STATE OF NEW JERSEY
REQUEST FOR PROPOSAL

BID NUMBER: 09-X-20701

FOR: **VACUUMS AND FLOOR MACHINES VARIOUS STATE AGENCIES**

Term Contract #: T0234
Requesting Agency: PURCHASE BUREAU
Requisition #: 1037041

ESTIMATED AMOUNT: $ 600,000.00
CONTRACT EFFECTIVE DATE: May 01, 2009
CONTRACT EXPIRATION DATE: April 30, 2010
COOPERATIVE PURCHASING: YES
SET ASIDE: NONE

TO ASK QUESTIONS CONCERNING THE CONTENTS OF THIS RFP:

Please go to the Advertised Solicitation Current Bid Opportunities Web Page and click on the Quicklink button labeled Q&A.

http://www.state.nj.us/treasury/purchase/bid/summary/09x20701.shtml

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

1) **PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF 2:00 PM ON March 11, 2009 AT THE FOLLOWING ADDRESS** (NOTE: TELEPHONE, TELEFACSIMILE OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED) **:**

DEPARTMENT OF THE TREASURY
PURCHASE BUREAU, PO BOX-230
33 WEST STATE STREET - 9TH FLOOR
TRENTON, NEW JERSEY 08625-0230

2) THE BIDDER MUST SIGN THE PROPOSAL.
3) THE PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS, F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PRICE QUOTES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.
4) ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.
5) ALL CORRECTIONS, WHITE-OUTS, ERASURES, RESTRIKING OF TYPE, OR OTHER FORMS OF ALTERATION, OR THE APPEARANCE OF ALTERATION, TO UNIT AND/OR TOTAL PRICES MUST BE INITIALED IN INK BY THE BIDDER.
6) THE BIDDER MUST COMPLETE AND SUBMIT, PRIOR TO THE SUBMISSION OF THE PROPOSAL, OR ACCOMPANYING THE PROPOSAL, THE ATTACHED OWNERSHIP DISCLOSURE FORM. SEE N.J.S.A. 52:25-24.2). SEE THE ADVERTISED SOLICITATION, CURRENT BID OPPORTUNITIES WEBPAGE *http://www.state.nj.us/treasury/purchase/bid/summary/09x20701.shtml*
7) THE BIDDER MUST ATTEND THE MANDATORY PRE-BID CONFERENCE(S) AND SITE VISIT(S) AT THE FOLLOWING DATE(S) AND TIME(S):
CONFERENCE February 19, 2009 9:30 AM SEE "CONFERENCE/SITE INSPECTION" PAGE

8) FOR SET ASIDE CONTRACTS ONLY, A BIDDER MUST BE REGISTERED WITH THE N.J. DEPARTMENT OF COMMERCE AS A SMALL BUSINESS BY THE DATE OF BID OPENING. (SEE N.J.A.C. 17:13-3.1 & 13.3.2).

ADDITIONAL REQUIREMENTS

9) BY SIGNING THIS BID, THE BIDDER CERTIFIES AND CONFIRMS THAT NEITHER THE BIDDER, ITS REPRESENTATIVES, AGENTS OR LOBBYISTS HAVE INITIATED ANY INAPPROPRIATE CONTACT WITH ANY EXECUTIVE BRANCH EMPLOYEE DURING THE PROCUREMENT TO ATTEMPT TO AFFECT THE BIDDING PROCESS AND SHALL NOT DO SO AFTER SUBMISSION OF THE BID PROPOSAL.

10) THE BIDDER MUST BE REGISTERED WITH THE DIVISION OF REVENUE AND SHALL SUBMIT A BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) WITH THE BID PROPOSAL.(SEE N.J.S.A. 52:32-44).

11) PERFORMANCE SECURITY: $ N/A or. N/A %
12) AN AFFIRMATIVE ACTION FORM SEE THE ADVERTISED SOLICITATION, CURRENT BID OPPORTUNITIES WEBPAGE.
http://www.state.nj.us/treasury/purchase/bid/summary/09x20701.shtml
13) PAYMENT RETENTION N/A %
14) A MACBRIDE PRINCIPLES CERTIFICATION SEE THE ADVERTISED SOLICITATION, CURRENT BID OPPORTUNITIES WEBPAGE.
http://www.state.nj.us/treasury/purchase/bid/summary/09x20701.shtml

TO BE COMPLETED BY BIDDER

15) FIRM NAME: _____ CITY: _____
ADDRESS 1: _____ STATE: _____
ADDRESS 2: _____ ZIP: _____

16) THE BIDDER MUST SUBMIT WITH THE PROPOSAL BID SECURITY IN THE AMOUNT OF $ N/A OR N/A %.
CHECK THE TYPE OF BID SECURITY SUPPLIED:

☐ ANNUAL BID BOND ON FILE ☐ BID BOND ATTACHED ☒ NONE
☐ CERTIFIED OR CASHIERS CHECK ATTACHED ☐ LETTER OF CREDIT ATTACHED

17) DELIVERY CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER.
18) REQUESTED DELIVERY: 15 DAYS AFTER RECEIPT OF ORDER
19) CASH DISCOUNT TERMS (SEE RFP) _____%, _____ DAYS: NET _____ DAYS.
20) BIDDER PHONE NO: _____ EXT: _____
21) BIDDER FAX NO: _____ EXT: _____
22) BIDDER EMAIL ADDRESS: _____
23) FEDERAL EMPLOYER IDENTIFICATION NUMBER _____
24) NEW JERSEY VENDOR NUMBER _____

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

25) ORIGINAL SIGNATURE OF BIDDER	**26) DATE**
27) PRINT/TYPE NAME	**28) TITLE**