatory Pre-Bid Conference. While all questions will be entertained at the mandatory Pre-Bid Conference, it is strongly urged that questions be submitted in writing prior to the mandatory Pre-Bid Conference.

DATE: April 29, 2011

TIME: 8:30 A.M.

LOCATION: UMDNJ, DEPARTMENT OF ADMINISTRATION BUILDING #1, ROOM 123,  
PHYSICAL PLANT CONFERENCE ROOM, 30 BERGEN STREET,  
NEWARK, NJ

**CAUTION:** Bids will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Site Visit.

It is the responsibility of the bidder to identify and address any additional requirements or information needed to submit a proposal. No special consideration shall be given to any bidder, because of the bidder's failure to be knowledgeable of all the requirements of the proposal after the pre-bid conference date.

### 1.3.1.2 Cut-Off Date for Questions and Inquiries

Written questions must be delivered to the Department of Purchasing Services' Buyer. It is requested that bidders having long, complex or multiple part questions submit them in writing as far in advance of the mandatory Pre-Bid Conference as possible. This request is made so that answers can be prepared prior to the mandatory Pre-Bid Conference.

### 1.3.1 3 Question Protocol

Questions should be submitted in writing to the attention of the assigned UMDNJ, Purchasing Services buyer. Written 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.

Short procedural inquiries may be accepted by telephone by the buyer, however, oral explanations or instructions given over the telephone shall not be binding upon the University. Bidders shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this RFP.

## 1.4 **Additional Information for Bidders**

1.4.1 In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed as follows:

The cut-off date for questions and inquiries concerning the RFP is stated in Section 1.3.1.2. If any addendum is issued for this procurement, it will be distributed to all bidders who were sent the RFP.

### 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 resulting from this RFP.

### 1.4.3 Issuing Office

This RFP is issued by the UMDNJ, Department of Purchasing Services. The buyer noted in Section 1.3.1 is the sole point of contact between the bidder and the UMDNJ for purposes of this RFP.

#### 1.4.4 Bidder Responsibility

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

#### 1.4.5 Cost Liability

UMDNJ assumes no responsibility and bears no liability for costs incurred by bidders in the preparation and submittal of proposals in response to this RFP.

#### 1.4.6 Contents of Bid Proposal

The entire content of every bid proposal will be publicly opened and becomes a public record. This is the case notwithstanding any statement to the contrary made by a bidder in its bid proposal.

All bid proposals, as public records, are available for public inspection. Interested parties can make an appointment to inspect bid proposals received in response to this RFP with the buyer.

#### 1.4.7 Price Alterations

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

#### 1.4.8 Joint Venture

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture should be submitted with the joint venture's 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, if applicable, foreign (out of State) corporate registration must be supplied for each party to the joint venture.

#### 1.4.9 Small Business Subcontractor Utilization Plan

Not applicable to this procurement.

#### 1.4.10 HIPAA Compliance

As a State Agency, New Jersey State regulations require that we obtain documentation regarding our vendor “HIPAA Compliance” status. In order to be in compliance and conduct business with your company for the procurements of goods and/or services, it will be necessary for your company to complete a Business Associate Agreement. This agreement involves the access to protected health information that is considered protected pursuant to federal, state and/or local laws and regulations in accordance with the privacy requirements of the “HIPAA” – Health Insurance Portability and Accountability Act of 1996. The requirement is a precondition of entering into a valid and binding contract.

#### 1.4.11 Business Registration Notice

All New Jersey and out of State business organizations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue, prior to conducting business with the State of New Jersey. Proof of valid business registration must be submitted by a bidder with its bid proposal. Failure to submit such valid business registration with a bid may render the bid materially non-responsive. The business registration form (Form NJ-REG) can be found online at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

##### 1.4.11.1 Definitions

“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.

“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.

#### 1.4.11.2 Requirements Regarding Business Registration Form

A contractor should 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 Vice President of the Division of Taxation in the Department of 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.

#### 1.4.12 Deficit Reduction Act

The University of Medicine and Dentistry (UMDNJ) is committed to the prevention and detection of any fraud, waste, and abuse within the University related to all health care programs, including Federal and State programs. To this end, UMDNJ maintains a vigorous compliance program geared in part to educating our community on the range of fraud and abuse laws, including the importance of submitting accurate claims and reports to the Federal and State governments. Our policies prohibit the knowing submission of a false claim for payment in relation to any health care program, including a Federal or State funded health care program. Such a submission is a violation of Federal and State law and can result in significant administrative and civil penalties under the Federal and State False Claims Acts.

To assist UMDNJ in meeting its legal and ethical obligations, any employee, contractor or agent who is aware of the preparation or submission of a false claim or report or reasonably suspects any other potential fraud, waste, or abuse in relation to a Federal or State funded health care program is required to report such information to his or her supervisor and UMDNJ's Office of Ethics and Compliance. Any employee of UMDNJ who in good faith reports such information will be protected against retaliation for coming forward with such information both under UMDNJ's internal compliance policies and procedures and United States and New Jersey law.

As an organization, UMDNJ obligates itself to investigate any such information swiftly and thoroughly through its internal compliance programs and mechanisms. Nonetheless, if an employee, contractor or agent believes that the organization's response is deficient and unresponsive, the employee shall bring these concerns to UMDNJ's Office of Ethics and Compliance. If such follow-up still does not trigger an investigation, after a reasonable period of time, the employee, contractor or agent has the ability to bring his/her concerns to the appropriate government agency under the relevant Federal and/or State laws.

This information shall be provided to all UMDNJ employees and all contractors and agents of UMDNJ.



## **2.0 DEFINITIONS**

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

“Actual Cost” – The dollar amount paid by the Contractor for the item requested by the department. It does not include freight, employee wages, taxes or any other possible charges unless approved in writing by the approved designee of UMDNJ.

“Addendum” – Written clarification or revision to this RFP issued by UMDNJ, Purchasing Services.

“Amendment” – A change in scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Vice President for Finance and Treasurer.

“Bidder” – An individual or business entity submitting a bid in response to this RFP.

“Contract” – This RFP, any addendum to this RFP, and the bidder’s proposal submitted in response to this RFP and UMDNJ’s Contract Term Sheet.

“Contractor” – The contractor is the bidder awarded a contract.

“Evaluation Committee” – A committee established to review and evaluate bid proposals submitted in response to this RFP and to recommend a contract award to the Vice President of Supply Chain Management,

“Vice President” – The Vice President of Supply Chain Management.

“HIPAA” – Health Insurance Portability and Accountability Act of 1996.

“Holidays” – University holidays are New Years Day, Martin Luther King’s Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas.

“May” – Denotes that which is permissible, not mandatory.

“Project” – The undertaking of services that are the subject of this RFP.

“Request for Proposal (RFP)” – This document, which establishes the bidding and contract requirements and solicits proposals to meet the purchase needs as identified herein.

“Shall” or “Must” or “Will” – 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, not mandatory.

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

“Task” – A discrete unit of work to be performed.

“UMDNJ” – The University of Medicine and Dentistry of New Jersey, or otherwise referred to as the “University.”

### 3.0 Scope of Work

The Contractor must supply all labor, material, and diagnostic equipment necessary to perform replacement/repairs/maintenance on all types of moving equipment, including motors, pumps, fans, shafts, etc., at all University locations (Northern, Central and Southern Campuses). The Contractor must have an owner operated machine shop and skilled labor immediately available for repair work, as required, on both a regular and emergency time basis and as may be required for replacement/repairs/maintenance. The Contractor must have resources and equipment to minimize down-time related to emergency repairs and routine maintenance.

#### 3.1 Customer Service

The Contractor must provide UMDNJ Physical Plant Project Manager with a customer service number(s) to place orders and provide price quotations Monday through Friday 8:00AM to 5:00PM, an emergency telephone number monitored twenty four (24) hours a day, seven (7) days a week will also be provided to the UMDNJ Physical Plant Project Manager.

#### 3.2 Delivery Service

The Contractor shall provide delivery Monday through Friday 8:00 AM to 5:00 PM and provide the Physical Plant Project Manager with the appropriate contract telephone numbers. In case of emergencies, deliveries shall be made after 5:00 PM, on holidays and weekends.

#### 3.3 Services Provided

In addition to systems repair and replacement the Contractor must provide machining services, and equipment/systems evaluations along with service reports. The Contractor's operated machine shop must be capable of full service operation in regard to the manufacturing and repair of all equipment needed. The Contractor's system evaluation ability must include systems diagnostics such as vibration analysis, condition monitoring, with full reporting capabilities.

#### 3.4 Emergency Services

Emergency services must begin within four (4) hours of receiving a call from a UMDNJ representative. Response to routine maintenance must be within three (3) days of receipt of a Purchase Order. In addition, The Contractor must be capable of performing all types of mechanical system repairs such as replacing bearings, performing dynamic balancing and vibration assessment/analysis and correction of the same.

### 3.5 Contractor Requirements

The Contractor shall be local and be able to respond within four (4) hours of being called. The Contractor may have to subcontract out standby services should the Contractor not be able to respond.

3.5.1 The Contractor must provide services as described above in a facility under its control. The Contractor's personnel shall be well trained in machine shop practices and the Contractor must be sufficiently staffed to respond to emergencies in the aforementioned time required. The Contractor shall have a minimum of ten (10) years hands-on shop experience and shall employ at least two (2) employees.

3.5.2 The Contractor shall be capable of providing rigging services to remove equipment to be delivered to their facility for repair and refurbishment. The largest piece of equipment is a four and one quarter (4 ¼) inch shaft approximately twelve (12) feet long and weighing fifteen hundred (1500) pounds.

3.5.3 The following services were provided in the past and may be required in the future: removal and replacement of shafts up to four (4) inches in diameter, machining keyways, cutting sleeves and pressing on shafts, cutting new bearing raceways, cutting complex meal shapes using a plasma cutter, using a water jet cutter with abrasive inflammable metal shapes using a plasma cutter, using a water jet cutter with abrasive inflammable areas, providing electric arc, MIG and TIG welding services and metalizing services. The servicing of heat exchangers and resurfacing of flanges is required. Any services that will be subcontracted out should be so noted.

3.5.4 The Contractor shall provide cost estimates of completion times and approximate costs within twenty four (24) hours of being called in by the Physical Plant Project Manager.

## **4.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

### **4.1 Contract Term and Extension Option**

#### 4.1.1 Contract Term

The contract will be awarded for three (3) years, commencing from the date of award. If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term of the contract.

#### 4.1.2 Contract Extension Option

This contract may be extended for two (2) one (1) year periods. Any extension of this contract under this provision will be put into effect by mutual agreement between the University and the Contractor, with written notification being provided to the Contractor by the University. The original terms and conditions will remain in effect for any extension period. Unless otherwise noted in this RFP (or any Addendum thereto), pricing for each optional year is to remain the same as the final year of the original contract term.

### **4.2 Contract Transition**

In the event services end by either contract expiration or termination, it shall be incumbent upon the Contractor to continue services, if requested by the Vice President of Supply Chain Management, until new services can be completely operational. The Contractor acknowledges its responsibility to cooperate fully with the replacement Contractor and UMDNJ to ensure a smooth and timely transition to the replacement Contractor. Such transitional period shall not extend more than ninety (90) days beyond the expiration date of the contract, or any extension thereof. The Contractor will be reimbursed for services during the transitional period at the rate in effect when the transitional period clause is invoked by UMDNJ.

### **4.3 Precedence of the University's Standard Terms and Conditions**

The contract resulting from this procurement shall consist of this RFP (including UMDNJ's Standard Terms and Conditions); any addendum to this RFP, the Contractor's bid proposal and UMDNJ's Contract Term Sheet.

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

Unless specifically noted within this RFP, UMDNJ's Standard Terms and Conditions take precedence over the Special Terms and Conditions contained in this Section of the RFP.

The Standard Terms and Conditions in effect for this procurement can be found at the following Internet address: [www.umdj.edu/purchweb](http://www.umdj.edu/purchweb)

The version of the Standard Terms and Conditions that apply to this procurement is as follows:

- 1) If a mandatory event is conducted as part of this procurement (e.g., mandatory pre-bid conference, mandatory site visit, etc.), the Standard Terms and Conditions that apply to this procurement are those that are posted on the Web site referenced above on the business day prior to the mandatory event; or,
- 2) If no mandatory event is conducted as part of this procurement, yet an addendum is issued (e.g., in response to questions from bidders), the Standard Terms and Conditions that apply to this procurement are those that are posted on the Web site referenced above on the business day prior to the date of issuance of the addendum; or,
- 3) If no mandatory event is conducted and no addendum is issued for this procurement, the Standard Terms and Conditions that apply to this procurement are those that are posted on the Web site referenced above on the business day prior to the bid opening date.

In the event of a conflict between the provisions of this RFP, including UMDNJ's Standard Terms and Conditions and the Special Terms and Conditions contained in this Section, and any addendum to the RFP, the addendum shall govern. A copy is included at Attachment A.

#### **4.4 Insurance**

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

- **Commercial General Liability Insurance** - including contractual liability endorsement, subject to primary limits of coverage of not less than \$1,000,000 per occurrence/\$1,000,000 annual aggregate. If applicable, XCU coverage may be required;
- **Automobile Liability Insurance** – covering owned, non-owned and hired vehicles with not less than \$1,000,000 for bodily injury and property damage;
- **Excess Liability Insurance** - subject to an additional limit of liability of not less than \$1,000,000 per occurrence/\$1,000,000 aggregate excess of the primary policy;
- **Workers' Compensation Insurance** - statutory coverage and including employers liability coverage of not less than \$1,000,000 per occurrence and \$1,000,000 annual aggregate;
- **Additional Insured** – UMDNJ to be named as additional insured ATIMA with respect to Commercial General, Automobile and Excess Liability Insurance provided by Contractor pursuant to this proposal/contract;

- **Errors and Omissions Liability insurance** - with limits of \$1million/\$1million; UMDNJ to be named as additional insured ATIMA with respect to services provided by contractor pursuant to this proposal contract. If applicable, this insurance may be required.

- All insurers affording coverage are to be licensed to conduct the business of insurance within the State of New Jersey and to be rated not less than A- by Bests Insurance Rating Service.

**-UMDNJ is to be named as certificate holder with respect to all afore-mentioned insurance coverages.**

**- All Insurance coverages shall remain in effect throughout the course of the contract. Contractor shall be responsible for any and all future claims, litigation, damages, liabilities, whatsoever, which may arise as a result of Contractor's performance of services pursuant to this contractual agreement.**

All required commercial general liability insurance and any required pollution liability insurance coverage shall be maintained throughout the course of the project. Failure to maintain said insurance coverage shall be deemed sufficient cause to immediately terminate the contract without having to show additional cause. Further, said liability insurance coverages shall be subject to an extended reporting period of not less than six years following the completion of the contract/project and, also, shall include completed operations coverage for a period of not less than six years following the completion of the project /contract.

#### **4.5 Departure From Bid Specifications or Terms and Conditions**

Notwithstanding the forgoing, a bidder's proposal may be deemed **NON-COMPLIANT AND BE REJECTED** and/or be found **non-responsive** if the change is a material departure from the bid specifications or the terms and conditions of this RFP. A material departure occurs when the change increases the likelihood that the waiver from compliance with the RFP is capable of giving the appearance of corruption or favoritism, or encouraging excessive spending or is likely to affect the amount or price of the bid or to influence any potential bidder to refrain from bidding or is capable of affecting the ability of the University to make a bid comparison, or is unacceptable to the University. The determination of material departure shall be in the sole discretion of the University.

#### **4.6 Contract Amendment**

Any changes or modifications to the terms of the contract shall only be valid when they have been reduced to writing and executed by the Contractor and the Vice President.

#### **4.7 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 UMDNJ may have arising out of the Contractor's performance of this contract.

#### **4.8 Substitution of Staff**

If it becomes necessary for the Contractor to substitute any management, supervisory or key personnel, the Contractor will identify the substitute personnel and the work to be performed.

The Contractor must provide detailed justification documenting the necessity for the substitution. Résumés must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

The Contractor shall forward a request to substitute staff to the Vice President, through the University's Project Manager, for consideration and approval. No substitute personnel are authorized to begin work until the Contractor has received written approval to proceed from the Vice President, through the University's Project Manager.

#### **4.9 Substitution or Addition of Subcontractor(s)**

If it becomes necessary for the Contractor to substitute and/or add a subcontractor, the Contractor will identify the proposed new subcontractor 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 résumés 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.

In the event a subcontractor is proposed as a substitution, the proposed subcontractor must equal or exceed the qualifications and experience of the subcontractor being replaced. In the event the subcontractor is proposed as an addition, the proposed subcontractor's qualifications and experience must equal or exceed that of a similar subcontractor proposed by the Contractor in its bid proposal.

The Contractor shall forward a request to substitute/add a subcontractor to the Vice President, through the University's Project Manager, for consideration and approval. No substitution or addition of a subcontractor is authorized until the Contractor has received written approval to proceed from the Vice President, through the University's Project Manager.



#### **4.10 Ownership of Material**

All data, technical information, materials gathered, oriented, developed, prepared, used or obtained in the performance of the contract, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the services required under this contract shall be and remain the property of UMDNJ and shall be delivered to UMDNJ upon 30 days notice by UMDNJ.

With respect to software computer programs and/or source codes developed for UMDNJ, the work shall be considered “work for hire,” i.e., UMDNJ, not the Contractor or subcontractor, shall have full and complete ownership of all software computer programs and/or source codes developed.

#### **4.11 Data Confidentiality**

All financial, statistical, personnel and/or technical data supplied by UMDNJ to the Contractor are confidential. The Contractor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the Contractor, or any individual or entity in the Contractor’s charge or employ, will be considered a violation of this contract and may result in contract termination and the Contractor’s suspension or debarment from UMDNJ contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

#### **4.12 News Releases**

The Contractor is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without prior written consent of the Vice President.

#### **4.13 Advertising**

The Contractor shall not use UMDNJ’s name, logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Vice President.

#### **4.14 License and Permits**

The Contractor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply UMDNJ with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations shall have been included by the Contractor its bid proposal.

#### **4.15 Claim and Remedies**

##### 4.15.1 Claims

The following shall govern claims made by the Contractor regarding contract award rescission, contract interpretation, Contractor performance and/or suspension or termination.

Final decisions concerning all disputes relating to contract award rescission, contract interpretation Contractor performance and/or reduction, suspension or termination are to be made in a manner consistent with N.J.A.C. 17:12-1.1, et seq. The Vice President's final decision shall be deemed a final agency action reviewable by the Superior Court of New Jersey, Appellate Division.

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

However, any claim against UMDNJ relating to a final decision by the Vice President regarding contract award rescission, contract interpretation, Contractor performance and/or contract reduction, suspension or termination shall not accrue, and the time period for performing any act required by N.J.S.A. 59:8-8 or 59:13-5 shall not commence, until a decision is rendered by the Superior Court of New Jersey, Appellate Division (or by the Supreme Court of New Jersey, if appealed) that such final decision by the Vice President was improper.

##### 4.15.2 Remedies

Nothing in the contract shall be construed to be a waiver by UMDNJ of any warranty, expressed or implied, or any remedy at law or equity, except as specifically and expressly stated in writing executed by the Vice President.

#### **4.16 Form of Compensation and Payment**

UMDNJ's payment terms are Net 45 days.

The Contractor must submit invoices to UMDNJ with supporting documentation evidencing that work for which payment is sought has been satisfactorily completed. Invoices must reference the contract or purchase order number and must be in strict accordance with the firm, fixed prices submitted for each task or subtask on the RFP pricing sheet. When applicable, invoices should reference the appropriate RFP price sheet line number from the Contractor's bid proposal. All invoices must be approved by UMDNJ before payment will be authorized.

Invoices must also be submitted for any special projects, additional work or other items properly authorized and satisfactorily completed under the contract. Invoices shall be submitted according to the payment schedule agreed upon when the work was authorized and approved.

Payment can only be made for work when it has received all required written approvals and has been satisfactorily completed.

#### **4.17 Additional Work and/or Special Projects**

In the event that the need for additional work and/or a special project arises, UMDNJ will submit such a request to the Contractor in writing. The Contractor must present a written proposal to perform the additional work/special project to UMDNJ. The proposal should provide justification for the necessity of the additional work/special project. The relationship between the additional work/special project being requested and the work required by the Contractor under the base contract must be clearly established by the Contractor in its proposal for performing the additional work/special project. The Contractor's written proposal must provide a detailed description of the work to be performed, broken down by task and subtask. The proposal should contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written cost proposal must be based upon the hourly rates, unit costs or other cost elements submitted by the Contractor in the Contractor's original bid proposal submitted in response to this RFP. Whenever possible, the cost proposal should be a firm, fixed cost performs the required work. The firm fixed price should specifically reference and be tied directly to costs submitted by the Contractor in its original bid proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

Upon receipt of the Contractor's written proposal, it shall be forwarded to the Vice President for written approval. Complete documentation from the using agency, confirming the need for the additional work/special project, must be submitted.

No additional work and/or special project may commence without the Vice President's written approval. In the event the Contractor proceeds with additional work and/or special projects without the written approval of the Vice President it shall be at the Contractor's sole risk. UMDNJ shall be under no obligation to pay for work done without the Vice President's written approval.

#### **4.18 Option to Reduce Scope of Work**

UMDNJ has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Vice President shall provide advanced, written notice to the Contractor.

Upon receipt of such written notice, the Contractor will submit, within five (5) working days to the Vice President, an itemization of the work effort already completed by task or subtasks. The Contractor shall be compensated for such work effort according to the applicable portions of its cost proposal.

#### **4.19 Suspension of Work**

The Vice President may, for valid reason, issue a stop order directing the Contractor to suspend work under the contract for a specific time. The Contractor shall be paid until the effective date of the stop order. The Contractor shall resume work upon the date specified in the stop order or upon such other date as the Vice President may thereafter direct in writing. The period of suspension shall be deemed added to the Contractor's approved schedule of performance. The Vice President and the Contractor shall negotiate an equitable adjustment, if any, to the contract price.

#### **4.20 Change in Law**

Whenever an unforeseen change in applicable law or regulation affects the services that are the subject of this contract, the Contractor shall advise the Vice President in writing and include in such written transmittal any estimated increase or decrease in the cost of its performance of the services as a result of such change in law or regulation. The Vice President and the Contractor shall negotiate an equitable adjustment, if any, to the contract price.

#### **4.21 Performance Bond**

No performance bond is required under this contract.

#### **4.22 Late Delivery and Liquidated Damages**

Not applicable under this contract.

#### **4.23 Retainage**

Not applicable under this contract.

#### **4.24 Material Safety Data Sheets**

The Contractor is required to furnish material safety data sheets (MSDS), or manufacturers' equivalent information sheets, on the products and/or chemicals used in performing the services specified in this RFP to the University's Project Manager. These sheets must list complete chemical ingredients including the percentage composition of each ingredient on the mixture (down to 0.1%), the chemical abstract services numbers for those substances listed any potentially hazardous products which may off gas during or flowing application. Failure to do so may constitute reason for termination of the contract.

## **4.25 Contractor's Personnel**

### 4.25.1 Direct Management of Personnel

The Contractor will be solely responsible for all direct management, supervision, and control of the work performed by the Contractor's personnel. The Contractor shall be responsible for determining the proper work methods and procedures to be used and for ensuring that the work is properly and safely undertaken and completed in a satisfactory manner.

### 4.25.2 Employees of the Contractor

All parties must clearly understand that all Contractor personnel provided by the Contractor or any of his subcontractors shall be considered employees of the Contractor or subcontractor. Under no circumstances shall these people be considered employees of the University, NJDOC or as independent Contractors. Therefore, the Contractor and any of his subcontractors must provide all functions related to these personnel with respect to their classification as employees. These functions will include such services as salary, benefits and proper payroll deductions such as federal and state income taxes, disability and unemployment insurance, etc.

Contractor's personnel will be in uniform, clearly indicating name of firm and identifying their affiliation with the firm. In addition, personnel shall bear identification cards at all times with their name as well as the firm name listed on the card.

### 4.25.3 Employee Conduct

All Contractor personnel must observe all University regulations in effect at the location where the work is being performed. While on University property, the Contractor's personnel shall be subject to oversight by the University's Project Manager. Under no circumstances shall the Contractor's or any subcontractor's personnel be deemed employees of the University. Contractor or subcontractor personnel shall not represent themselves to be employees of the University.

The Contractor's personnel will at all times make their best efforts to be responsive, polite, and cooperative when interacting with representatives of the University or any other University employees. Contractor shall advise its personnel that they are strictly prohibited from bringing any cellular telephone or radio of any kind inside facilities. No exception to this requirement will be granted to accommodate a Contractor's business requirements. Indeed, violations of this policy shall be reported for possible criminal prosecution.

The Contractor's personnel shall be required to work in a harmonious manner with University employees as well as outside contractors, if applicable. Nothing contained in this RFP shall be construed as granting the Contractor the sole right to supply personal or contractual services required by the University.

The Contractor agrees that, upon request by the University's Project Manager, the Contractor shall remove from the work crew any of its personnel who are, in the opinion of the University, guilty of improper conduct or who are not qualified or needed to perform the work assigned to them. Examples of improper conduct include, but are not limited to, insobriety, sleeping on the job, insubordination, tardiness, or substandard performance. The University's Project Manager or their representative is empowered to request that the Contractor replace offending personnel immediately.

The University's Project Manager may require replacement and removal from the work crew any employee who is identified as a potential threat to the health, safety, security, general well being, or operational mission of the facility and its population.

#### 4.25.4 Criminal Background Check

In addition, in connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment, except as provided under Public Law 89-176, September 10, 1965 (18 U.S.C. 4082)(c)(2) and Executive Order 11755, December 29, 1973.

All employees supplied by the Contractor shall be required to have a criminal background check performed by the UMDNJ and/or be investigated during the term of this contract.

#### **4.26 Licenses and Permits**

The Contractor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply the University's Project Manager with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award, in the event that it had not been required as part of the Contractor's bid.

#### **4.27 Requirements of PL 2005, Chapter 51/ Executive Order 117 Vendor Certification and Disclosure of Political Contributions**

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, Public Law 2005, c.51, was signed into law on March 22, 2005. On September 24, 2008, Governor Corzine issued Executive Order 117, which is designed to enhance New Jersey's efforts to protect the integrity of procurement decisions and increase the public's confidence in procurement. The Executive Order builds upon the provisions of Chapter 51. Pursuant to the requirements of Public Law 2005, c.51, and Executive Order 117, all bidders should submit the Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions with their bid proposal. See Section 9 of this RFP for the certification form. The form and instructions for completion of the form may be found at [http://.umdnj.edu/purchweb/employees/employ36\\_forms\\_policies.htm](http://.umdnj.edu/purchweb/employees/employ36_forms_policies.htm) .

#### 4.27.1 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.

#### **4.28 New Jersey Election Law Enforcement Commission Requirement**

The Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, section 3) if the Contractor receives in excess of \$50,000 from a public entity in a calendar year. It is the Contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

#### **4.29 Federal and State Laws and Regulations Regarding Healthcare**

The University is committed to compliance with all federal and state regulations regarding healthcare, including but not limited to licensing, Stark and anti-kickback laws, Medicare and Medicaid regulations. All services provided under this bid and the contract award under this bid must comply with all applicable laws. In addition, if a violation comes to the attention of either party, or any changes in the laws or regulations occurs which make the bid or contract entered into between the parties as a result of the bid, to be in violation of any applicable law, then the agreement shall be amended to address the violation or to comply with the change, or terminated if amending will not resolve the violation. The University shall have the option to amend the contract resulting from the RFP in order to comply with all applicable local, State and Federal laws, rules and regulations.

### **5.0 PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

#### **5.1 General**

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

The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and contract award process. Any qualifying statements made by the bidder to the RFP's requirements could result in a determination that the bidder's proposal is materially non-responsive. Each bidder is given wide latitude in the degree of detail it elects to offer or the extent to which plans, designs, systems, processes and procedures are revealed.

Each bidder is cautioned, however, that insufficient detail may result in a determination that the bid proposal is materially non-responsive or, in the alternative, may result in a low technical score being given to the bid proposal.

The bidder is instructed to clearly identify any requirement of this RFP that the bidder cannot satisfy.

## **5.2 Proposal Delivery and Identification**

In order to be considered a bid proposal must arrive at the Department of Purchasing Services in accordance with the instructions on the RFP cover sheet. Bidders submitting proposals are cautioned to allow adequate delivery time to ensure timely delivery of proposals. UMDNJ regulations mandate that late proposals are ineligible for consideration. The exterior of all bid proposal packages must be labeled with the Request for Proposal identification number, final bid opening date and the buyer's name.

## **5.3 Number of Bid Proposal Copies**

Each bidder should submit one (1) complete original bid proposal, clearly marked as the "ORIGINAL" bid proposal. Each bidder should also submit six (6) full, complete and exact copies of the original. The copies required are necessary in the evaluation of the bid. It is suggested that the bidder make and retain a complete copy of its bid proposal.

## **5.4 Proposal Form and Content**

The proposal should follow the format indicated in the following Sections of this RFP. The bidder should limit their response to one volume, if at all possible, with that volume divided into three (3) sections as indicated below.

## **5.5 Section 1 – Forms**

### **5.5.1 Ownership Disclosure Form**

The bidder must complete the attached Ownership Disclosure Form. A complete Ownership Disclosure Form must be received prior to, or accompanying, the bid. Failure to do so will preclude the award of a contract.

### **5.5.2 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 bidder.



### 5.5.3 Affirmative Action

The bidder should complete the attached Affirmative Action Employees 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 of entering into a valid and binding contract.

### 5.5.4 Set-Aside Contracts

Since this procurement is set-aside for small businesses, the bidder must provide evidence with its bid proposal of certification as a small business from Commerce.

**This procurement is set-aside for small business as defined under the State Small Business Set-Aside program's criteria, set forth in N.J.A.C. 12A:10 (N.J.A.C. 17:13) and N.J.A.C 12A:10A (N.J.A.C. 17:14).**

**In order to be eligible to bid a firm must be registered as a Small Business with the New Jersey Commerce and Economic Growth Commission (Commerce) or submitted an application for registration on or before the bid opening date. The bidder must provide evidence of the above with its bid proposal .**

**To register as a small business please visit: <http://www.nj.gov/njbusiness/small/>, navigate to Small Business Set-Aside Program or contact the Business Services Call Center at 1-866-534-7789.**

### 5.5.5 Bid Bond

Not applicable to this contract.

### 5.5.6 Business Associate Agreement

The bidder should complete the attached Business Associate Agreement, involving the access to protected health information that is considered protected pursuant to federal, state and/or local laws and regulations in accordance with the privacy requirements of the "HIPAA" – Health Insurance Portability and Accountability Act of 1996. The requirement is a precondition of entering into a valid and binding contract.

### 5.5.7 Business Registration Notice

All New Jersey and out of State business organizations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue, prior to conducting business with the State of New Jersey. Proof of valid business registration must be submitted by a bidder with its bid proposal. Failure to submit such valid business registration

with a bid may render the bid materially non-responsive. The business registration form (Form NJ-REG) can be found online at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

#### 5.5.8 Requirements of PL 2005, Chapter 51/ Executive Order 117 Vendor Certification and Disclosure of Political Contributions

Pursuant to the requirements of Public Law 2005, c.51, and Executive Order 117, all bidders should submit the Two-Year Chapter 51/Executive Order 177 Vendor Certification and Disclosure of Political Contributions with their bid proposal. See Section 9 of this RFP for the certification form. Instructions for completion of the form may be found at [http://www.umdnj.edu/purchweb/employees/employ36\\_forms\\_policies.htm](http://www.umdnj.edu/purchweb/employees/employ36_forms_policies.htm) .

### **5.6 Section 2 - Technical and Organizational Support and Experience Proposals**

Bidders must submit their technical and organizational support and experience proposals by fully and accurately completing the Bidder Data Sheets included in this RFP as Section 7.0.

A bidder's failure to fully, properly and accurately complete all of the technical proposal and organizational support and experience information required by Section 7.0 of the RFP may result in their bid being considered non-responsive.

### **5.7 Section 3 - Cost Proposal**

5.7.1 Bidders must submit their cost proposal in accordance with the Price Sheet(s) included in this RFP as Section 8.0.

Failure to submit all information required will result in your bid being considered non-responsive. Each bidder is requested to hold its prices firm for a minimum of ninety (90) days so that an award can be made.

5.7.2 Each bidder should also provide a comprehensive listing of all labor categories that may be used to perform additional work and/or special projects or according to the additional work and/or special project clause(s) of this RFP. Loaded hourly rates are to be submitted for all labor categories that the bidder anticipates may be required to perform additional work and/or special projects.

Failure to include a labor category along with a loaded hourly rate will exclude that category from eligibility to perform additional work and/or special projects under the contract resulting from this RFP. Each bidder may submit labor categories for additional work that are not included in the base proposal to perform the Scope of Work required by this RFP.

Each bidder may also submit any additional price or cost information that the bidder feels may be required to perform any additional work and/or special projects required by this RFP.

ONLY price and costing information provided by the bidder in its original bid proposal submitted in response to this RFP may later be used for additional work and/or special projects to be paid against the contract resulting from this RFP.

## **6.0 PROPOSAL EVALUATION AND CONTRACT AWARD**

### **6.1 Proposal Evaluation Committee**

Proposals may be evaluated by an Evaluation Committee composed of members of affected departments together with representative(s) from the Department of Purchasing Services. Representatives from other governmental agencies may also serve on the Evaluation Committee. On occasion, the Evaluation Committee may choose to make use of the expertise of an outside consultant in an advisory role.

### **6.2 Oral Presentation and/or Clarification of Bids**

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.

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. The original bid, as submitted, however, cannot be supplemented, changed, or corrected in any way during the evaluation process. No comments regarding other bids 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. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid. The Purchasing Services' buyer is the sole point of contact regarding any request for an oral presentation or written clarification.

### **6.3 Evaluation Criteria**

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

6.3.1 The bidder's general approach and plans to meet the requirements of this RFP.

6.3.2 The bidder's detailed approach and plans to perform the services required by the Scope of Work Section of this RFP.

- 6.3.3 The bidder's documented experience in successfully completing contracts of a similar size and scope of those required by this RFP.
- 6.3.4 The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to those required by this RFP. The bidder will furnish a list of locations serviced and the types of services provided, as well as, names of contracts familiar with the services provided. At least three (3) other businesses, similar in size should be represented.
- 6.3.5 The overall ability of the bidder to mobilize, undertake and successfully complete the contract. This judgment will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the bidder to complete the contract, the availability and commitment to the contract of the bidder's management, supervisory and other staff proposed and the bidder's contract management plan, including the bidder's contract organizational chart.
- 6.3.6 The bidder's cost proposal.

#### **6.4 University's Right to Consider Additional Information**

- 6.4.1 The Vice President may obtain any information determined to be appropriate regarding the ability of the bidder to supply and/or render the service required by this RFP.
- 6.4.2 The Vice President may consider such other factors that, in the opinion of the Vice President, are important in evaluating the bidder's proposal and awarding contracts as determined to be in the best interest of the University.
- 6.4.3. The University reserves the right to request all bidders to explain the method used to arrive at any or all cost or pricing figures.
- 6.4.4 When making the contract award decision, the University may consider evidence of formal or other complaints against any bidder(s) by the University for contracts held in the past or present by the bidder. The University reserves the right to check the bidder's financial capacity and ability to successfully undertake and complete the services required by this RFP by any means deemed appropriate.
- 6.4.5 The University reserves the right to conduct site inspections of any facility(s) serviced by the bidder(s) to assist in judging the bidder's ability to provide the services required by this RFP. This applies to all facilities services by the bidder or any sub-contractor to the bidder. This right extends to all facilities of which the University is aware, or about which it becomes aware, that the bidder is servicing, whether or not the facility is listed in the bidder's proposal.

## **6.5 Contract Award**

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to UMDNJ, price and other factors considered. Any or all bids may be rejected when the Vice President determines that it is in the public interest to do so.

## **6.6 Bidder's Right to Challenge a Contract Award**

Except in cases of emergency, bidders have the right to protest a proposed contract award.

A bidder's protest must be submitted to the buyer of record with a copy to the Vice President of Supply Chain Management ("Vice President") within ten (10) days of receipt of notice to the bidder that it did not receive a contract award for its submitted bid proposal or notice that an award had been made to another bidder. The protest period may be shortened by the Vice President of Supply Chain Management. If the protest period is shortened or a protest period is not authorized due to emergency, all bidders will receive notice of the shortened protest period or emergency in the notice sent to bidder on the award of the contract.

Notices of contract award under this section may be faxed, e-mailed, sent by regular mail or by any other means, excluding telephonic communication, conducive to transmitting the notice. If notice is sent by regular mail, the recipient is deemed to have received the notice three (3) days after mailing.

If a bidder files a protest to a contract award under this section, the bidder must set forth in writing with specificity the basis of the protest. At the time of the protest filing, the bidder must also submit all documentation supporting the basis of the protest. Failure to comply with these requirements may lead to rejection of the protest and UMDNJ award of the contract.

The protest will be reviewed and addressed with reasonable promptness. If deemed necessary by Vice President, a hearing may be held on the merits of the protest. In all cases, the Vice President will notify the bidder of the final determination on the protest.

## **7.0 BIDDER'S DATA SHEETS (FORMS TO BE COMPLETED BY BIDDER)**

The bidder should fully complete and submit the following Bidder's data Sheets. Failure to satisfactorily complete and submit the Bidder's Sheets may result in a determination that your bid is non-responsive, resulting in rejection of your bid.

Bidders are strongly advised to use the Bidder's Data Sheets supplied herein. The bidder should make additional copies, if necessary.

**7.1 LISTING OF POTENTIAL PROBLEMS**

The bidder should include below a summary of any areas it anticipates encountering in implementing or providing the services or other work elements as detailed in the Scope of Work of this RFP. The bidder should list problems, which the bidder, in its judgment, feels may become problems. It is important for the bidder to convince the University of its understanding of, and ability to solve, these problem areas.

1. Potential Problem:

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2. Show in a brief narrative that you understand the cause and substance of the potential problem. Be specific.

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3. Give a specific recommendation on how to address and solve the problem.

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(MAKE ADDITIONAL COPIES OF THIS SHEET, IF NECESSARY)

**7.2 CONTACT INFORMATION**

7.2.1 The bidder should provide the location of bidder's business office that will be responsible for management of this contract.

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

Business Phone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Business Fax Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Email:

7.2.2 The bidder should provide the name(s) and phone number(s) of bidding firm's management personnel to be contacted if problems or emergencies occur (24 hours per day).

Name: \_\_\_\_\_  
Role of this person for this contract: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Home Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

Name: \_\_\_\_\_  
Role of this person for this contract: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Home Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

Name: \_\_\_\_\_  
Role of this person for this contract: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Home Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

Name: \_\_\_\_\_  
Role of this person for this contract: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Home Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

(MAKE ADDITIONAL COPIES OF THIS SHEET, IF NECESSARY)



7.2.3 The bidder should list below the name of the individual that may be contacted at all times if service or information is required from the contractor by the University.

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

Role of this person for this contract: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Business Fax Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Home Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

7.3.4 The bidder should list below the name, address and telephone number of the of insurance firm from which it intends to purchase the insurance required for this contract, and a person to contact at this firm.

Name of Insurance Firm: \_\_\_\_\_

Address of Insurance Firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and telephone number of individual at the insurance company that the University may contact to verify this information:

Name: \_\_\_\_\_  
Telephone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

**7.3 LISTING OF BIDDER'S MANAGEMENT AND SUPERVISORY PERSONNEL**

The bidder should provide a complete list of all contract management and on-site supervisory personnel to be assigned to this contract by the bidder. The bidder should also include subcontractor personnel, if applicable. This list should identify the position/title of each individual assigned and provide a summary of each individual's function and role in the contract.

1. NAME OF INDIVIDUAL ASSIGNED: \_\_\_\_\_

2. POSITION/TITLE ON THIS CONTRACT: \_\_\_\_\_

3. PROPOSED FUNCTION/ROLE ON THIS CONTRACT:

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1. NAME OF INDIVIDUAL ASSIGNED: \_\_\_\_\_

2. POSITION/TITLE ON THIS CONTRACT: \_\_\_\_\_

3. PROPOSED FUNCTION/ROLE ON THIS CONTRACT:

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1. NAME OF INDIVIDUAL ASSIGNED: \_\_\_\_\_

2. POSITION/TITLE ON THIS CONTRACT: \_\_\_\_\_

3. PROPOSED FUNCTION/ROLE ON THIS CONTRACT:

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1. NAME OF INDIVIDUAL ASSIGNED: \_\_\_\_\_

2. POSITION/TITLE ON THIS CONTRACT: \_\_\_\_\_

3. PROPOSED FUNCTION/ROLE ON THIS CONTRACT:

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1. NAME OF INDIVIDUAL ASSIGNED: \_\_\_\_\_

2. POSITION/TITLE ON THIS CONTRACT: \_\_\_\_\_

3. PROPOSED FUNCTION/ROLE ON THIS CONTRACT:

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1. NAME OF INDIVIDUAL ASSIGNED: \_\_\_\_\_

2. POSITION/TITLE ON THIS CONTRACT: \_\_\_\_\_

3. PROPOSED FUNCTION/ROLE ON THIS CONTRACT:

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(MAKE ADDITIONAL COPIES OF THIS SHEET, IF NECESSARY)

#### **7.4 RESUMES FOR BIDDER'S PERSONNEL ASSIGNED TO TIS CONTRACT**

The bidder should provide a detailed resume for each contract manager and on-site supervisor(s) to be assigned to this contract as listed in Section 7.7, above. Resumes submitted should also correspond directly to the chart provided in response to Section 7.6.

NOTE: The bidder should submit at least one (1) acceptable resume for the bidder's contract manager. The bidder should submit at least two (2) acceptable resumes for bidder's on-site supervisor(s).

Resumes should emphasize the relevant qualifications and experience of the individuals assigned in successfully providing services similar in size and scope to those required by this RFP. A description of the contract given as a reference should be provided and should show how the individual's work under the contract relates to the services required by this RFP.

Bidders are strongly urged to utilize the format specified on the following pages.

7.4.1 RESUME FORM: CONTRACT MANAGER(S)

TITLE OR POSITION PROPOSED FOR THIS CONTRACT: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

YEARS EMPLOYED BY YOUR FIRM: \_\_\_\_\_

CURRENT POSITION WITH YOUR FIRM: \_\_\_\_\_

TOTAL YEARS WORKED IN THE INDUSTRY PROVIDING SERVICES REQUIRED BY THIS RFP: \_\_\_\_\_

EMPLOYMENT DATA: PROVIDE ONLY INFORMATION RELATED TO PRIOR EMPLOYMENT IN THE INDUSTRY PROVIDING SERVICES REQUIRED BY THIS RFP:

1. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_

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

(RESUME FORM: CONTRACT MANAGER(S) CONTINUED ON FOLLOWING SHEET)

2. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_

3. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_

(RESUME FORM: CONTRACT MANAGER(S) CONTINUED ON FOLLOWING SHEET)

CONTRACT MANAGER(S)' RELEVANT EDUCATION AND TRAINING:

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(MAKE ADDITIONAL COPIES OF THESE SHEETS IF, NECESSARY)



7.4.2.1 RESUME FORM: ON-SITE SUPERVISOR(S)

TITLE OR POSITION PROPOSED FOR THIS CONTRACT: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

YEARS EMPLOYED BY YOUR FIRM: \_\_\_\_\_

CURRENT POSITION WITH YOUR FIRM: \_\_\_\_\_

TOTAL YEARS WORKED IN THE INDUSTRY PROVIDING SERVICES REQUIRED BY THIS RFP: \_\_\_\_\_

EMPLOYMENT DATA: PROVIDE ONLY INFORMATION RELATED TO PRIOR EMPLOYMENT IN THE INDUSTRY PROVIDING SERVICES REQUIRED BY THIS RFP:

1. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(RESUME FORM: ON-SITE SUPERVISOR CONTINUED ON FOLLOWING SHEET)

2. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(RESUME FORM: ON-SITE SUPERVISOR CONTINUED ON FOLLOWING SHEET)

ON-SITE SUPERVISOR(S)' RELEVANT EDUCATION AND TRAINING:

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(MAKE ADDITIONAL COPIES OF THESE SHEETS, IF NECESSARY)

7.4.2.2 RESUME FORM: ON-SITE SUPERVISOR(S)

TITLE OR POSITION PROPOSED FOR THIS CONTRACT: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

YEARS EMPLOYED BY YOUR FIRM: \_\_\_\_\_

CURRENT POSITION WITH YOUR FIRM: \_\_\_\_\_

TOTAL YEARS WORKED IN THE INDUSTRY PROVIDING SERVICES REQUIRED BY THIS RFP: \_\_\_\_\_

EMPLOYMENT DATA: PROVIDE ONLY INFORMATION RELATED TO PRIOR EMPLOYMENT IN THE INDUSTRY PROVIDING SERVICES REQUIRED BY THIS RFP:

1. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(RESUME FORM: ON-SITE SUPERVISOR CONTINUED ON FOLLOWING SHEET)

2. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_

3. EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF EMPLOYER'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY THIS REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO \_\_\_\_\_

LIST TOTAL NUMBER OF EMPLOYEES MANAGED: \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF DUTIES AT THIS JOB. EMPHASIZE DUTIES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP: \_\_\_\_\_

(RESUME FORM: ON-SITE SUPERVISOR CONTINUED ON FOLLOWING SHEET)

ON-SITE SUPERVISOR(S)' RELEVANT EDUCATION AND TRAINING:

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(MAKE ADDITIONAL COPIES OF THESE SHEETS IF, NECESSARY)

**7.5 REFERENCES OF FIRM**

The bidder should list references that clearly demonstrate the bidder’s proven capabilities in performing services of a similar size and scope to those required by this RFP. It is requested that references be given in the format below.

The bidder should provide a comprehensive listing of contracts requiring work of a similar size and scope to those required by this RFP. References provided should be for work that has been successfully undertaken and completed by the bidder. These references will serve as a demonstration of the firm’s ability to successfully undertake and provide the services required by this RFP. A description of the contract should be included and should show how the referenced contract relates to the ability of the firm to provide the services required by this RFP.

1. NAME OF COMPANY PROVIDED AS A REFERENCE FOR YOUR FIRM:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF COMPANY’S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT YOUR FIRM PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. NAME OF COMPANY PROVIDED AS A REFERENCE FOR YOUR FIRM:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

NAME OF COMPANY'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT YOUR FIRM PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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

3. NAME OF COMPANY PROVIDED AS A REFERENCE FOR YOUR FIRM:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

NAME OF COMPANY'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT YOUR FIRM PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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



4. NAME OF COMPANY PROVIDED AS A REFERENCE FOR YOUR FIRM:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

NAME OF COMPANY'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT YOUR FIRM PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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

5. NAME OF COMPANY PROVIDED AS A REFERENCE FOR YOUR FIRM:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

NAME OF COMPANY'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT YOUR FIRM PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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

(MAKE ADDITIONAL COPIES OF THESE SHEETS, IF NECESSARY)

**7.6 LISTING OF ALL CONTRACTS LOST IN LAST THREE (3) YEARS**

The bidder should provide a complete list of all contracts the bidder has lost or has had terminated during the last three (3) years, along with the reason why each one was lost or terminated. Include the name of a contact person and phone number for each contract lost or terminated.

1. NAME OF FIRM: \_\_\_\_\_

NAME OF CONTACT PERSON AT FIRM: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_

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

2. NAME OF FIRM: \_\_\_\_\_

NAME OF CONTACT PERSON AT FIRM: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_

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

3. NAME OF FIRM: \_\_\_\_\_

NAME OF CONTACT PERSON AT FIRM: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_

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

4. NAME OF FIRM: \_\_\_\_\_

NAME OF CONTACT PERSON AT FIRM: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_

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

5. NAME OF FIRM: \_\_\_\_\_

NAME OF CONTACT PERSON AT FIRM: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_

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

6. NAME OF FIRM: \_\_\_\_\_

NAME OF CONTACT PERSON AT FIRM: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_

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

(MAKE ADDITIONAL COPIES OF THIS SHEET, IF NECESSARY)

**7.7 SUBCONTRACTOR DATA SHEET(S)**

If the bidder is proposing to use subcontractors, the following information should be completed and submitted with your bid.

NOTE: If there is more than one (1) subcontractor, bidders should submit the following data for *each* subcontracting firm. It is suggested that bidders make blank copies of this section and complete a copy for each subcontractor.

**1. PROVIDE SUBCONTRACTOR’S NAME, ADDRESS, CONTACT PERSON AND 24-HOUR PHONE NUMBER:**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

24-HOUR PHONE NUMBER: \_\_\_\_\_

**2. LIST BELOW THE NAME(S), TITLE(S) AND FUNCTION(S), OF THE RESPONSIBLE OPERATING OFFICERS:**

NAME	TITLE	FUNCTION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. SPECIFY, IN DETAIL, THE FUNCTION(S) THE SUBCONTRACTOR WILL BE PERFORMING:**

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

(SUBCONTRACTOR DATA SHEET (CONTINUED))

4. INDICATE BELOW THE SUBCONTRACTOR’S EXPERIENCE IN PERFORMING SIMILAR SERVICES TO THOSE REQUIRED BY THIS RFP:

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5. NAME AND ADDRESS, CONTACT NAME AND TELEPHONE NUMBER OF FIRM PROVIDED AS A REFERENCE FOR SUBCONTRACTOR:

NAME OF COMPANY PROVIDED AS A REFERENCE FOR THE SUBCONTRACTOR:

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ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NAME OF COMPANY’S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT THE SUBCONTRACTOR PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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(SUBCONTRACTOR DATA SHEET (CONTINUED))

NAME OF COMPANY PROVIDED AS A REFERENCE FOR THE SUBCONTRACTOR:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

NAME OF COMPANY'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT THE SUBCONTRACTOR PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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

NAME OF COMPANY PROVIDED AS A REFERENCE FOR THE SUBCONTRACTOR:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

NAME OF COMPANY'S MANAGEMENT PERSON THAT THE UNIVERSITY MAY CONTACT TO VERIFY REFERENCE: \_\_\_\_\_

PHONE NUMBER OF INDIVIDUAL LISTED ABOVE: ( )-\_\_-\_\_

DATES UNDER CONTRACT: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF SERVICES THAT THE SUBCONTRACTOR PROVIDED FOR THIS COMPANY UNDER CONTRACT. EMPHASIZE SERVICES THAT ARE SIMILAR TO THOSE REQUIRED BY THIS RFP:

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

(MAKE ADDITIONAL COPIES OF THESE SHEETS, IF NECESSARY)

## **7.8 BIDDER'S FINANCIAL CAPACITY**

The bidder should provide proof of the firm's financial capacity and capabilities to undertake and successfully provide services required under this contract. A financial statement for the most recent fiscal year or bank reference is acceptable. The University reserves the right to check and evaluate the firm's financial capacity and capability by any means deemed appropriate. The submission of this information with the bid is desired by the University, but is not mandatory. However, if a bidder chooses not to include this information with its bid, this information may be requested from the bidder during the evaluation process. If the bidder is requested to submit this information during the evaluation process, the bidder will be required to submit it, and failure to do so will be cause for finding the bid non-responsive. Attach information to this form.

## 8.0 PRICE SHEET AND SUPPORTING DETAIL (Page 1 of 2)

Hourly rates per Section 3.0 of the RFP-Newark/Piscataway

### 8.1 Labor Price Sheet

<u>Labor</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
<b>Project Manager Shop Foreman Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Project Manager Shop Foreman Overtime Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Project Manager/ Shop Foreman Holiday</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Rate Supervisor Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Supervisor Overtime Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Machinist Technician. Holiday Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Machinist /Technician Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Un-skilled Laborer Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Un-skilled Laborer Overtime Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Un-skilled Laborer Holiday Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.



## 8.0 PRICE SHEET AND SUPPORTING DETAIL (Page 1 of 2)

Hourly rates per Section 3.0 of the RFP-New Brunswick/Scotch Plains

### 8.2 Labor Price Sheet

<u>Labor</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
<b>Project Manager</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Shop Foreman</b>			
<b>Straight Time</b>			
<b>Project Manager</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Shop Foreman</b>			
<b>Overtime Rate</b>			
<b>Project Manager/</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Shop Foreman</b>			
<b>Holiday</b>			
<b>Rate Supervisor</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Straight Time</b>			
<b>Supervisor</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Overtime Rate</b>			
<b>Machinist</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Technician.</b>			
<b>Holiday Rate</b>			
<b>Machinist</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>/Technician</b>			
<b>Straight Time</b>			
<b>Un-skilled Laborer</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Straight Time</b>			
<b>Un-skilled Laborer</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Overtime Rate</b>			
<b>Un-skilled Laborer</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Holiday Rate</b>			

**8.0 PRICE SHEET AND SUPPORTING DETAIL (Page 1 of 2)**

Hourly rates per Section 3.0 of the RFP-Stratford/Camden

**8.3 Labor Price Sheet**

<u>Labor</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
<b>Project Manager Shop Foreman Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Project Manager Shop Foreman Overtime Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Project Manager/ Shop Foreman Holiday</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Rate Supervisor Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Supervisor Overtime Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Machinist Technician. Holiday Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Machinist /Technician Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Un-skilled Laborer Straight Time</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Un-skilled Laborer Overtime Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.
<b>Un-skilled Laborer Holiday Rate</b>	_____/Hr.	_____/Hr.	_____/Hr.

\*Note #1: The above hourly rates must include all costs including travel. No allowances will be granted after this RFP is awarded to compensate the Contractor's travel expense. It must be included in the hourly rates listed above.

**Note #2: Pricing for the 4<sup>th</sup> and 5<sup>th</sup> option years of the contract, if exercised, will be at Year 3 pricing for all items in Section 8.0.**

**8.4 Pricing for parts, materials, and subcontractor cost**

In the space below, indicate the percentage over actual cost the Contractor will use for parts, materials or subcontractor cost. The percentage over actual cost shall include all office, administrative, and technical resources necessary for the procurement, identification and management of parts, materials and or subcontractors.

% markup over "Contractor actual cost" .....\_\_\_\_\_ %.

Note #3: Contractor actual cost is the dollar amount paid by the Contractor for the item requested by the department. It does not include freight, employee wages, taxes or any other possible charges unless approved in writing by the approved designee of UMDNJ. Discounts off list price or % markup over list price or end user price is not acceptable.

## **9.0 REQUIRED FORMS**

9.1 The following forms shall be submitted with bidder's proposal:

- Ownership Disclosure Form
- MacBride Principles & Northern Ireland Act of 1989 Form
- Business Registration Certificate (BRC)
- Small Business Registration Certificate

9.2 The following forms are required before Contract award and may be submitted with bidder's proposal:

- Affirmative Action Employee Information Report (AA302)
- Two-Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form
- Certificate of Insurance

**OWNERSHIP DISCLOSURE FORM**

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

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.

Name	Home Address	Date of Birth	Office Held	Ownership Interest
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 any attached sheet. If there are no owners with 10% or more interest in your firm, enter "None" below. Complete the certification at the bottom of this form. If this form has previously been submitted to the UMDNJ, Purchasing Department in connection with another bid, indicate changes, if any, where appropriate, and complete the certification below.

Name	Home Address	Date of Birth	Office Held	Ownership Interest
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**COMPLETE ALL QUESTIONS BELOW**

Within the past five years has another company or corporation had a 10% or greater interest in the firm identified above? (If yes complete and attach a separate disclosure form reflecting previous ownership interests.) Yes \_\_\_\_\_ No \_\_\_\_\_

Has any person listed in this form or its attachments ever been arrested, charged, indicted, plead guilty or been convicted in a criminal or disorderly persons matter by the State of New Jersey, any other Political subdivision state or the U.S. Government? (If yes, attach a detailed explanation for each instance.) Yes \_\_\_\_\_ No \_\_\_\_\_

Has any person or entity listed in this form or its attachments ever been excluded 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.) Yes \_\_\_\_\_ No \_\_\_\_\_

Are there now any criminal matters, suspension 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.) Yes \_\_\_\_\_ No \_\_\_\_\_

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 of any pending proceedings specifically seeking or litigating the issue of suspension or revocation? (If yes to any part of this question, attach a detailed explanation for each instance.) Yes \_\_\_\_\_ No \_\_\_\_\_

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 or 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, 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 o 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. (Print or Type)

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

\_\_\_\_\_ Name

\_\_\_\_\_ Title

*Request for Proposal: Machining Services and Supplies for Newark Campus  
(RFP #10-011S)*

**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 Vice President of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Vice President 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 Vice Presidents 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 Vice Presidents 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 for 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 not 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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name

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

\_\_\_\_\_  
Title

PBMACB 12/95

\_\_\_\_\_  
*Request for Proposal: Machining Services and Supplies for Newark Campus*  
*(RFP #10-011S)*

## **AFFIRMATIVE ACTION DOCUMENTATION**

Dear Vendor:

As a State Agency, New Jersey State Regulations N.J.A.C. 17:27 requires us to obtain documentation regarding our vendors' "Affirmative Action" status. In order for us to be in compliance and do business with your company for the procurement of goods and services, it will be necessary for you to provide only one of the following documents with your bid/proposal response.

1. A State of New Jersey "Certificate of Employee Information Report Approval," or
2. A Form AA/302 Affirmative Action Employee Information Report, or
3. A Federal letter of approval from the Department of Labor.

Please understand the importance of this request. Although you may have already submitted this information, our files must be updated annually with current employment statistics. Your noncompliance of this request may result in suspension of any future business with your company.

Sincerely,

Purchasing Services

**SUPPLIER DIVERSITY AND VENDOR DEVELOPMENT PROGRAM**  
**DIVERSITY VENDOR POLICY/REQUIREMENTS**

**I. PURPOSE**

To outline goals and action plans to support and enhance the University's vendor base toward eradicating racial, ethnic, and gender discrimination from society at large through the New Jersey Set-Aside Program.

**II. DEFINITIONS**

Vendor Diversity Program - The University's commitment to ensure that a fair percentage of the total purchases for supplies, equipment, services, and construction is placed with, small businesses which include minority and women-owned businesses. The University has established a 25 percent goal for Small Businesses.

Small Businesses - A small business is now defined as having its principal place of business in New Jersey, gross annual revenues of \$12 million or less and no more than 100 full time employees.

A. New Jersey Business – this may be calculated in one of two ways:

- 1) 51% or more of its employees work in New Jersey as evidenced by payment of New Jersey unemployment taxes; or
- 2) 51% or more of its business activities take place in New Jersey as evidenced by payment of New Jersey income/business taxes.

B. 100 or fewer employees – a sole proprietorship, partnership or corporation having 100 or fewer employees, not including seasonal and part-time employees who work less than 90 days annually, if seasonal and part-time employees are normal to the industry. This does not include a consultant engaged by the business for work to be performed on a contract not related to the contract for which the small business is seeking eligibility.

C. Gross annual revenues may not exceed \$12 million.

Construction Contract - any contract involving any construction, renovation, reconstruction, rehabilitation, alteration, conversion, extension, demolition, repair or other changes or improvements of any kind whatsoever of any structure or facility. The term also includes the supervision, inspection and other on-site functions incidental to actual construction.



### III. IMPLEMENTING DOCUMENT

#### A. Requirements:

##### 1. General Guidelines:

- a. As part of its Supplier Diversity Program encompassing small businesses, the University is committed to actively and affirmatively seek diverse business relations. The goal is to ensure that an equitable portion of the University's total purchases for construction, goods, equipment and services is placed with diverse businesses. Vendors are to complete the Sub-Contractor Utilization Report in order to comply with target goals set by the University.
- b. All academic, healthcare and administrative units of the University are encouraged to consider vendor diversity in their purchases.

##### 2. UMDNJ Vendor Diversity Program Goals and Targets:

A total of 25% of all contracts should be awarded to registered small businesses; which include minorities and women:

- 10% to firms whose gross annual revenues do not exceed \$500,000
- 10% to firms whose gross annual revenues do not exceed \$5 million
- 5% to firms whose gross annual revenues do not exceed \$12 million

A small business may be registered in one of three categories, based upon its annual gross revenues. These categories are:

- up to \$500,000
- up to \$5 million
- up to \$12 million

### **3. Program Requirements**

Public contracting entities are now subject to meeting a 25% minimum overall goal collectively for the three categories of small business.

##### 4. New Reporting Requirement

Public contracting authorities must now report annually on their outreach efforts.

## **5. Important Process Change**

In order to be eligible to bid, a firm must now be registered as a small business as of the date of the bid opening. This is a change from previous requirements, which required a firm to have submitted an application one-day prior to bid opening.

### **6. Other UMDNJ Policies and Procedures:**

The UMDNJ Vendor Diversity Program requirements shall apply to all other policies and procedures of the UMDNJ Department of Purchasing Services.

### **B. Responsibilities**

All departments are responsible for integration of supplier diversity into their operations.

Revised 1/23/04  
8/23/05

**Business Associate Agreement  
Involving the Access to Protected Health Information**

The following provisions (Amendment) are added and incorporated into the attached (Name of "Agreement") entered in between UMDNJ-University-wide ("Covered Entity") and

\_\_\_\_\_  
(Business Associate),

\_\_\_\_\_  
(Name and address of Contracting

Party)

herein collectively referred to as the "Parties". Any conflict in the terms of the Agreement and this Amendment shall be governed by the terms of this Amendment.

WHEREAS Covered Entity is the state university of health sciences in New Jersey which maintains and operates UMDNJ;

WHEREAS Business Associate performs \_\_\_\_\_ work which requires it to have access to confidential health information that is considered protected pursuant to federal, state and/or local laws and regulations;

WHEREAS Covered Entity desires to protect the confidentiality and integrity of the information noted above, prevent inappropriate disclosure of such information and comply with all applicable federal, state and/or local laws and regulations governing the use and disclosure of such information;

NOW therefore, the parties agree as follows:

1. Confidentiality and Disclosure of Patient Information.

- A. The Parties to this Agreement agree that Business Associate, its agents and employees may have access to confidential protected health information ("PHI"), including but not limited to demographic information. As used herein, PHI shall mean individually identifiable health information, as defined in 45 CFR § 164.501 which includes health information that (i) identifies an individual (or can be used to form a reasonable basis upon which to identify an individual), (ii) is created or received by a health care provider, health plan, employer, or health care clearinghouse; (iii) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past present, or future payment for the provision of health care to an individual; and (iv) is shared, transmitted or otherwise communicated between Covered Entity and Business Associate (including subcontractors or agents of such parties) in connection with this Agreement.

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*Request for Proposal: Machining Services and Supplies for Newark Campus  
(RFP #10-011S)*

B. The Parties to this Agreement agree that Business Associate:

- a. will not use or further disclose PHI other than as permitted by this Agreement;
- b. will ensure that all transmissions of PHI are authorized and in accordance with the privacy requirements of the Health Insurance Portability and Accountability Act of 1999, as amended from time to time (“HIPAA”) and will not use or disclose PHI in a manner that violates or would violate HIPAA;
- c. will implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that it creates, receives, maintains or transmits on behalf of the Covered Entity.
- d. will use appropriate safeguards to prevent use or disclosure of the information other than as provided for by its contract;
- e. will (i) promptly report to Covered Entity any use or disclosure of PHI not provided for by this Agreement, including but not limited to systems compromises, immediately upon becoming aware of such unauthorized use or disclosure; (ii) will take all necessary steps to prevent and limit any further improper or unauthorized disclosure and misuse of such information; and (iii) indemnify and hold Covered Entity, its Vice Presidents, officers, agents, and employees harmless from all liabilities, costs and damages arising out of, or in any manner connected with, the disclosure by Business Associate, its employees, agents, or independent contractors; and (iii) permit Covered Entity to investigate any such report and to examine Business Associate’s premises, records and premises;
- f. will promptly report to the Covered Entity any security incident of which the Business Associate becomes aware; a security incident is defined as the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- g. will ensure that to the extent that the Business Associate it uses one or more agents, including subcontractors, to provide services under this Agreement, such subcontractors or agents who receive or have access to PHI that is received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, will comply with the same restrictions and conditions to which Business Associate is bound by entering into a separate written agreement between Business Associate and its subcontractors to that effect;

- h. will ensure that any agent, including a subcontractor, to whom the Business Associate provides electronic protected health information, agrees to implement reasonable and appropriate safeguard to protect the electronic protected health information.
- i. will, at the request of, and in the time and manner designated by the Covered Entity, provide access to the PHI to the Covered Entity or the individual to whom such PHI relates or his or her authorized representative in order to meet a request by such individual under promptly notify Covered Entity as required by 45 CFR §164.524;
- j. will, at the request of, and in the time and manner designated by the Covered Entity, incorporate any and all amendments or corrections to PHI when notified by Covered Entity that such information is inaccurate or incomplete in accordance with 45 CFR § 164.526;
- k. will, at the request of, and in the time and manner designated by the Covered Entity, provide to the Covered Entity such information as is requested by the Covered Entity, including but not limited to current policies and procedures, operational manuals and/or instructions, and/or employment and/or third party agreements, to permit Covered Entity to respond to a request by an individual for an accounting of the disclosures of the individual's PHI in accordance with 45 CFR 528;
- l. will make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of Health and Human Services governmental officers and agencies and Covered Entity for purposes of determining compliance with 45 CFR §§ 164.500-534; and
- m. will adhere to the Covered Entity's HIPAA policies and procedures.

**C. Termination for violation of disclosure restrictions.** Notwithstanding any other provision of this Agreement, Covered Entity may terminate this Agreement and any related agreements, without penalty if Covered Entity determines that Business Associate has violated a material term of this Agreement's restrictions, safeguards or requirements relating to the proper use and disclosure of PHI. Alternatively, Covered Entity may choose to: (i) provide Business Associate with written notice of the existence of a breach of the terms of this Agreement relating to PHI; and (ii) afford Business Associate an opportunity to cure such breach upon mutually agreeable terms. In the event that mutually agreeable terms cannot be achieved within 10 business days, Business Associate must cure said breach to the satisfaction of the Covered Entity within 10 business days. Covered Entity may immediately terminate this Agreement for Business Associate's failure to cure in the manner set forth in this section.

- D. **Return/Destruction of PHI.** Business Associate agrees that, upon termination of this Agreement for any reason, it will if feasible, return or destroy all PHI maintained in any form (including ensuring the return or destruction of all PHI in the possession of its subcontractors or agents) received from, or created or received by it on behalf of Covered Entity and retain no copies of such information.  
An authorized representative of Business Associate shall certify in writing to covered Entity, within five (5) days from the date of termination or other expiration of this Agreement, that all PHI has been returned or disposed of as provided above, (including all PHI in the possession of its subcontractors or agents) and that neither Business Associate nor its subcontractors or agents retains any such PHI in any form.
- E. **No Feasible Return/Destruction of PHI.** To the extent that the return or destruction of PHI as provided for in *Section 4* above is not feasible, Business Associate shall extend the precautions of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible. Notwithstanding any other provision of this Agreement to the contrary, Business Associate shall remain bound and shall ensure that the provisions of this Agreement, similarly bind its subcontractors and agents even after termination of this Agreement, until such time as all PHI has been returned or otherwise destroyed as provided in accordance with this section.
- F. **Disclaimer.** Covered Entity makes no warranty or representation that compliance by Business Associate with this Agreement or the HIPAA regulations will be adequate or satisfactory for Business Associate's own purposes or that any information in the possession of Business Associate or control, or transmitted or received by Business Associate, is or will be secure from unauthorized use or disclosure, nor shall Covered Entity be liable to Business Associate for any claim, loss or damage relating to the unauthorized use or disclosure of any information received by Business Associate from Covered Entity or from any other source. Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI.
- G. **Legal Action.** Business Associate agrees that unauthorized disclosure of PHI may give rise to irreparable injury to the patient or to the owner of such information and accordingly the patient or owner of such information may seek legal remedies against Business Associate. Business Associate further agrees that the remedy at law for any breach by it of the terms of this Agreement shall be inadequate and that the damages resulting from such breach and are not be susceptible to being measured in monetary terms. Accordingly, in the event of a breach or threatened breach by Business Associate of the terms of this Agreement, covered Entity shall be entitled to immediate injunctive relief and may obtain a temporary order restraining any threatened or further breach. Nothing herein shall be construed as prohibiting Covered Entity from pursuing any other remedies available to Covered Entity for such breach or threatened breach, including recovery of damages from Business Associate. Business Associate further represents that

it understands and agrees that the provisions of this agreement shall be strictly enforced and construed against it.

- H. **Construction.** This Agreement shall be construed as broadly as necessary to implement and comply with HIPAA. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA.
- I. **Severability.** In the event that any provision of this Agreement violates any applicable statute, ordinance or rule of law in any jurisdiction that governs this Agreement, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
- J. **Authority.** The persons signing below have the right and authority to execute this Agreement for their respective entities and no further approvals are necessary to create a binding agreement.
- K. **Governing Law.** This Agreement shall be governed by the laws of the State of New Jersey and shall be construed in accordance therewith.
- L. **Reference:** Code of Federal Regulations, Title 45, Part 160 et seq.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written below.

<b>Covered Entity</b>	<b>Business Associate</b>
By: _____	By: _____
Title: Denise Mulkern Senior Vice President for Finance	Title: _____
Date: _____	Date: _____

Revised 2/21/07

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

Request for Proposal  
Provide Machining Services and Supplies on the  
Newark/Piscataway/New Brunswick/Scotch Plains and  
Stratford/Camden Campuses

RFP # P10-11S

ATTACHMENT A

UMDNJ'S  
STANDARD TERMS AND CONDITIONS



**UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY  
STANDARD TERMS AND CONDITIONS**

**Section B: Terms and Conditions Governing Bids and Proposals**

**1.0 APPLICABILITY OF STANDARD TERMS AND CONDITIONS**

Unless the bidder is specifically instructed otherwise in the solicitation document (i.e., Request for Proposal (RFP), or Invitation for Bids (IFB)), the following terms and conditions will apply to all contracts or purchase agreements made with the University of Medicine and Dentistry of New Jersey (UMDNJ). These terms are in addition to the terms and conditions set forth in the solicitation document and should be read in conjunction with same unless the solicitation document specifically indicates otherwise. If a bidder proposes changes or modifications or takes exception to any UMDNJ's terms and conditions, the bidder must so state specifically in writing in the bid proposal. Any proposed change, modification, or exception in UMDNJ's terms and conditions by a bidder will be a factor in the determination of an award of a contractor purchase agreement.

**2.0 STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL CONTRACTORS**

Corporate Authority

All New Jersey corporations must obtain a Certificate of Incorporation from the Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. If a bidder receiving a notice of intent to award is the proposed contract awardee and such bidder is a corporation incorporated in a state other than New Jersey, such bidder must provide either a copy of its Certificate of Authority to do business in New Jersey, issued by the New Jersey Department of the Treasury, Division of Revenue, or evidence of its application to the Division of Revenue for such Certificate of Authority, within seven (7) days of the notice of intent to award. If a bidder awarded a contract or purchase agreement is an individual not residing in this state or a partnership organized under the laws of another state, then the bidder shall execute a power of attorney designating the State Treasurer as its true and lawful attorney to receive process in any civil actions which may arise out of the performance of this contract or agreement. This appointment of the State Treasurer shall be irrevocable and binding upon the bidder, its heirs, executors, administrators, successors or assigns. Within ten (10) days of receipt of this process, the Treasurer shall forward same to the bidder at the address designated herein.

## **3.0 PROPOSALS TERMS**

### **3.1 Contract Amount**

The estimated amount of the contract(s), when stated in the solicitation document, shall not be construed as either the maximum or minimum amount which UMDNJ shall be obliged to order as the result of this solicitation document or any contract entered into as a result of this solicitation document.

### **3.2 Director of Purchasing Services' Right of Final Bid Acceptance**

The contract shall be awarded to that responsible bidder whose bid, conforming to the solicitation document, will be most advantageous to UMDNJ, price and other factors considered. Awards will not be based on any discounts offered by the bidder. The Director of Purchasing Services 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 UMDNJ to do so.

### **3.3 Causes for Automatic Rejection of Bids**

Bids may be automatically rejected for the following reasons:

3.3.1 No signature on at least one copy of the bid;

3.3.2 Bid not received on or before the scheduled time, date specified, and place designated on the bid request form (or as amended during the procurement process via addendum);

3.3.3 Failure to attend a mandatory pre-bid conference and/or mandatory site inspection;

3.3.4 Failure to initial a price alteration. If a unit price in the bid has been altered, the bidder's initials must appear adjacent to the alteration. Examples of alterations include, but are not limited to, cross-outs and erasures, with re-entered prices. If the alteration has not been so initialed, that particular item only in the bid will be automatically rejected, except as follows: If the extended price is correct and does not contain alterations, it shall be considered the bid price. If the extended total price does not contain alterations and the altered unit price is not initialed, the extended total price is considered as the bid price. In the event of an automatic rejection of a price (or prices), when the bid contains multiple items, the remainder of the bid will be evaluated;

3.3.5 If information essential to a bid evaluation, including, but not limited to, price, terms, and product description is submitted in pencil;

3.3.6 Failure to comply with Ownership Disclosure requirements promulgated pursuant to N.J.S.A. 52:25-24.2.

### **3.4 UMDNJ's Right to Inspect Bidder's Facilities**

UMDNJ 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.

### **3.5 UMDNJ's Right to Request Further Information**

The Director of Purchasing Services reserves the right to request all information which may assist in making a contract award, including factors necessary to evaluate the bidder's financial ability. Further, the Director of Purchasing Services reserves the right to request a bidder to explain in detail how the bid price was determined. Section 952 of the Omnibus Reconciliation Act of 1980 (P.L. 96-499) requires that providers include in contracts for services a provision allowing the Federal Government to have access to all documents and records that are needed to verify the Contractor's cost, if the value of the contract over 12 months is at least \$10,000.

### **3.6 Brand Name Specification**

When a specification requires a particular manufacturer or brand, it indicates the quality and characteristics of the item being specified. Failure on the part of the bidder to confirm its provision of the manufacturer and/or brand specified shall be construed by UMDNJ to mean that the bidder will furnish the brand as specified. In instances where manufacturer or brand are specified, the bidder may offer the brand specified, or may offer an "equal" item, provided that the item is similar to the specified brand in all essential characteristics in terms of quality and functionality.

### **3.7 Samples**

UMDNJ reserves the right to require the bidder/Contractor to submit samples for approval. UMDNJ shall be the sole judge as to whether said materials meet its requirements. All literature and/or samples submitted in connection with this bid shall become the property of UMDNJ. When "Samples Required" is indicated in a solicitation document, it shall be understood that all bidders shall furnish and deliver samples for each item where specified. Sample(s) shall be delivered to UMDNJ at the time of bid submission. Sample(s) delivered shall be tagged indicating the name of the bidder, the UMDNJ bid number, bid item number and complete description of item.

Failure to submit samples required may disqualify a bid.

### **3.8 Corrections**

Erasures or other changes in bids must be explained or otherwise noted over signature of bidder.

### **3.9 Bid Security**

If bid security is required, such security must be submitted with the bid in the amount listed in the solicitation document, see N.J.A.C. 17:12-2.4. Acceptable forms of bid security are as follows:

- \_ (a) A properly executed individual bid bond issued by an insurance or security company authorized to do business in the State of New Jersey; or,
- \_ (b) A certified or cashier's check drawn to the order of UMDNJ; or,
- \_ (c) An irrevocable letter of credit drawn naming the Treasurer, UMDNJ as beneficiary issued by a federally-insured financial institution.

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

- \_ (a) Issue an award notice for those offers accepted by UMDNJ; and,
  - \_ (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 UMDNJ. In case of default, UMDNJ 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.

### **3.10 Complaints**

Where a bidder has a history of performance problems as demonstrated by formal complaints and/or contract cancellations for cause pursuant these Standard Terms and Conditions, a bidder may be bypassed for this award. See N.J.A.C. 17:12 –2.8.

### **3.11 Subcontracting or Assignment**

In the event the bidder proposes to subcontract for the services to be performed under the terms of the contract award it shall state so in its 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 UMDNJ.

## **4.0 TERMS RELATING TO PRICE QUOTATION**

### **4.1 Delivery Costs**

Unless otherwise noted in the solicitation document, 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 UMDNJ. "F.O.B. Destination" does not cover "spotting," but does include delivery on the receiving platform at any destination within UMDNJ, unless otherwise specified. No additional charges will be allowed for any additional transportation costs resulting from partial shipments made at the Contractor's convenience when a single shipment is ordered. The weights and measures of UMDNJ shall govern.

### **4.2 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.