



STATE OF NEW JERSEY
REQUEST FOR PROPOSAL

BID NUMBER:

FOR:

Term Contract #:
Requesting Agency:
Requisition #:

ESTIMATED AMOUNT:
CONTRACT EFFECTIVE DATE:
CONTRACT EXPIRATION DATE:
COOPERATIVE PURCHASING:
SET ASIDE:

*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.*

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 _____ ON _____ 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)
- 7) THE BIDDER MUST ATTEND THE MANDATORY PRE-BID CONFERENCE(S) AND SITE VISIT(S) AT THE FOLLOWING DATE(S) AND TIME(S):
- 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) 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).
- 12) PAYMENT RETENTION _____ %
- 13) A MACBRIDE PRINCIPLES CERTIFICATION (SEE THE ADVERTISED SOLICITATION, CURRENT BID OPPORTUNITIES WEBPAGE)
- 10) PERFORMANCE SECURITY: \$ _____ OR _____ %
- 14) REQUESTED DELIVERY:
- 11) AN AFFIRMATIVE ACTION FORM (SEE THE ADVERTISED SOLICITATION, CURRENT BID OPPORTUNITIES WEBPAGE).

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 \$ _____ OR _____ %.
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) CASH DISCOUNT TERMS (SEE RFP) _____ %, _____ DAYS; NET _____ DAYS.
- 19) BIDDER PHONE NO: _____ EXT: _____
- 20) BIDDER FAX NO: _____ EXT: _____
- 21) BIDDER EMAIL ADDRESS: _____
- 22) BIDDER FEDERAL ID NUMBER: _____
- 23) YOUR BID REFERENCE NO. _____

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.

24) ORIGINAL SIGNATURE OF BIDDER

25) DATE

26) PRINT/TYPER NAME

27) TITLE