



Request for Proposal 14-X-23366

For: SIGN BLANKS - Aluminum

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	03/14/14	5:00 PM
Mandatory/Optional Pre-Proposal Conference (Refer to RFP Section 1.3.6 for more information.)	N/A	
Mandatory/Optional Site Visit (Refer to RFP Section 1.3.5 for more information.)	N/A	
Proposal Submission Date (Refer to RFP Section 1.3.2 for more information.)	03/20/14	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

Small Business Set-Aside	Status	Category
	☒ Not Applicable	☐ I
	☐ Entire Contract	☐ II
	☐ Partial Contract	☐ III
	☐ Subcontracting Only	

RFP Issued By

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230

Using Agency/Agencies

State of New Jersey
Cooperative Purchasing Members

Date: February 21, 2014

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Procurement Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Department of Transportation and the Department of Correction (DEPTCOR) and Statewide Using Agencies. The purpose of this RFP is to solicit proposals for Sign Blank – Aluminum.

The intent of this RFP is to award a contract to that responsible bidder whose proposals, conforming to this RFP is most advantageous to the State, price and other factors considered. The State, however, reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The State of NJ Standard Terms and Conditions will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

The State intends to extend the contract[s] awarded to the Division's cooperative purchasing partners. These partners include quasi-state agencies, counties, municipalities, school districts, volunteer fire departments, first aid squads, independent institutions of higher learning, County colleges and State colleges. In order for the State contract to be extended to cooperative purchasing partners, the bidder must agree to the extension by executing the Cooperative Purchase Form attached to this RFP. Also refer to Section 4.4.6 of this RFP. Although the State, with the assent of the vendor(s), is making the use of any contract resulting from this RFP available to non-State Agencies, the State makes no representation as to the acceptability of any State RFP terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.

1.2 BACKGROUND

This is a reprocurement of the **Signs Blanks - Aluminum** term contract, presently due to expire on **April 30, 2014**. Bidders interested in the current contract specifications and pricing information may review the current contract T#0136 at <http://www.state.nj.us/treasury/purchase/pricelists.shtml>.

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Division will electronically accept questions and inquiries from all potential Bidders via the web at <http://ebid.nj.gov/QA.aspx>.

- Questions should be directly tied to the RFP and 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.

Note: Questions regarding the State of NJ Standard Terms and Conditions and exceptions to mandatory requirements must be posed during this Electronic Question and Answer period and should contain the Bidder's suggested changes.

A Bidder must not contact the Using Agency directly, in person, by telephone or by e-mail, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Division's website after the cut-off date. (See RFP Section 1.4.1 for further information.)

1.3.2 SUBMISSION OF PROPOSAL

In order to be considered for award, the proposal must be received by the Procurement Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME ARE INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:**

PROPOSAL RECEIVING ROOM – 9TH FLOOR
PROCUREMENT BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230

Directions to the Division are available on the web at <http://www.state.nj.us/treasury/purchase/directions.shtml>.

Note: Bidders using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to the Procurement Bureau.

Procedural inquiries concerning this RFP may be directed to RFP.procedures@treas.state.nj.us. This e-mail address also may be used to submit requests to review proposal documents. The State will not respond to substantive questions related to the RFP or any other contract via this e-mail address.

To submit an RFP or contract related question, go to the Current Bidding Opportunities webpage or to <http://eBid.nj.gov/QA.aspx>.

1.3.3 ELECTRONIC BIDDING (EBID)

The Division is pleased to announce its electronic procurement modernization process. This RFP provides to the bidder the opportunity to electronically submit its proposal. A new electronic bidding – “eBid” – application is being made available to vendors to promote an easier, more efficient method to submit proposals.

On-line Electronic Proposal Training Sessions:

Online electronic proposal training for the eBid process is available on the web at <https://wwwnet1.state.nj.us/treasury/dpp/ebid/>. The bidder is strongly encouraged to utilize the on-line training session before attempting to submit an eBid. It will be the bidder's responsibility to ensure that the eBid has been properly submitted.

1.3.4 ELECTRONIC SIGNATURES

Bidders submitting proposals through the eBid system may sign the following forms electronically by typing the name of the authorized signatory in the “Signature” block as an alternative to

downloading, physically signing the form, scanning the form and uploading the form to the eBid system:

- Ownership Disclosure Form;
- Disclosure of Investigations and Other Actions Involving Bidder Form; and
- Disclosure of Investment Activities in Iran Form

This practice applies only to proposals submitted through the eBid system and the forms listed above. Both electronic signatures and scanned physical signatures will be accepted, provided that the forms are otherwise properly completed.

1.3.5 MANDATORY/OPTIONAL SITE VISIT

Not applicable to this RFP.

1.3.6 MANDATORY/OPTIONAL PRE-PROPOSAL CONFERENCE

Not applicable to this RFP.

1.3.7 PRE-PROPOSAL DOCUMENT REVIEW

The following are publicly available documents that bidders need to review in order to prepare and submit accurate and comprehensive proposals:

- American Standard Testing Materials (ASTM)
- American National Standards Institute Manual on Uniform Traffic Control Devices, 1988 edition or latest. (MUTCD)

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, THE BIDDER MUST SELECT THE PROPOSAL NUMBER ON THE WEB PAGE AT <http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml>.

There are no designated dates for release of addenda. Therefore interested bidders should check the Division's "Bidding Opportunities" website on a daily basis from time of RFP issuance through the proposal submission opening.

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

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFP. No special consideration will be given after proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

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

1.4.4 CONTENTS OF PROPOSAL

Your proposal can be released to the public during the protest period established pursuant to N.J.A.C. 17:12-3.3, or under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., (OPRA) or the common law right to know. As provided in N.J.A.C. 17:12-1.2(b):

Subsequent to the proposal submission opening, all information submitted by bidders in response to a solicitation is considered public information, notwithstanding any disclaimers to the contrary submitted by a bidder, except as may be exempted from public disclosure by OPRA and the common law.

Any proprietary and/or confidential information in your proposal will be redacted by the State. A bidder may designate specific information as not subject to disclosure pursuant to the exceptions to OPRA found at N.J.S.A. 47:1A-1.1, when the bidder has a good faith legal and or factual basis for such assertion. The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the bidder accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal.** In the event of any challenge to the bidder's assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

1.4.5 PROPOSAL SUBMISSION

On the date and time proposals are due under the RFP, all information concerning the proposals submitted may be publicly announced and those proposals, except for information appropriately designated as proprietary and/or confidential, shall be available for inspection and copying. In those cases where negotiation is contemplated, only the names and addresses of the bidders submitting proposals will be announced and the contents of the proposals shall remain proprietary and/or confidential until the Notice of Intent to Award is issued by the Director.

1.4.6 PRICE ALTERATION IN HARD COPY PROPOSALS

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

1.4.7 PROPOSAL ERRORS

In accordance with N.J.A.C. 17:12-2.11, "Proposal Errors," a bidder may withdraw its proposal as described below.

A bidder may request that its proposal be withdrawn prior to the proposal submission opening. Such request must be made, in writing, to the Supervisor of the Proposal Review Unit. If the request is granted, the bidder may submit a revised proposal as long as the proposal is received prior to the announced date and time for proposal submission and at the place specified.

If, after the proposal submission opening but before contract award, a bidder discovers an error in its proposal, the bidder may make a written request to the Supervisor of the Proposal Review Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal. After the proposal submission opening, while pursuant to the provisions of this section, you may request to withdraw your proposal and the Director may, in her discretion allow you to withdraw it, the Division also may take notice of repeated or unusual requests to withdraw by a bidder and take those prior requests to withdraw into consideration when evaluating the bidder's future bids or proposals.

All proposal withdrawal requests must include the proposal identification number and the final proposal submission date and be sent to the following address:

Department of the Treasury
Procurement Bureau
PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230
Attention: Supervisor, Proposal Review Unit

If during a proposal evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the bidder. The bidder will have five (5) days after receipt of the notice to confirm its pricing. If the vendor fails to respond, its proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the proposal, the Director may seek clarification from the bidder to ascertain the true intent of the proposal.

1.4.8 JOINT VENTURE

If a joint venture is submitting a proposal, 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 proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder form, Disclosure of Investment Activities in Iran form, and Affirmative Action Employee Information Report must be supplied for each party to a joint venture. NOTE: Each party comprising the joint venture must also possess a valid Business Registration Certificate ("BRC") issued by the Department of the Treasury, Division of Revenue prior to the award of a contract. Refer to Section 4.4.2.1 of this RFP.

1.4.9 RECIPROCITY FOR JURISDICTIONAL BIDDER PREFERENCE

In accordance with N.J.S.A. 52:32-1.4 and N.J.A.C. 17:12-2.13, the State of New Jersey will invoke reciprocal action against an out-of-State bidder whose state or locality maintains a preference practice for its bidders. For states having preference laws, regulations, or practices, New Jersey will use the annual surveys compiled by the Council of State Governments, National Association of State Purchasing Officials, or the National Institute of Governmental Purchasing to invoke reciprocal actions. The State may obtain additional information as it deems appropriate to supplement the stated survey information.

The bidder may submit information related to preference practices enacted for a local entity outside the State of New Jersey. This information may be submitted in writing as part of the proposal response, including name of the locality having the preference practice, as well as identification of the county and state, and should include a copy of the appropriate documentation, i.e., resolution, regulation, law, notice to bidder, etc. It is the responsibility of the bidder to provide documentation with the proposal or submit it to the Director, Division of Purchase and Property within five (5) working days of the public proposal submission date. Written evidence for a specific procurement that is not provided to the Director within five (5) working days of the public proposal submission date will not be considered in the evaluation of that procurement, but will be retained and considered in the evaluation of subsequent procurements.

1.4.10 PROPOSAL ACCEPTANCES AND REJECTIONS

N.J.A.C. 17:12-2.7, the Director's right to waive minor irregularities or omissions in a proposal and N.J.A.C. 17:12-2.2 which defines causes for proposal rejection, apply to all proposals. In addition, pursuant to N.J.S.A. 52:34-12, the Director retains the right to reject all proposals if it is in the public interest.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

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

Addendum – Written clarification or revision to this RFP issued by the Division of Purchase and Property.

Amendment – An alteration or modification of the terms of a contract between the State and the Contractor(s). An amendment is not effective until it is signed by the Director or Deputy Director, Division of Purchase and Property.

Bidder – An individual or business entity submitting a proposal in response to this RFP.

Contract – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by the State.

Contractor – The bidder awarded a contract resulting from this RFP.

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

Division – The Division of Purchase and Property

Evaluation Committee – A committee established or Division staff member assigned by the Director to review and evaluate proposals submitted in response to this RFP and to recommend a contract award to the Director.

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

May – Denotes that which is permissible, not mandatory.

Project – The undertaking or 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 of the using Agencies as identified herein.

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

Should – Denotes that which is recommended, not mandatory.

Small business – Pursuant to N.J.A.C. 17:13-1.2, "small business" means a business that meets the requirements and definitions of "small business" and has applied for and been approved by the New Jersey Division of Revenue, Small Business Enterprise Unit as (i) independently owned and operated, (ii) incorporated or registered in and has its principal place of business in the State of New Jersey; (iii) has 100 or fewer full-time employees; and has gross revenues falling in one of the three following categories: (A) 0 to \$500,000 (Category I); (B) \$500,001 to \$5,000,000 (Category II); and (C) \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III).

State – State of New Jersey.

State Contract Manager – The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work, as set forth in Sections 8.1, 8.1.1 and 8.1.2.

Subcontractor – An entity having an arrangement with a State contractor, where by the State contractor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance of all of its [the contractor's] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the contractor.

Transaction - The payment or remuneration to the contractor for services rendered or products provided to the State pursuant to the terms of the contract, including but not limited to the following: purchase orders, invoices, hourly rates, firm fixed price, commission payments, progress payments and contingency payments.

Using Agency[ies] – A State department or agency, a quasi-State governmental entity, or a Cooperative Purchasing Program participant, authorized to purchase products and/or services under a contract procured by the Division.

2.2 CONTRACT SPECIFIC DEFINITIONS

Preconsumer Materials - materials generated in manufacturing and converting processes, such as manufacturing scrap and trimmings/cuttings.

Post Consumer Materials - a material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post consumer materials are part of the broader category of recovered materials.

Recovered Materials - waste materials and byproducts that have been recovered or diverted from solid waste, but does not include materials and byproducts generated from, and commonly reused within, an original manufacturing process.

Materials in Solid Waste - materials found in the various components of the solid waste stream. General, solid waste has several components, such as municipal solid waste (MSW), construction and demolition debris (C&D), and nonhazardous industrial waste. Under RCRA Section 6002, EPA considers materials recovered from any component of the solid waste stream when designating items containing recovered materials.

Recycling - the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Recyclability - the ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.

RMAN - Recovered Materials Advisory Notices provide purchasing guidance and recommendations for recovered and post-consumer material content levels for designated items.

USEPA - United States Environmental Protection Agency

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

3.1 GENERAL

This specification covers the requirements for the fabrication and processing of flat sheet aluminum sign blanks to which a chemical conversion treatment coating has been applied. Sizes, shapes and thickness shall be in accordance with Tables and specifications listed within this RFP.

3.2 MATERIALS

Aluminum blanks shall conform to (American Standard Testing Materials) ASTM-B209, 5052-H38 or 6061-T6. The manufacturer must indicate in the space provided on the price sheet the specific ASTM Alloy on which the bid is based and from which the aluminum blanks will be fabricated and furnished. All sign blanks shall be given a chromate conversion coating. The chromate coating shall be compatible with the application of enclosed lens reflective sheeting, encapsulated lens reflective sheeting and air dry enamels. The coating shall be applied after all fabrication is completed including shearing, hole punching and corner radiuses.

3.3 FABRICATION

3.3.1 Aluminum blanks shall be a continuous section of length, width and thickness with required mounting holes and corner radius as indicated on Tables A and B. They will conform to commercial tolerance with regard to length, width, thickness and flatness.

3.3.2 Aluminum blanks made from sheet or coil shall be free from buckles, warps, dents, burrs, cockles and other defects and shall be a plane surface. All shearing shall be placed and packaged face up.

3.4 INSPECTION AND TESTING (for NJDOT Orders)

After notification of contract award and prior to shipment of the material, the contractor shall contact NJDOT Bureau of Materials, 930 Lower Ferry Road, Trenton, NJ 08625. Telephone 609-530-2287, to arrange for inspection and testing of the material. Only material which clearly exhibits the appropriate stamp or has obtained the necessary approvals of the Department for approved material will be accepted upon delivery, except, that material which will be sampled after delivery will be accepted conditionally pending satisfactory results of the required sampling tests.

All materials supplied are subject to inspection, testing or rejection at any time prior to acceptance. Samples for testing will be taken by a representative of the Department. Results of the tests made with the department laboratory's apparatus, conforming to the requirements specified in the prescribed test methods are official and final. Copies of the test results will be furnished upon request.

3.5 PACKAGING

3.5.1 The aluminum blanks shall be properly packaged so that the total weight of any one package shall not exceed 3000 pounds. Each package shall contain blanks of the same overall size and thickness. Delivery of packages containing blanks of different sizes or of various thicknesses will not be accepted.

NOTE: PACKAGING OF ORDERS FOR DELIVERY TO THE BUREAU OF STATE-USE INDUSTRIES, BRIDGETON, NJ - SHALL NOT EXCEED 1500 POUNDS.

3.5.2 Each package shall be individually wrapped to protect the blanks from dirt or dust particles. The wrapping shall be firmly held in place with metal band tautly drawn around the package. A minimum of two (2) bands per direction shall be drawn at perpendicular directions.

3.5.3 Each delivery package must be accompanied with a certified mill analysis and piece count affixed on the outside of each package. The quantity of sign blanks - Aluminum of each specified size and thickness, will be the sum of piece count indicated on each package actually delivered to the site(s) specified in Section 3.6.1 of this RFP.

3.6 SHIPMENT AND DELIVERIES

3.6.1 Primary shipments will be required to be made to these two State Agencies at the following delivery sites:

**New Jersey Department of Transportation
Bureau of Maintenance Engineering & Operations - Sign Shop
Building 21
999 Parkway Avenue
Trenton, NJ 08625**

Or

**New Jersey Department of Corrections
Bureau of State Use Industries
South Woods State Prison
Building I Receiving Gate
ATTN: Sign Shop
217 S. Burlington Road
Bridgeton, NJ 08302
Phone: 856-459-7720**

In addition, Cooperative Purchasing Partners and Quasi State Agencies may have delivery requirements to other locations.

3.6.2 Shipments shall be delivered within 30 days after notification from agency to ship to the delivery site as determined at the time of the request for delivery. No deliveries will be accepted unless shipment had been requested.

3.6.3 All questions concerning orders, and deliveries, for the NJDOT are to be referred to:

**NJ Department of Transportation
Sign Shop Supervisor
Bureau of Maintenance Engineering & Operations
PO Box 600
Trenton, NJ 08625-0600
Phone: 609-530-2691**

3.6.4 For all deliveries to NJDOT, the contractor will notify the Supervisor of Materials, at the NJDOT offices located at 1035 Parkway Avenue, PO Box 600, Trenton, NJ 08625 Telephone: 609-530-2691, a minimum of 48 hours in advance of any shipment to this agency. Deliveries must be arranged to be made on a State business day between the hours of 8:00 AM to 3:00 PM.

3.6.5 For deliveries to DEPTCOR, the contractor will notify the State Use Shop Supervisor, at the New Jersey Department of Corrections offices located at the South Woods State Prison, Attn: Bruce Bryant, a minimum of 48 hours in advance of any shipment to this agency at 856-459-

7720. Deliveries must be arranged to be made on a State business day between the hours of 8:00 AM to 2:00 PM.

3.6.6 In the event deliveries are not received within thirty (30) days after the allotted delivery time specified elsewhere herein, the Director of Purchase and Property may authorize the requesting Department to secure the full quantity of the requested delivery from the nearest available source, and the difference in price, if any, will be deducted from monies due the defaulting contractor.

3.6.7 Each delivery shall be made with open flat bed vehicles. The sign blank packages as specified under Section 3.5 shall be properly stacked on wooden pallets so that the sum of the weight of packages on any one pallet does not exceed the weight limitation for a single package as specified herein before and shall be arranged to permit safe unloading with mechanical fork-lift equipment.

3.6.8 The contractor will be required to complete and ship all orders having a total minimum weight of not less than 5,000 pounds of sign blanks placed by NJDOT and Bureau of State Use Industries, South Woods State Prison to their respective locations listed in Section 3.6 of the RFP. However, orders placed by the Bureau of State Use Industries, Bridgeton, NJ facility shall not exceed 1500 pounds. The total minimum weight requirement pertains to the entire order and not to any specific sign size.

3.7 DIMENSIONS:

3.7.1 Aluminum blanks are to be manufactured in accordance with the attached drawings and tables.

3.7.2 Contractors should note that the Agencies may also order sign blanks in other square or rectangular shapes not listed on the attached tables and dimension in the various thickness not listed on the tables. All aluminum sign blanks will be priced based on the fixed price processing cost per pound in conjunction with the fluctuating aluminum cost determined at the time of order.

3.7.3 Blanks ordered by the Bureau of State Use Industries, DEPTCOR, shall be manufactured in accordance with the American National Standards Institute Manual on Uniform Traffic Control Devices, 1988 edition or latest.

3.8 SIZES

The sizes of sign blanks typically ordered are listed in the Tables below:

TABLE "A"

The first column of the table is the item number.

The next column lists the thickness, width and length of the signs.

ITEM	SIZES Thickness x A-Width x B-Length	SHAPE
1.	0.040" X 5" X 144"	
2.	0.040" X 18" X 18"	SQUARE
3.	0.040" X 24" X 24"	SQUARE
4.	0.040" X 24" X 24"	INTERSTATE SHIELD
5.	0.040" X 30" X 36"	
6.	0.040" X 36" X 36"	SQUARE
7.	0.040 X 36" X 36"	INTERSTATE SHIELD
8.	0.040" X 36" X 45"	
9.	0.040" X 48" X 48"	SQUARE

ITEM	SIZES Thickness x A-Width x B-Length	SHAPE
10.	0.040" X 45" X 36"	INTERSTATE SHIELD
11.	0.080" X 5" X 5"	SQUARE
12.	0.080" X 5" X 10"	
13.	0.080" X 6" X 36"	
14.	0.080" X 8" X 36"	
15.	0.080" X 9" X 24"	
16.	0.080" X 10" X 14"	
17.	0.080" X 10" X 18"	
18.	0.080" X 10" X 27"	
19.	0.080" X 10" X 36"	
20.	0.080" X 12" X 6"	
21.	0.080" X 12" X 12"	SQUARE
22.	0.080" X 12" X 18"	
23.	0.080" X 12" X 24"	
24.	0.080" X 12" X 30"	
25.	0.080" X 14" X 16"	
26.	0.080" X 15" X 21"	
27.	0.080" X 18" X 18"	SQUARE
28.	0.080" X 18"	CIRCLE
29.	0.080" X 18" X 24"	
30.	0.080" X 21" X 15"	
31.	0.080" X 24" X 6"	
32.	0.080" X 24" X 8"	
33.	0.080" X 24" X 10"	
34.	0.080" X 24" X 12"	
35.	0.080" X 24" X 18"	
36.	0.080" X 24" X 24"	SQUARE
37.	0.080" X 24" X 24"	DIAMOND
38.	0.080" X 24" X 24"	OCTAGON
39.	0.080" X 24" X 24"	PENTAGON CO. SHIELD
40.	0.080" X 24" X 24"	INTERSTATE SHIELD
41.	0.080" X 24"	CIRCLE
42.	0.080" X 24" X 30"	
43.	0.080" X 24" X 36"	
44.	0.080" X 24" X 48"	
45.	0.080" X 24" X 90"	SHEET
46.	0.080" X 24" X 96"	SHEET
47.	0.080" X 30" X 18"	
48.	0.080" X 30" X 24"	
49.	0.080" X 30" X 24"	INTERSTATE SHIELD
50.	0.080" X 30" X 30"	SQUARE
51.	0.080" X 30" X 30"	DIAMOND
52.	0.080" X 30" X 30"	OCTAGON
53.	0.080" X 30" X 30"	DIAMOND
54.	0.080" X 30" X 30"	OCTAGON
55.	0.080" X 30"	EQUILATERAL TRIANGLE
56.	0.080" X 30" X 30"	PENTAGON SCHOOL
57.	0.080" X 30"	CIRCLE
58.	0.080" X 30" X 30"	PENTAGON CO. SHIELD
59.	0.080" X 30" X 36"	
60.	0.080" X 30" X 90"	SHEET
61.	0.080" X 30" X 96"	SHEET
62.	0.080" X 32" X 23"	
63.	0.080" X 36" X 12"	
64.	0.080" X 36" X 18"	
65.	0.080" X 36" X 24"	
66.	0.080" X 36" X 30"	

ITEM	SIZES Thickness x A-Width x B-Length	SHAPE
67.	0.080" X 36" X 36"	SQUARE
68.	0.080" X 36" X 36"	DIAMOND
69.	0.080" X 36" X 36"	OCTAGON
70.	0.080" X 36	EQUILATERAL TRIANGLE
71.	0.080" X 36" X 36"	PENTAGON SCHOOL
72.	0.080" X 36	CIRCLE
73.	0.080" X 36" X 48"	
74.	0.080" X 36" X 144"	SHEET
75.	0.080" X 48" X 36"	ISOSCELES TRIANGLE
76.	0.080" X 48" X 18"	
77.	0.080" X 48" X 24"	
78.	0.080" X 48" X 30"	
79.	0.080" X 48" X 36"	
80.	0.080" X 48" X 48"	
81.	0.080" X 96" X 48"	NO HOLES
82.	0.080" X 120" X 48"	NO HOLES
83.	0.080" X 96" X 60"	NO HOLES
84.	0.080" X 120" X 60"	NO HOLES
85.	0.091" X 6" X 18"	STREET SIGN BLANKS
86.	0.091" X 6" X 24"	STREET SIGN BLANKS
87.	0.091" X 6" X 30"	STREET SIGN BLANKS
88.	0.091" X 6" X 36"	STREET SIGN BLANKS
89.	0.091" X 6" X 42"	STREET SIGN BLANKS
90.	0.091" X 6" X 48"	STREET SIGN BLANKS
91.	0.091" X 8" X 18"	STREET SIGN BLANKS
92.	0.091" X 8" X 24"	STREET SIGN BLANKS
93.	0.091" X 8" X 30"	STREET SIGN BLANKS
94.	0.091" X 8" X 36"	STREET SIGN BLANKS
95.	0.091" X 8" X 42"	STREET SIGN BLANKS
96.	0.091" X 8" X 48"	STREET SIGN BLANKS
97.	0.091" X 9" X 18"	STREET SIGN BLANKS
98.	0.091" X 9" X 24"	STREET SIGN BLANKS
99.	0.091" X 9" X 30"	STREET SIGN BLANKS
100.	0.091" X 9" X 36"	STREET SIGN BLANKS
101.	0.091" X 9" X 42"	STREET SIGN BLANKS
102.	0.091" X 9" X 48"	STREET SIGN BLANKS
103.	0.100" X 12" X 48"	
104.	0.100" X 18" X 48"	
105.	0.100" X 24" X 48"	
106.	0.100" X 30" X 48"	
107.	0.100" X 36" X 48"	
108.	0.100" X 42" X 48"	
109.	0.100" X 48" X 48"	
110.	0.100" X 12" X 60"	
111.	0.100" X 18" X 60"	
112.	0.100" X 24" X 60"	
113.	0.100" X 30" X 60"	
114.	0.100" X 36" X 60"	
115.	0.100" X 42" X 60"	
116.	0.100" X 48" X 60"	
117.	0.100" X 12" X 72"	
118.	0.100" X 18" X 72"	
119.	0.100" X 24" X 72"	
120.	0.100" X 30" X 72"	
121.	0.100" X 36" X 72"	
122.	0.100" X 42" X 72"	
123.	0.100" X 48" X 72"	

ITEM	SIZES		SHAPE
	Thickness x	A-Width x B-Length	
124.	0.100"	X 12" X 84"	
125.	0.100"	X 18" X 84"	
126.	0.100"	X 24" X 84"	
127.	0.100"	X 30" X 84"	
128.	0.100"	X 36" X 84"	
129.	0.100"	X 36" X 144"	
130.	0.100"	X 42" X 84"	
131.	0.100"	X 48" X 84"	
132.	0.100"	X 18" X 96"	
133.	0.100"	X 24" X 96"	
134.	0.100"	X 30" X 96"	
135.	0.100"	X 36" X 96"	
136.	0.100"	X 42" X 96"	
137.	0.100"	X 48" X 96"	
138.	0.100"	X 30" X 108"	
139.	0.100"	X 36" X 108"	
140.	0.100"	X 42" X 108"	
141.	0.100"	X 48" X 108"	
142.	0.100"	X 24" X 120"	
143.	0.100"	X 30" X 120"	
144.	0.100"	X 36" X 120"	
145.	0.100"	X 42" X 120"	
146.	0.100"	X 48" X 120"	
147.	0.100"	X 36" X 132"	
148.	0.100"	X 42" X 132"	
149.	0.100"	X 48" X 132"	
150.	0.100"	X 42" X 144"	
151.	0.100"	X 48" X 144"	
152.	0.100"	X 36" X 45"	
153.	0.125"	X 12" X 36"	
154.	0.125"	X 18" X 36"	
155.	0.125"	X 23" X 32"	
156.	0.125"	X 24" X 36"	
157.	0.125"	X 30" X 30"	SQUARE
158.	0.125"	X 30" X 30"	DIAMOND
159.	0.125"	X 30" X 30"	OCTAGON
160.	0.125"	X 30"	EQUILATERAL TRIANGLE
161.	0.125"	X 30" X 36"	
162.	0.125"	X 36" X 12"	
163.	0.125"	X 30" X 24"	
164.	0.125"	X 36" X 30"	
165.	0.125"	X 36" X 36"	SQUARE
166.	0.125"	X 36" X 36"	DIAMOND
167.	0.125"	X 36" X 36"	OCTAGON
168.	0.125"	X 36"	EQUILATERAL TRIANGLE
169.	0.125"	X 36" X 36"	PENTAGON SCHOOL
170.	0.125"	X 36" X 36"	INTERSTATE SHIELD
171.	0.125"	X 48" X 36"	ISOSCELES TRIANGLE
172.	0.125"	X 48" X 24"	
173.	0.125"	X 48" X 30"	
174.	0.125"	X 48" X 36"	
175.	0.125"	X 48" X 48"	SQUARE
176.	0.125"	X 48" X 48"	DIAMOND
177.	0.125"	X 48" X 72"	SHEET
178.	0.125"	X 45" X 36"	
179.	0.125"	X 45" X 36"	INTERSTATE SHIELD
180.	0.040"	X 24" X 72"	

ITEM	SIZES Thickness x A-Width x B-Length	SHAPE
181.	0.040" X 30" X 72"	
182.	0.040" X 48" X 72"	
183.	0.100" X 60" X 60"	SQUARE
184.	0.100" X 60" X 72"	

	Additional ALUMINUM SIGN BLANKS Sizes for NJ Turnpike and Parkway		Notes
185.	0.080" X 9" x 21"		Trailblazers North/South
186.	0.080" X 12" x 18"		
187.	0.080" X 18" x 30"		
188.	0.080" X 15" x 33"		Trailblazers North/South
189.	0.080" X 24" x 36"		
190.	0.080" X 24" x 39"		
191.	0.080" X 24" x 42"		
192.	0.080" X 30" x 45"		
193.	0.080" X 36" x 48"		
194.	0.080" X 12" X 51"		
195.	0.080" X 12" X 54"		
196.	0.080" X 12" X 57"		
197.	0.080" X 12" X 60"		
198.	0.080" X 12" X 63"		
199.	0.080" X 12" X 66"		
200.	0.080" X 12" X 69"		
201.	0.080" X 12" X 72"		
202.	0.080" X 12" X 75"		
203.	0.080" X 12" X 78"		
204.	0.080" X 12" X 81"		
205.	0.080" X 12" X 84"		
206.	0.080" x 15" x 15"		
207.	0.080" x 18" x 24"		
208.	0.080" x 18" x 30"		
209.	0.080" x 18" x 51"		
210.	0.080" x 18" x 54"		
211.	0.080" x 18" x 57"		
212.	0.080" x 18" x 60"		
213.	0.080" x 18" x 63"		
214.	0.080" x 18" x 66"		
215.	0.080" x 18" x 69"		
216.	0.080" x 18" x 75"		
217.	0.080" x 18" x 84"		
218.	0.080" x 24" x 24"		
219.	0.080" x 24" x 30"		
220.	0.080" x 24" x 36"		

ITEM	SIZES		SHAPE	
	Thickness x	A-Width x B-Length		
221.	0.080"	x 30" x 30"		
222.	0.080"	x 36" x 36"		
223.	0.080"	X 36" x 48"		
224.	0.080"	X 45" x 60"		
225.	0.080"	X 48" x 48"		
226.	0.080"	x 48" x 48"		Construction - TP
227.	0.080"	x 48" x 60"		
228.	0.080"	x 48" x 144"		
229.	0.080"	x 60" x 144"		
230.	0.125"	X 12" X 18"		Overpass signs - TP
231.	0.125"	X 12" X 24"		
232.	0.125"	X 12" X 30"		
233.	0.125"	X 12" X 36"		
234.	0.125"	X 15" X 21"		
235.	0.125"	X 18" X 24"		
236.	0.125"	X 18" X 30"		
237.	0.125"	X 24" X 24"		
238.	0.125"	X 24" X 30"		
239.	0.125"	X 24" X 36"		
240.	0.125"	X 30" X 30"		
241.	0.125"	X 30" X 42"		
242.	0.125"	X 36" X 36"		
243.	0.125"	X 36" X 42"		
244.	0.125"	X 36" X 48"		
245.	0.125"	X 36" X 60"		
246.	0.125"	X 36" X 72"		
247.	0.125"	X 42" X 42"		
248.	0.125"	X 48" X 48"		
249.	0.125"	X 48" X 60" Sq.Crn.	Square Corner	
250.	0.125"	X 48" X 72" Sq. Crn	Square Corner	
251.	0.125"	X 48" X 84" Sq.Crn.	Square Corner	
252.	0.125"	X 48" X 96" Sq.Crn.	Square Corner	
253.	0.125"	X 48" X 120" Sq.Crn	Square Corner	
254.	0.125"	X 48" X 144" Sq.Crn	Square Corner	
	CIRCLES, SHIELDS, ETC....			
255.	Circle 0.080"	X 12"		
256.	Circle 0.080"	X 18"		
257.	Circle 0.080"	X 24"		
258.	Circle 0.080"	X 30"		
259.	Circle 0.080"	X 36"		
260.	Interstate Shield 0.080"	X 24"		
261.	Interstate Shield 0.080"	X 36"		

ITEM	SIZES		SHAPE	
	Thickness x	A-Width x B-Length		
262.	Interstate Shield 0.080"	X 24" X 18"		
263.	Interstate Shield 0.080"	X 24" X 24"		
264.	Interstate Shield 0.080"	X 30" X 24"		
265.	Interstate Shield 0.080"	X 36" X 32"		
266.	Interstate Shield 0.080"	X 36" X 36"		
267.	Interstate Shield 0.080"	X 45" X 36"		
268.	Interstate Shield 0.080"	X 48" X 48"		
269.	Interstate Shield 0.080"	X 60" X 48"		
270.	County Shield 0.080"	X 36" X 36"	3" Radius	For entering certain Counties
271.	County Shield 0.080"	X 18" X 10.62"	M1-6 County Route (A)	
272.	County Shield 0.080"	X 24" X 14.88"	M1-6 County Route (B)	
273.	County Shield 0.080"	X 30" X 17.75"	M1-6 County Route (C)	
274.	Yield 0.080"	X "24" X 24"		
275.	Yield 0.080"	X "30" X 30"		
276.	Yield 0.080"	X 36" X 36"		
277.	Yield 0.080"	X "48" X 48"		
278.	Stop 0.080"	X 30"		
279.	Stop 0.080"	X 36"		
280.	Stop 0.080"	X 48"		
281.	Circle 0.125"	X 12"		
282.	Circle 0.125"	X 18"		
283.	Circle 0.125"	X 24"		
284.	Circle 0.125"	X 30"		
285.	Circle 0.125"	X 36"		
286.	Interstate Shield 0.125"	X 24"		
287.	Interstate Shield 0.125"	X 36"		
288.	Interstate Shield 0.125"	X 24" X 18"		
289.	Interstate Shield 0.125"	X 24" X 24"		
290.	Interstate Shield 0.125"	X 30" X 24"		
291.	Interstate Shield 0.125"	X 36" X 32"		
292.	Interstate Shield 0.125"	X 36" X 36"		
293.	Interstate Shield 0.125"	X 45" X 36"		
294.	Interstate Shield 0.125"	X 48" X 48"		
295.	Interstate Shield 0.125"	X 60" X 48"		
296.	Yield 0.125"	X 36"		
297.	Stop 0.125"	X 30"		
298.	Stop 0.125"	X 36"		
299.	Trailblazer 0.125"	X 18"		
300.	Trailblazer 0.125"	X 24"		
301.	Trailblazer 0.125"	X 36"		
302.	.040"	X 18" X 114" Sq. Crn	Square Corner	.040 for Barrel Signs on TP
303.	.040"	X 48" X 120" Sq. Crn	Square Corner	

ITEM	SIZES	SHAPE	
	Thickness x A-Width x B-Length		
304.	.040" X 23" X 120" Sq. Crn.	Square Corner	
305.	.063" X 22" X 68" Sq. Crn.	Square Corner	
306.	.063" X 42" X 108" Sq. Crn.	Square Corner	
	No Paper to be placed in-between sheets		
	(Alloys: 5052,) NO HOLES		
	Radius on all blanks (except Square Corners) must meet MUTCD Federal Highway Stds.		
	24 Hours notice required prior to delivery. Delivery shall be made w/open flat bed vehicles to: New Jersey Turnpike Authority Route 33 at Exit # 8 Central Shops Warehouse Hightstown NJ 08520 ATTN: Sign Shop (609) 426-6347 or New Jersey Turnpike Authority Garden State Parkway Parkway Exit 116 Crawfords Corner/Everett Road Holmdel NJ 07733 ATTN: Sign Shop(732) 888-5033		

Exceptions to the Above:

Item #	DESCRIPTION
2-4,5-10, 40, 49, 176 AND 177	BLANKS SHALL HAVE NO HOLES
11	BLANKS TO HAVE ONE 3/8" DIAMETER HOLE CENTERED FROM TOP AND BOTTOM AND FROM SIDE TO SIDE. CORNERS SHALL HAVE 3/4" RADIUS.
1, 5, 45, 46, 58, 59, 72, 175 178-180	BLANKS ARE TO HAVE NO HOLES AND SQUARE CUT CORNERS
77-78 and 101-151	BLANKS ARE TO HAVE NO HOLES, ALL CORNERS TO HAVE 1 1/2" RADIUS.

TABLE "B"
RECTANGLE - TWO HOLES

ITEM	Width	Length	Hole Size	Distance between the Holes	Corner Radius
1	36"	45"	-	-	1-1/2"
2	48"	8:	-	-	1-1/2"
3	5"	10"	1"	8"	3/4"
4	5"	36"	3"	30"	1-1/2"
5	8"	36"	2"	32"	1-1/2"
6	9"	24"	1"	22"	1-1/2"
7	10"	14"	1"	12"	1-1/2"
8	10	18"	1"	16"	1-1/2"
9	10"	27"	1"	25"	1-1/2"
10	10"	36"	1"	34"	1-1/2"
11	10"	36"	1"	34"	1-1/2"
12	12"	6"	1"	4"	1-1/2"
13	12"	18"	2"	14"	1-1/2"
14	12"	24"	2"	20"	1-1/2"
15	12"	30"	2"	26"	1-1/2"
16	14"	16"	2"	12"	1-1/2"
17	15"	21"	2"	17"	1-1/2"
18	18"	24"	3"	18"	1-1/2"
19	21"	15"	2"	11"	1-1/2"
20	24"	6"	1"	4"	1-1/2"
21	24"	8"	1"	6"	1-1/2"
22	24"	10"	1"	8"	1-1/2"
23	24"	12"	2"	8"	1-1/2"
24	24"	18"	3"	12"	1-1/2"
25	24"	30"	3"	24"	1-1/2"
26	24"	36"	3"	30"	1-1/2"
27	24"	48"	3'	42"	1-1/2"
28	30"	18"	2"	14"	1-1/2"
29	30"	24"	3"	18"	1-1/2"
30	30"	36"	3"	30"	1-1/2"
31	36"	12"	2"	8"	1-1/2"
32	36"	18"	3"	12"	1-1/2"
33	36"	24"	3"	18"	1-1/2"
34	36"	30"	3"	24"	1-1/2"
35	36"	48"	6"	36"	1-1/2"
36	48"	18"	2"	14"	1-1/2"
37	48"	24"	3"	18"	1-1/2"
38	48"	30"	3"	2"	1-1/2"
39	48"	36"	6"	24"	1-1/2"
40	12"	36"	2"	32"	1-1/2"
41	18"	36"	2"	32"	1-1/2"
42	23"	32"	2"	28"	1-1/2"
43	24"	36"	3"	30"	1-1/2"
44	30"	36"	3"	30"	1-1/2"
45	36"	12"	2"	8"	1-1/2"
46	36"	24"	3"	18"	1-1/2"
47	36"	30"	3"	24"	1-1/2"
48	48"	24"	3"	18"	1-1/2"
49	48"	30"	3"	24"	1-1/2"
50	48"	36"	6"	24"	1-1/2"
51	45"	36"	2"	32"	1-1/2"

3.9 ORDERING AND PAYMENT OF SIGN BLANKS

3.9.1 All pricing shall include proper packaging, loading, trucking expense, labor and all else necessary therefore and incidental thereto to insure delivery to the designated location.

Listed below are examples for ordering the unit price for all aluminum blank orders.

The Using Agency will contact the contractor to place an order for a named quantity of aluminum sign blanks. The contract pricing shall be based upon (Price Line 00001) a fixed processing price per pound for vendor's processing cost, plus (Price Line 00003) the published fluctuating market price cost aluminum (\$Comex) from the Wall Street Journal.

An additional charge will apply for custom shapes only (shapes that are not straight line cuts that require routing) via (Price Line 00002) a routing charge based on square footage. **All payments will be made based on the net delivered price per pound for each item (no scrap inclusion).**

Price Line 00001, (bid price) fixed processing price per pound, must remain fixed for the duration of the contract and will not be subject to any escalation clauses.

At the time of ordering of aluminum sign blanks, price Line 00003 must be established by confirming the market price of Aluminum (\$Comex). The Using Agency shall obtain the most recently published price in the Wall Street Journal. This price will be forwarded to the contractor when an order is placed and the contractor shall confirm the price.

Any price discrepancies must be resolved prior to execution of the order.

The formula in determining the cost is based on a conversion factor of **.098** lb. per cubic inch will be used to calculate the weight of any flat sign blank.

A conversion factor of .94 lb. per foot will be used to calculate the weight of any extruded, 6" blade street sign blank. A conversion factor of 1.28 lb. per foot will be used to calculate the weight of any extruded, 9" blade street sign blank.

3.9.2 Example of 100 flat sign blanks size 12" x 18", .080 gauge aluminum, standard shape. Cost examples include \$0.80 per lb for fixed processing cost and \$1.15 per lb. based on the current Wall Street Journal, Aluminum (\$Comex) price per pound.

Weight conversion: (thickness x width x length x conversion factor)

$$.080 \times 12 \times 18 \times .098 = 1.69 \text{ lbs}$$

Price Line 00001 Fixed processing cost of \$.80 per lb x 1.69 lb = \$1.35 x 100 = \$135

Price Line 00003 Market price from Wall Street Journal of \$1.15 per lb x 1.69 lb = \$1.94/ each aluminum sign blank 12" x 18" x .080 thick.

Unit cost of \$1.94 x 100pcs = \$194

3.9.3 Example of 50 pieces of flat Smokey Bear custom sign, size 29" x 72", .080 gauge aluminum. Cost examples include \$0.80 per lb for fixed processing cost, \$1.15 current Wall Street Journal, Aluminum (\$Comex) price per pound and \$1.70 per sq ft routing charge.

Weight conversion: (thickness x width" x length" x conversion factor)

$$.080 \times 29 \times 72 \times .098 = 16.37 \text{ lbs}$$

Price Line 00001 Fixed processing cost \$0.80 per lb x 16.37 lb = \$13.10 x 50 pcs = \$655.00

Price Line 00003 Market price from Wall Street Journal \$1.15 per lb x 16.37 lb = \$18.83

Unit cost of \$18.83 x 50 pcs = \$941.50

Square Footage Calculation: [(width" x length") / 144]
 $(29 \times 72) / 144 = 14.5 \text{ sq ft}$

Price Line 00002 Routing charge \$1.70 per sq ft x 14.5 sq ft = \$24.65

Unit cost of \$24.65 x 50 pcs. = \$1,232.50

3.9.4 Example for 20 pieces of extruded, 6" blade street sign 24" length. Cost examples include \$0.80 per lb for fixed processing cost and \$1.15 current Wall Street Journal, Aluminum (\$Comex) price per pound.

Weight conversion: [(footage length) x 6" conversion factor]
 $2 \times .94 = 1.88 \text{ lbs}$

Price Line 00001 Fixed processing cost \$0.80 per lb x 1.88 lb = \$1.50 x 20 pcs. = \$30.00

Price Line 00003 Market price of Aluminum, (\$Comex) from the Wall Street Journal,

\$1.15 per lb x 1.88 lb = \$2.16 x 20 pcs = \$43.20

3.9.5 Example for 20 extruded 9" blade street sign 48" length. . Cost examples include \$0.80 per lb for fixed processing cost and \$1.15 current Wall Street Journal, Aluminum (\$Comex) price per pound.

Weight conversion: [(footage length) x 9" conversion factor]

$4 \times 1.28 = 5.12 \text{ lbs}$

Price Line 00001 Fixed processing cost \$0.80 per lb x 5.12 lb = \$4.10 x 20 pcs. = \$82.00

Price Line 00003 Market price from the Wall Street Journal \$1.15 per lb x 5.12 lb = \$5.89

\$5.89 x 20 pcs. = \$117.80

4.0 PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

Proposals including supplemental terms and conditions may be accepted, but supplemental terms or conditions that conflict with those contained in this RFP or the State's NJ Standard Terms and Conditions ("RFP/SSTC"), as may be amended by addenda, or that diminish the State's rights under any contract resulting from the RFP will be considered null and void. The State is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. In the event that prior to notice of intent to award, the Division notifies the Bidder of any such term or condition and the conflict it poses, the Division may require the Bidder to either withdraw it or withdraw its proposal. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP/SSTC, the term or condition of the RFP/SSTC will prevail; and
- b) if the result of the application of a supplemental term or condition included in the proposal would diminish the State's rights, the supplemental term or condition will be considered null and void.

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its proposal.

Use of URLs in a proposal should be kept to a minimum and may not be used to satisfy any material term of an RFP. If a preprinted or other document included as part of the proposal contains a URL, a printed (or if a proposal is submitted electronically, electronic) copy of the URL page shall be provided and will be considered as part of the proposal. Additional URLs on the copy of the URL page shall not be considered as part of the proposal unless a copy of those URL pages are also provided.

The forms discussed herein and required for submission of a proposal in response to this RFP are available on the web at <http://www.state.nj.us/treasury/purchase/bid/summary/14x23366.shtml> unless noted otherwise.

4.2 PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a proposal must arrive at the Division in accordance with the instructions on the RFP signatory page accompanying this RFP. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of proposals. **State regulation mandates that late proposals are ineligible for consideration. THE EXTERIOR OF ALL PROPOSAL PACKAGES ARE TO BE LABELED WITH THE PROPOSAL IDENTIFICATION NUMBER AND THE FINAL PROPOSAL SUBMISSION DATE OR RISK NOT BEING RECEIVED IN TIME.**

4.3 EBID VS. NON-EBID SUBMISSION INSTRUCTION

4.3.1 EBID SUBMISSION OF PROPOSAL

If the bidder is submitting an eBid proposal, hard copy submission is not required. Instructions detailing how to enroll in and submit an eBid are available on the web at <https://wwwnet1.state.nj.us/treasury/dpp/ebid/>. If the bidder submits both an eBid and a hard copy of the bidder's proposal, the eBid proposal will prevail in the event of a discrepancy between the electronic and paper versions.

When submitting an eBid, do not use any symbols (i.e., #, @, \$, &, *) in the filename. In addition, the bidder should name each converted PDF electronic file and folder as follows:

4.3.2 NON-EBID SUBMISSION

The bidder must submit the following proposal copies:

One (1) complete ORIGINAL proposal, clearly marked as the "ORIGINAL" proposal.

One (1) complete and exact copy, clearly marked "COPY".

One (1) unbound, complete and exact copy of the original, clearly marked "COPY".

Copies are necessary in the evaluation of the proposal and for record retention purposes. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. The bidder should make and retain a copy of its proposal.

4.4 PROPOSAL CONTENT

4.4.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH PROPOSAL

4.4.1.1 SIGNATORY PAGE

The bidder shall complete, including signature of an authorized representative of the bidder, and submit the Signatory Page accompanying this RFP. If the bidder is a limited partnership, the Signatory Page must be signed by a general partner. If the bidder is a joint venture, the Signatory Page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the proposal.

Note: A bidder's written signature on the Signatory Page, or entry of a Personal Identification Number (PIN) if using the eBid system, shall not serve as a certifying signature on the forms comprising the NJ STANDARD RFP FORMS document. (See 4.4.1.2)

4.4.1.1.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder must certify pursuant to N.J.S.A. 52:34-12.2 that it is in compliance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 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. Please refer to Section 2.5 of the State of NJ Standard Terms and Conditions and N.J.S.A. 52:34-12.2 for additional information about the McBride principles.

By signing the RFP Signatory Page, or by entering its PIN if submitting an eBid proposal, the bidder/offeror is automatically certifying that either:

- a. The bidder has no operations in Northern Ireland; or
- b. The bidder has business operations in Northern Ireland and is committed to compliance with the MacBride principles.

A bidder/offeror electing not to certify to the MacBride Principles must nonetheless sign the RFP Signatory Page AND must include, as part of its proposal, a statement indicating its refusal to comply with the provisions of this Act.

4.4.1.1.2 NO SUBCONTRACTOR CERTIFICATION

For a proposal that does NOT include the use of any subcontractors, by signing the RFP Signatory Page, or by entering a PIN if submitting an eBid proposal, the bidder is *automatically* certifying that:

1. In the event the award is granted to bidder's firm and the bidder later determines at any time during the term of the contract to engage subcontractors to provide certain goods and/or services, pursuant to Section 5.8 of the State of NJ Standard Terms and Conditions, the bidder will submit a Subcontractor Utilization Plan form for approval to the Division of Purchase and Property in advance of any such engagement of subcontractors.
2. If the contract is a small business subcontracting set-aside, the bidder certifies that in engaging subcontractors, it will make a good faith effort to achieve the subcontracting set-aside goals, and will attach to the Subcontractor Utilization Plan documentation of such efforts in accordance with N.J.A.C. 17:13-4 et seq.

4.4.1.1.3 NON-COLLUSION

By submitting a proposal, the bidder certifies as follows:

- a. The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- b. Neither the price(s) nor the amount of its proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before proposal submission.
- c. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. The bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

4.4.1.1.4 NEW JERSEY BUSINESS ETHICS GUIDE CERTIFICATION

The Treasurer has established a business ethics guide to be followed by State contractors in their dealings with the State. The guide provides further information about compliance with Section 2.8 of the State of New Jersey Standard Terms and Conditions. The guide can be found at:

http://www.state.nj.us/treasury/purchase/ethics_guide.shtml

By signing the RFP signatory page, or by entering a pin if submitting an e-bid proposal, the bidder is automatically certifying that it has read the guide, understands its provisions and is in compliance with its provisions.

4.4.1.2 NJ STANDARD RFP FORMS

One of the downloadable RFP documents is titled NJ STANDARD RFP FORMS. It is comprised of three separate forms, two of which (Ownership Disclosure and Disclosure of Investment Activities in Iran) discussed below, must be completed, signed and submitted with the bidder's proposal. **The bidder is cautioned that failure to complete, sign and submit either of these two forms will be cause to reject its proposal as non-responsive as noted below.** If the bidder submits a hard copy proposal, each of the two forms must be physically signed.

If the bidder is submitting an electronic proposal through the Division's eBid system, there are only two acceptable forms of signature for the two forms:

1. The bidder may download the document, physically complete and sign each form, scan the completed document and then upload it, or
2. The bidder may download the document, type the name of the signatory in the space designated for certification signature in each of the forms and then upload the document.

Note: A bidder's entry of a Personal Identification Number (PIN) shall not suffice as a certifying signature on the forms comprising the NJ STANDARD RFP FORMS document.

4.4.1.2.1 OWNERSHIP DISCLOSURE FORM

Pursuant to N.J.S.A. 52:25-24.2, in the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete and sign the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the submitted proposal. A bidder's failure to submit the completed and signed form with its proposal will result in the rejection of the proposal as non-responsive and preclude the award of a contract to said bidder unless the Division has on file a signed and accurate Ownership Disclosure Form dated and received no more than six months prior to the proposal submission deadline for this procurement. If any ownership change has occurred within the last six months, a new Ownership Disclosure Form must be completed, signed and submitted with the proposal.

4.4.1.2.2 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Pursuant to N.J.S.A. 52:32-58, the bidder must utilize this Disclosure of Investment Activities in Iran form to certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities as directed on the form. A bidder's failure to submit the completed and signed form with its proposal will result in the rejection of the proposal as non-responsive and preclude the award of a contract to said bidder.

4.4.1.3 SUBCONTRACTOR UTILIZATION PLAN

All bidders intending to use a subcontractor must submit a completed Subcontractor Utilization Plan. Please see the State of New Jersey, Division of Purchase and Property's Subcontractor Forms which includes the Subcontractor Utilization Plan form.

4.4.1.4 SMALL BUSINESS REGISTRATION FOR SET-ASIDE CONTRACTS

Not applicable to this RFP.

4.4.1.6 PRICING

The bidder must submit its pricing on the State supplied Price Sheet/Schedule and supply any additional pricing information as directed in RFP Section 4.4.5.

4.4.2 FORMS REQUIRED BEFORE CONTRACT AWARD AND THAT SHOULD BE SUBMITTED WITH THE PROPOSAL

4.4.2.1 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a bidder and its named subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of Treasury, Division of Revenue prior to the award of a contract. To facilitate the proposal evaluation and contract award process, the bidder should submit a copy of its valid BRC and those of any named subcontractors with its proposal. Refer to Section 2.1 of the State of NJ Standard Terms and Conditions.

Any bidder, inclusive of any named subcontractors, who does not have a valid business registration at the time of the proposal submission opening or whose BRC was revoked prior to the submission of the proposal should proceed immediately to register its business or seek re-instatement of a revoked BRC. Bidders are cautioned that it may require a significant amount of time to secure the re-instatement of a revoked BRC. The process can require actions by both the Division of Revenue and the Division of Taxation. For this reason, a bidder's early attention to this requirement is highly recommended. The bidder and its named subcontractors may register with the Division of Revenue, obtain a copy of an existing BRC or obtain information necessary to seek re-instatement of a revoked BRC online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

A bidder otherwise identified by the Division as a responsive and responsible bidder, inclusive of any named subcontractors, but that was not business registered at the time of submission of its proposal must be so registered and in possession of a valid BRC by a deadline to be specified in writing by the Division. A bidder who fails to comply with this requirement by the deadline specified by the Division will be deemed ineligible for contract award. Under any circumstance, the Division will rely upon information available from computerized systems maintained by the State as a basis to verify independently compliance with the requirement for business registration.

A bidder receiving a contract award as a result of this procurement and any subcontractors named by that bidder will be required to maintain a valid business registration with the Division of Revenue for the duration of the executed contract, inclusive of any contract extensions.

4.4.2.2 DISCLOSURE OF INVESTIGATIONS AND ACTIONS INVOLVING BIDDER FORM

The bidder should submit the Disclosure of Investigations and Actions Involving Bidder Form, one of the three forms in the downloadable RFP documents titled NJ STANDARD RFP FORMS with its proposal, to provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. If a bidder does not submit the form with the proposal, the bidder must comply within seven (7) business days of the State's request or the State may deem the proposal non-responsive.

4.4.2.3 SERVICES SOURCE DISCLOSURE CERTIFICATION FORM

Pursuant to N.J.S.A. 52:34-13.2, prior to an award of contract, the bidder is required to submit a completed source disclosure form. The bidder's inclusion of the completed Services Source

Disclosure Form with the proposal is requested and advised. Refer to RFP Section 7.1.2 for additional information concerning this requirement.

4.4.3 SUBMITTALS

4.4.3.1 BIDDER EXPERIENCE

The bidder should complete ALL the information requested on the Bidder Data Sheet Form attached to this RFP so that the State is able to make a sound business judgment regarding the bidder's experience and capability to perform the contract to the State's satisfaction.

The State may require a bidder to provide additional information or documentation within five (5)] days of request by the State.

4.4.3.2 DISCLOSURE OF PRODUCT COMPOSITION

The bidder should 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 with the bidder's proposal. The bidder must submit the MSDS within seven (7) days of written notification. Failure to supply this information within the seven (7) day period will result in rejection of the proposal for that price line.

4.4.3.3 SAMPLES/SAMPLE TESTING

The samples submitted must meet the specification requirements set forth in the RFP and must be representative of the product bid. Proposal samples **for pricing lines 00001** for evaluation and testing purposes are to be made available at no charge and delivered to Department of Transportation, at the bidder's expense. The bidder must, within ten (10) working days following a request from the State, submit bid samples to the Department of Transportation Shop Sign Supervisor, Bureau of Maintenance Engineering & Operations. Bid samples will not be returned. The Department of Transportation will conduct laboratory tests to assure that the bid samples submitted **for pricing lines 00001** conform to this RFP. The State reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP **for pricing lines 00001**. The testing results of the State are final.

4.4.4 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit certified financial statements which include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

If the information is not supplied with the proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

A bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. A bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with the proposal.

The State reserves the right to make the determination to accept the assertion and shall so advise the bidder.

4.4.5 PRICE SCHEDULE/SHEET

In order for the State to make sound business judgments regarding products and prices offered in response to this RFP, the bidder must supply, with its proposal, the information requested on the RFP's pricing lines in sufficient detail as to allow the State to determine the firm, fixed proposal pricing and the precise product or service being offered, i.e., with no possible misinterpretation of the price or product/service being offered by the bidder. A bidder's failure to provide, within its proposal, the information deemed by the State to be essential for product identification or price determination will result in rejection of that bidder's proposal. Notwithstanding the aforementioned material obligation, in order to support the State's decision-making process, the State may require a bidder to provide additional information or documentation that has been deemed not to be material to product identification or price determination, in which case, the bidder shall, within the time limit set forth in the written request, comply with said request.

Each bidder is required to hold its prices firm for a period of ninety (90) days. Every effort will be made to award the contract prior to the time period set forth above. However, upon the Director's request and by mutual consent, the State and the lowest first responsible Bidder and/or second lowest responsible Bidder and/or third lowest responsible Bidder may agree to extend the time the State may make an award.

4.4.5.1 DELIVERY COSTS

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

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

4.4.5.2 C.O.D. TERMS

C.O.D. terms are not acceptable as part of a proposal and will be cause for rejection of a proposal.

4.4.5.3 CASH DISCOUNTS

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

- a. Discount periods shall be calculated starting from the next business day after the using agency has accepted the goods or services, received a properly signed and executed invoice and, when required, a properly executed performance security, whichever is latest.

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

4.4.6 COOPERATIVE PURCHASING

The bidder should complete the Cooperative Purchasing Form indicating willingness or unwillingness to extend State contract pricing and terms to Cooperative Purchasing partners.

4.4.7 PRICE SHEETING INSTRUCTION

4.4.7.1 Bidders are required to fill in all of the information requested on the bid sheets attached to this RFP. Failure to do so may make it impossible for the State to evaluate your proposal, thereby resulting in rejection of your bid proposal. Bidders should select one of the two (2) aluminum alloys specified in Section 3.2 and indicate the selected alloy on the price sheet.

4.4.7.2 Bidders must bid on both price line 00001 and 00002 in order to be considered for an award. Bid price submitted for price line 00001 will be the primary factor used to determine a final award. Additionally, the State reserves the right to evaluate the price submitted for price line 00002 in the determination of a final award.

4.4.7.3 Price line 00002 is will be used when the Using Agency is in need of a special shape (i.e. Smokey the Bear signs)

4.4.7.4 Price 00003 will be utilized to reflect the fluctuating aluminum ingot price and is used for invoicing purposes only and **does not** require a bid price.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addenda to this RFP, the contractor's proposal, any best and final offer and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the State of NJ Standard Terms and Conditions accompanying this RFP.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and Conditions and the State of NJ Standard Terms and Conditions, and any addendum to this RFP, the addendum shall govern.

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.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of two (2) years. The anticipated "Contract Effective Date" is provided on the signatory page accompanying this RFP. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract.

The contract may be extended for all or part of **two (2)**, one-year periods, by the mutual written consent of the contractor and the Director at the same terms, conditions, and pricing at the rates in effect in the last year of the contract or rates more favorable to the State.

Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than forty-five (45) days after contract expiration.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **one hundred eighty days (180)** days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

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

5.5 CONTRACTOR RESPONSIBILITIES

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

The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the contractor of

responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the contractor's performance of this contract.

5.6 CLAIMS AND REMEDIES

5.6.1 CLAIMS

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

5.6.2 REMEDIES

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

5.6.3 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State of NJ Standard Terms and Conditions, authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor as provided for in the State administrative code, or take any other action or seek any other remedies available at law or in equity.

5.7 ITEMS ORDERED AND DELIVERED

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs. Refer to Section 6.3.a of the State of NJ Standard Terms and Conditions for additional information.

5.8 MANUFACTURING/PACKAGING REQUIREMENTS

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

All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

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

5.9 ELECTRONIC PAYMENTS

With the award of this contract, the successful vendor(s) will be required to receive their payment(s) electronically. In order to receive your payments via automatic deposit from the State of New Jersey, complete and return the "Credit Authorization Agreement for Automatic Deposits

(ACH Credits)” Form with an **original voided check or bank letter**. The form must include ABA number (routing or transit number), bank account number and if the bank account is a checking or savings account. The form and instructions are located on the Office of Management & Budget’s website at: <http://www.state.nj.us/treasury/omb/forms/index.shtml>. The completed form along with the required voided check or bank letter should be mailed or faxed to: Department of the Treasury, Office of Management and Budget, PO Box 221, 6TH Floor – Room 674, Trenton, N.J. 08625-0221; fax: (609)-984-5210. To assist in identifying payments, the State offers vendors access to the Vendor Payment Inquiry web application (VPI) which offers check stub information online. Contact the State of New Jersey at AAIUNIT@treas.state.nj.us to request access to this application.

5.10 CONTRACT ACTIVITY REPORT

Contractor(s) must provide, on a calendar quarter basis, to the assigned Division representative, a record of all purchases made under the contract resulting from this RFP. This reporting requirement includes sales to State using agencies, political sub-divisions thereof and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, independent institutions of higher education, state and county colleges and quasi-state agencies. Quasi-state agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor’s total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information. Failure to report this mandated information may be a factor in future award decisions.

Contractors must submit the required information in Microsoft Excel format.

5.11 PROGRAM EFFICIENCY ASSESSMENT

The State Using Agencies shall be charged an assessment equal to one-quarter of one percent (0.25%) of the value of all transactions under this contract. This assessment is authorized by N.J.S.A. 52:27B-56 and N.J.A.C. 17:12-1.5, to maintain the State’s procurement system at a level to meet industry standards of efficiency.

5.12 SUBSTITUTION OR ADDITION OF SUBCONTRACTOR(S)

This Subsection serves to supplement but not to supersede Sections 5.8 and 5.9 of the State of NJ Standard Terms and Conditions accompanying this RFP.

The contractor shall forward a written request to substitute or add a subcontractor or to substitute its own staff for a subcontractor to the State Contract Manager for consideration. If the State Contract Manager approves the request, the State Contract Manager will forward the request to the Director for final approval. No substituted or additional subcontractors are authorized to begin work until the contractor has received written approval from the Director.

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

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

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

5.13 DISCLOSURE OF PRODUCT COMPOSITION

If requested by the State during the term of the contract, the contractor must furnish MSDS or manufacturer's equivalent information sheets on the products and/or chemicals used in performing the services specified in the contract to the Using Agency. These sheets must list complete chemical ingredients including the percentage composition of each ingredient in the mixture down to 0.1%, and the chemical abstract services numbers for those substances listing any potentially hazardous products, which may produce gas during or following application.

6.0 PROPOSAL EVALUATION

6.1 RIGHT TO WAIVE

The Director reserves the right to waive minor irregularities. The Director also reserves the right to waive a requirement provided that:

- (1) the requirement is not mandated by law;
- (2) all of the otherwise responsive proposals failed to meet the requirement; and
- (3) in the sole discretion of the Director, the failure to comply with the requirement does not materially affect the procurement or the State's interests associated with the procurement.

6.2 DIRECTOR'S RIGHT OF FINAL PROPOSAL ACCEPTANCE

The Director reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of the State to do so. The Director shall have authority to award orders or contracts to the vendor or vendors best meeting all specifications and conditions in accordance with N.J.S.A. 52:34-12. Tie proposals will be awarded by the Director in accordance with N.J.A.C.17:12-2.10.

6.3 STATE'S RIGHT TO INSPECT BIDDER'S FACILITIES

The State reserves the right to inspect the bidder's establishment before making an award, for the purposes of ascertaining whether the bidder has the necessary facilities for performing the contract.

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

6.4 STATE'S RIGHT TO REQUEST FURTHER INFORMATION

The Director reserves the right to request all information which may assist him or her in making a contract award, including factors necessary to evaluate the bidder's financial capabilities to perform the contract. Further, the Director reserves the right to request a bidder to explain, in detail, how the proposal price was determined.

6.5 ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL

After the submission of proposals, unless requested by the State as noted below, vendor contact with the State is still not permitted.

After the proposals are reviewed, one, some or all of the bidders may be asked to clarify certain aspects of their proposals. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies or material omissions or revise or modify a proposal, except to the extent that correction of apparent clerical mistakes results in a modification.

The bidder may be required to give an oral presentation to the State concerning its proposal.

Bidders may not attend the oral presentations of their competitors.

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

6.6 EVALUATION CRITERIA

The following criteria will be used to evaluate all proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

- a) Price
- b) Experience of the bidder
- c) The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

6.6.1 PROPOSAL DISCREPANCIES

In evaluating proposals, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures.

6.6.2 EVALUATION OF THE PROPOSALS

After the Evaluation Committee completes its evaluation, it recommends to the Director for award the responsible bidder(s) whose proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered. The Evaluation Committee considers and assesses price, technical criteria, and other factors during the evaluation process and makes a recommendation to the Director. The Director may accept, reject or modify the recommendation of the Evaluation Committee. Whether or not there has been a negotiation process as outlined in Section 6.7 below, the Director reserves the right to negotiate price reductions with the selected bidder.

6.7 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating proposals, the Division may enter into negotiations with one bidder or multiple bidders. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one bidder or multiple bidders. Negotiations will be structured by the Division to safeguard information and ensure that all bidders are treated fairly.

Similarly, the Division may invite one bidder or multiple bidders to submit a best and final offer (BAFO). Said invitation will establish the time and place for submission of the BAFO. Any BAFO that is not equal to or lower in price than the pricing offered in the bidder's original proposal will be rejected as non-responsive and the State will revert to consideration and evaluation of the bidder's original pricing.

If required, after review of the BAFO(s), clarification may be sought from the bidder(s). The Division may conduct more than one round of negotiation and/or BAFO in order to attain the best value for the State.

After evaluation of proposals and as applicable, negotiation(s) and/or BAFO(s), the Division will recommend, to the Director, the responsible bidder(s) whose proposal(s), conforming to the RFP, is/are most advantageous to the State, price and other factors considered. The Director may accept, reject or modify the recommendation of the Division. The Director may initiate additional negotiation or BAFO procedures with the selected bidder(s).

Negotiations will be conducted only in those circumstances where they are deemed by the Division or Director to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the bidder is advised to submit its best technical and price proposal in response to this RFP since the State may, after evaluation, make a contract award based on the content of the initial submission, without further negotiation and/or BAFO with any bidder.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for clarification, negotiation or BAFO, any revised technical and/or price proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award a contract is issued.

NOTE: If the Division contemplates negotiation, proposal prices will not be publicly read at the proposal submission opening. Only the name and address of each bidder will be publicly announced at the proposal submission opening.

6.8 COMPLAINTS

A bidder with a history of performance problems as demonstrated by formal complaints and/or contract cancellations for cause pursuant to Section 5.7.b of the State of NJ Standard Terms and Conditions accompanying this RFP may be bypassed for an award issued as a result of this RFP.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF PUBLIC LAW 2005, CHAPTER 51, N.J.S.A. 19:44A-20.13 - N.J.S.A. 19:44A-20.25 (FORMERLY EXECUTIVE ORDER NO. 134) AND EXECUTIVE ORDER NO. 117 (2008)

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

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by either Chapter 51 or Executive Order No. 117 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the means of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Division's website at <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>, shall be provided to the intended awardee for completion and submission to the Division with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Division Procurement Specialist, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

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

7.1.2 SOURCE DISCLOSURE REQUIREMENTS

Pursuant to N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Director shall be performed within the United States, except when the Director certifies in writing a finding that a required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the State Treasurer. Also refer to Section 3.6 Service Performance Within U.S. of the State of NJ Standard Terms and Conditions.

Pursuant to the statutory requirements, the intended awardee of a contract primarily for services with the State of New Jersey must disclose the location by country where services under the contract, including subcontracted services, will be performed. The Source Disclosure Certification form accompanies the subject RFP. FAILURE TO SUBMIT SOURCING INFORMATION WHEN REQUESTED BY THE STATE SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

If any of the services cannot be performed within the United States, the bidder shall state with specificity the reasons why the services cannot be so performed. The Director shall determine whether sufficient justification has been provided by the bidder to form the basis of his or her

certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

7.1.2.1 BREACH OF CONTRACT

A SHIFT TO PROVISION OF SERVICES OUTSIDE THE UNITED STATES DURING THE TERM OF THE CONTRACT SHALL BE DEEMED A BREACH OF CONTRACT. If, during the term of the contract, the contractor or subcontractor, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract. Such contract shall be subject to termination for cause pursuant to Section 5.7b.1 of the State of NJ Standard Terms and Conditions, unless such shift in performance was previously approved by the Director and the Treasurer.

7.1.3 AFFIRMATIVE ACTION

The intended awardee must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. Intended awardee(s) not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the Affirmative Action Employee Information Report (AA-302) located on the web at http://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf.

7.1.4 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a bidder and its named subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of Treasury, Division of Revenue prior to the award of a contract. (Refer to Section 4.4.2.1 of this RFP for further information.)

7.2 FINAL CONTRACT AWARD

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

During the term of the contract, the State will accept offers of price reductions that could change the award rankings. Upon receipt of such an offer, the State will conduct one complete round of closed-pricing bids, within the time limit set forth in a written request to all contractors. These closed-pricing bids will be conducted no more than once each quarter of the contract and any extensions thereof. Increases will not be accepted. Pricing offers will not be publicly available until an addendum to the contract has been issued.

NOTE: Each contractor is only permitted to submit a reduced pricing offer for those products/services within those zones, regions, categories, etc. for which it is currently contracted.

7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured. Refer to Section 4.2 of the State of NJ Standard Terms and Conditions accompanying this RFP.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

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

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use of the Contract and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor cannot resolve a dispute with contract users.