



**Invitation for Bid
For
HP Support Services
for
Rowan University**

IFB 11-40

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Administrative Information

Institution Contacts:

For IFB and related questions:

Christine M. Brasteter
Senior Director of Procurement & Contracting
Email: brasteter@rowan.edu

With a copy to:

Christina Haley
Program Assistant
Email: haley@rowan.edu

All questions must be submitted via email with the subject heading:

IFB 11-40 – HP Support Services

Due Date:

Bids must be received no later than January 25th, 2011, at 2:00 p.m. in the Rowan University Procurement Department located in 202 Memorial Hall, at Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.

Refer to the Submissions Requirements section of this document for details.

Schedule of IFB Events:

- | | |
|------------------------------|---------------------|
| • Invitation for Bids Issued | 1/13/11 |
| • Question Due | 1/18/11 |
| • Answers Posted to Website | 1/20/11 |
| • Bids Due | 1/25/11 @ 2:00 p.m. |

Project Overview

Services Requested:

Rowan University is seeking to contract with a firm to provide HP Hardware Maintenance, Onsite Support, HP Software Technical Unlimited Support and HP Software Update services for the University for the software and equipment listed on the Specification Sheet for this IFB at:

<http://www.rowan.edu/adminfinance/controller/purchasing/bidads.html>

The period of coverage starts January 1, 2011 and ends January 31, 2012

General:

1. Rowan University may need to issue one or more addenda related to this IFB. Such addenda shall be added to the original IFB document and posted at:
<http://www.rowan.edu/adminfinance/controller/purchasing/bidads.html>. It will be the responsibility of the prospective vendors and other interested parties to familiarize themselves with the web site and visit it regularly during the IFB process for updated information or addenda related to this IFB.
2. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
3. If awarded a contract, the winning vendor will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
4. Rowan University reserves the right to increase any bid award by the price per unit for additional equipment and/or software programs that may be purchased or acquired during the term of this contract.

Vendor Personnel:

1. **CRIMINAL BACKGROUND CHECKS ARE MANDATORY** for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
2. The bidder shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
3. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct. While on University property, employees shall be subject to control of the University but under no circumstances, shall such persons be deemed to be employees of the University. The vendor or his personnel shall not represent themselves or be considered as employees of Rowan University or the State of New Jersey.
4. Vendors must provide proof of HP certification, as applicable, for the sale of the specified services.

Contract Deliverables and Requirements

Instructions:

In order to be considered for the award, all bids must be received at the appropriate location by the required time. Any bid package not received on time at the noted location will be rejected.

Submit one original and one copy of your bid no later than 2:00 p.m. on the due date to:

Procurement Department
2nd Floor, Memorial Hall
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028

Please label all Proposals: IFB 11-40 HP Support Services for Rowan University

Evaluation and Selection Criteria:

Rowan University reserves the right to reject any and all bids and to award to multiple vendors, in whole or part, if it is deemed advantageous to do so by the University.

It is anticipated that Rowan will award to the lowest responsible bidder.

BIDDER'S PROPOSAL:

TOTAL BASE BID: _____

DISCOUNT:

Vendor discount, if any, if awarded Bid: Discount may be entered as a (\$) dollar amount or (%) percentage of total bid. If no discount is offered, vendor must enter Ø in space provided.

Vendor Discount: _____

PAYMENT TERMS:

If vendor offers payment terms, e.g. 2% 10 Days Net 30 Days, please enter in space provided. If no payment terms are offered vendor must enter Ø in space provided.

Payment Terms: _____

Bidders must initial and date any and all changes to their bid amount. No correction fluid or pen changes will be accepted without Bidder's initials and date next to any and all corrections.

Bidder's Signature _____ **Date:** _____

Print Name and Title: _____

Submitted by: _____
(Vendor name – please print clearly)

Address: _____

Phone: _____ **E-mail:** _____

Addendum A – Goods, Professional Services and General Service Projects

CHECK LIST – ONLY ITEMS CHECKED ARE APPLICABLE FOR THIS OFFERING
UNLESS NOTED OTHERWISE, ALL APPLICABLE ITEMS MUST BE RETURNED WITH BID PACKAGE OR SUBMISSION
WILL BE REJECTED

1. ☒ ROWAN UNIVERSITY TERMS AND CONDITIONS – **Do Not Return with Package**
2. ☒ Proposal Page and Worksheet – **both fully executed**
3. ☒ Non Collusion Affidavit
4. ☒ Ownership Disclosure Statement
5. ☒ Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 formerly Executive Order 134) and Executive Order 117 **Instructions - Do not return with Package**
6. ☒ Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117 **Application**
7. ☒ New Jersey Business Registration Certificate
8. ☒ Taxpayer Identification Request (W-9 Form)
9. ☒ Exhibit A Mandatory EEO Language for Goods, Professional Services & General Service Projects
10. ☒ EEO/AA Evidence Disclosure
11. ☐ Form of Bid Bond **
12. ☐ Consent of Surety **
13. ☒ New Jersey Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace **Notice -Do not return with package**
14. ☒ **Acknowledgement of Receipt** for New Jersey State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace

OPTIONAL DOCUMENTS

New Jersey Small Business Set-Aside Program Application

****All forms except these are available at Rowans University's web site:**
<http://www.rowan.edu/adminfinance/controller/purchasing/required.html>