

**MONMOUTH COUNTY PARK SYSTEM
805 NEWMAN SPRINGS ROAD
LINCROFT, NJ 07738
(732) 842-4000**

**FURNISHING PRINTING AND MAIL PREPARATION OF THE MONMOUTH
COUNTY PARK SYSTEM PROGRAM DIRECTORY, YEAR 2016, VOL 1-5**

BID NO: #0068-15

ADVERTISED: WEDNESDAY, AUGUST 5, 2015

BIDS DUE: TUESDAY, AUGUST 25, 2015 at 10:00 AM

TO APPEAR IN PAPER: WEDNESDAY, AUGUST 5, 2015

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Monmouth County Board of Recreation Commissioners at the Monmouth County Park System HEADQUARTERS BUILDING, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey 07738, until **10:00 a.m.**, prevailing time on **TUESDAY, AUGUST 25, 2015** and then publicly read aloud for the following:

- 1. FURNISHING, DELIVERY AND INSTALLATION OF A CHAIN LINK FENCE (BID #0067-15)**
- 2. FURNISHING PRINTING AND MAIL PREPARATION OF THE MONMOUTH COUNTY PARK SYSTEM PROGRAM DIRECTORY, YEAR 2016, VOL 1-5 (BID #0068-15)**

Bid Documents, including Instructions to Bidders, complete Plans and Specifications, and Proposal Forms may be obtained by qualified bidders on our website at www.monmouthcountyparks.com; **“Do Business with Us;” “Request for Bids”** or at Monmouth County Park System, Headquarters, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey 07738 between the hours 8:00 a.m. and 4:30 p.m., Monday through Friday. If requested by potential bidders, the Monmouth County Park System will mail a bid packet to such bidders. The Monmouth County Park System only assumes the responsibility for email and /or fax notifications and for placing bid packet in the mail, and not for the proper and timely delivery of such notices or packets.

Bids must be submitted on the proposal form provided or an exact duplicate in the manner designated and required by the specifications. Bid submitted must be enclosed in sealed envelopes bearing the name and address of the bidder, the title of the bid, and the words “Sealed Bid.” Bids are to be addressed to the Purchasing Agent, Monmouth County Board of Recreation Commissioners, 805 Newman Springs Road, Lincroft, New Jersey 07738. Bids must be delivered at the place and before the hour mentioned above.

All bidders are required to comply with requirements of P.L. 1975, c.127, N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Affirmative Action), 42 U.S.C. 512101, et seq. (Americans with Disabilities Act), and N.J.S.A. 40A:11-16 “Designated Subcontractors,” N.J.S.A. 52:32-44 (Business Registration) and N.J.S.A. 34:11-56.25, et seq. (Prevailing Wage), "The Public Works Contractor Registration Act" (P.L.1999, s.238, as amended by P.L.2003, c.91), and all other laws and regulations that apply to bidding and the performance of the proposed contract.

The Monmouth County Board of Recreation Commissioners reserves the right to waive any informality in, or to reject any or all bids, and to award contracts in whole or in part, if deemed in the best interest of the Board to do so.

The Monmouth County Board of Recreation Commissioners shall reserve the right to hold bids for sixty (60) days prior to award of contracts.

All inquiries are to be directed to the Purchasing Department at (732) 842-4000.

By order of the Board of Recreation Commissioners of the County of Monmouth.

Fred J. Rummel, Chairman
James J. Truncer, Secretary-Director
Stephanie Weise, Purchasing Agent

GENERAL CONDITIONS

1. All bidders must submit their proposals on the enclosed forms and must furnish all required information. FAILURE TO PROPERLY EXECUTE THESE FORMS MAY BE CAUSE FOR REJECTION OF THE BID.
2. The bid must be enclosed in two (2) sealed envelopes, one inside the other. The word "BID" must be written on both envelopes. The outside envelope must bear the title of the bid, the date of the bid opening, and the name and address of the bidder.
3. Included with this specification is a true copy of the contract that will be the formal contract to be executed by the successful bidder.
4. The quality of items to be furnished is as set forth in detail in the proposal
5. Any brand names mentioned in the specification shall be deemed to include the words "or approved equal", and bids submitted on other brands must include detailed information and specifications that may be used for the purpose of making comparisons.
6. All bidders must indicate any variation to the specifications, terms, and conditions, no matter how slight. If no variances are indicated, it will be defined to mean that the specification will be fully complied with.
7. Items of foreign origin must be so indicated. Your signature to the bid proposal will be taken as your certification that all manufactured articles and materials not so indicated, have been made or produced in the United States (40 A:11-18)
8. The bidder, if awarded a contract, agrees to protect, defend and save harmless the contracting unit against any damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the contracting unit from suits or actions of every nature and description brought against it, for, or on account of any injuries or damages received or sustained by an party or parties by, or from any of the acts of the contractor, his servants or agents.
9. The Monmouth County Board of Recreation Commissioners reserves the right to reject any or all bids and to waive any minor defect or informality in any bid, should it be in the best interest of the Board to do so.
10. The Board of Recreation Commissioners has up to sixty (60) days to make the award. If addition time is required beyond sixty (60) days, the contracting unit may request permission to do so from any one of the three apparent lowest responsible bidders for an additional period of time to be agreed to by the contracting unit and bidders.
11. In the event that the bidder to whom the contract is awarded should fail to enter into a contract, the Board of Recreation Commissioners may, at its option, accept the proposal of the next lowest bidder.
12. Should the contractor fail to fulfill the terms of the contract within the specified time, the Board of Recreation Commissioners reserves the right to rescind the contract and secure the items or services elsewhere. The contractor is responsible for any additional cost incurred as a result of this action.
13. All items are to be delivered F.O.B. destination specified. The maximum of days allowable for delivery is indicated in the specification and must be adhered to.
14. The County of Monmouth and the Board of Recreation Commissioners are exempt from all Federal, State, and Municipal sales and excise taxes. The New Jersey Sales Tax Exemption Number is 69-0220842.

15. Following delivery, an invoice and a signed Monmouth County payment voucher must be submitted to the Board of Recreation Commissioners. Payment will be made upon approval of the voucher by the Monmouth County Board of Recreation Commissioners and the Monmouth County Board of Chosen Freeholders

16. MANDATORY BUSINESS REGISTRATION CERTIFICATE

**NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS
NON-CONSTRUCTION**

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.


For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

Sample Business Registration Certificates are attached. Certain other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** proof of business registration.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

**THESE ARE SAMPLES OF THE ONLY ACCEPTABLE
N.J. BUSINESS REGISTRATION CERTIFICATES:**

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	
Trade Name:	
Address:	
Certificate Number:	
Effective Date:	
Date of Issuance:	
For Office Use Only:	

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 302 TRENTON, N.J. 08646-0302</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		<i>James J. Chiusano</i> Acting Director New Jersey Division of Revenue
<small>FORM-REG(05-03) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

17. Any proposal not meeting the requirements set forth herein may be rejected.
18. If this is an on-call supply contract for a stated period of time or a service contract, whether or not for a stated period of time, the County may cancel the contract or portions thereof, without cause, upon written notice to the contractor. If an on-call supply contract is cancelled or partially cancelled by the County under this provision, the contract shall be entitled to payment only for the goods called for by the County prior to the cancellation, at the contract rate(s), upon delivery of those goods to the County, but not for the overhead and profit associated goods not called for by the County. In the alternative, at its option, the County may also cancel any or all called for orders for goods, provided that the County will compensate the contractor for the contractor's reasonable overhead and profit related to such order, but not for the overhead and profit associated with any other goods not called for by the County. Likewise, a service contractor shall be entitled to payment for services duly requested by the County and rendered by the contractor prior to the cancellation, also at the contract rate(s), but not for the overhead and profit associated with services not performed. If a contract is partially cancelled, the remainder of the contract shall continue in effect, subject to reasonable adjustment to cover the contractor's actual increased costs, if any, in supplying the remaining goods and services.

**ALL BIDS SUBMITTED SHALL INCLUDE THE ATTACHED "BIDDER'S
CHECKLIST" ALONG WITH A SIGNED PROPOSAL AND ALL REQUIRED
DOCUMENTS LISTED ON THE CHECKLIST**

**The successful vendor(s) must submit the AA302 Certificate to the Division of Public
Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.**

GENERAL SPECIFICATIONS

INTENT:

It is the intent of this specification to describe and govern the **FURNISHING PRINTING AND MAIL PREPARATION OF THE MONMOUTH COUNTY PARK SYSTEM PROGRAM DIRECTORY, YEAR 2016, VOL 1-5 (BID #0058-15)** hereafter, referred to as the items.

SCOPE:

The bidder is to furnish and deliver any or all items as called for in the specifications as instructed by the Agency.

GENERAL:

The items shall be new and of the latest design. The items shall be furnished complete in every detail and ready for use when delivered to the Agency. Any item differing in minor details from these specifications may be considered, provided such differences are clearly noted and described in detail by the bidder and attached to the proposal and considered by the purchaser to be, in all essential respects in compliance with these specifications. If requested the bidder shall bring to the Agency, the items or a portion thereof, for a final inspection before the bid is awarded. The agency reserves the right to inspect manufacturing and warehouse facilities.

EQUAL/TIE BIDS:

In the event of equal or tie bids, the agency reserves the right to award, at its discretion, to any one of the equal or tie bidders.

PRICE DISCREPANCY:

If there is a discrepancy between the extended price and the unit price, the unit price shall prevail and the agency retains the right to recompute the extended price.

The agency also retains the right to check tie addition of all extended prices regardless of whether or not there is a discrepancy between the extended prices and the unit price. If the total sum of the extended price is incorrect, as a result of the bidders faulty arithmetic calculations, the agency will substitute the correct price and inform the vendor of the change.

GUARANTEE:

The bidder shall guarantee that the items and all its parts shall comply with this specification.

PRODUCT:

Only manufactured and farm products of the United States wherever available, shall be used in the performance of the specifications.

QUANTITY:

Quantities stated in the specifications are approximate quantities only, and the agency reserves the right to increase or decrease the quantities without increase or decrease in price.

PROPOSAL FORM:

Prices are to be quoted for each item to be bid upon by bidder. The Board of Recreation Commissioners reserves the right to accept or reject any or all items listed on the proposal and to award the contract in whole or in part as deemed in the best interest of the Board of Recreation Commissioners.

SAMPLE ONLY - PAGE #1

CONTRACT

This AGREEMENT, made and entered into this day of A. D. Two Thousand and - and between the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, a body corporate and politic of the State of New Jersey, party of the first: part; AND

party of the second part.

WITNESSETH: That in consideration of the payments hereinafter specified and agreed to be made by the party of the first part, the party of the second part hereby covenants and agrees to furnish and deliver to the Monmouth County Board of Recreation Commissioners, in strict and entire conformity with the specifications hereto annexed, which are made a part of the Agreement as fully with the same effect as if the same had been set forth at length in the body of this Agreement.

The party of the second part agrees to make payment of all proper charges and labor and materials required in the aforementioned work, and indemnify and save harmless the party of the first part, its officers, agents and servants and each and every name and description, including royalty fees and claims for the use of patented materials or payments and from all damages to which the said party of the first part or any of its officers, agents and servants may be put by reason or injury to the person or property of others resulting from carelessness in the performance of said work, or through any improper or defective machinery, implements or appliances used by the said party of the second part in the aforesaid work, or through any act or omission on the part of the said party of the second part, or his agent or agents.

It is also agreed and understood that the acceptance of the final payment by the contractor shall be understood as a release in full of all claims against, out of, or by reason of the work done and materials furnished under this contract.

If proposals received for this contract include unit prices, the party of the first part reserves the right to increase or decrease any or all quantities in each item at the unit price bid.

IN CONSIDERATION OF the premises, the party of the first part agrees to pay the party of the second part for the said furnishing and delivery of

SAMPLE ONLY - PAGE #2

the same payable at the time and in the manner set forth in the specifications and proposal in connection with the same, which are a part of this contract, the same as though specifically set forth herein and attached hereto and made a part hereof is a true copy of the advertisement for bids.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed by the Chairman and attested by its Secretary, with its corporate seal hereto affixed, on *this* day and year first above written. The party of the second part is required to tactfully execute and carry out all requirements of the Affirmative Actions of P.L. 1975 c. 127.

MONMOUTH COUNTY BOARD OF
RECREATION COMMISSIONERS

BY: _____
Fred J. Rummel, Chairman

BY: _____

ATTEST:

ATTEST:

James J. Truncer
Secretary-Director

DATE: _____

DATE: _____

Specifications for Printing and Mail Preparation of the Monmouth County Park System Program Directory Year 2016, Volumes 1-5

Scope: It shall be the purpose of this contract to make available the Monmouth County Park System an authorized source for the procurement of services, as follows:

1. Printing for five (5) editions of the Monmouth County Park System Program Directory in accordance with all deadlines set forth herein.
2. Bundling in accordance with the specifications herein.
3. Delivery to the Park System in accordance with the schedule set forth herein.
4. Processing and formatting the mail list provided by the Park System to optimize sorts for best possible postal charges.
5. Addressing onto printed pieces.
6. Bundling and bagging according to U.S. Postal Standards.
7. Delivering to the Bulk Mail Service Center, Eatontown, New Jersey.

Proposal: The attached proposal must be submitted in order for bidders to be considered.

Method of Submitting Prices:

Bidders shall furnish prices as indicated in the attached proposal.

- Bidder is to supply a price for each of the five (5) volumes as well as a total price of all five (5) volumes.

- Bidder is to supply a price per volume to be added for four (4), eight (8), and twelve (12) additional pages or deducted for four (4), eight (8), and twelve (12) fewer pages, and, if needed, a price for 5,000 additional copies of a volume.

- Bidder is to supply a price per volume for the plate change of copies printed without the mailing indicia and dated material line.

- Prices shall include all charges associated with printing, sorting, address formatting, addressing, bundling, and delivery of the specified number of copies of the Program Directory. The Park System will not accept overages or underage, nor incur liability for any overages which may occur during press run.

Basis of Award:

Award will be made to the bidder supplying the lowest average total price of the prices quoted under "Total Price for 5 Volumes" on the proposal page. The Purchasing committee reserves the right to accept or reject any or all bids and to award in the manner deemed to be in the best interest of the agency. The Monmouth County Park System will be the sole determinant of whether the bid is accepted.

Period of Contract:

The original contract period shall be for a one (1) year period beginning September 1, 2015 and ending August 31, 2016. The contract shall not bind, nor purport to bind, the county for any contractual commitment in excess of the original contract period. The county shall have the right, at its sole option, to extend for one (1) additional one-year period (2017). In the event the county exercises such right, all terms, conditions and provisions of the contract shall remain and apply during the renewal period.

Description of Services:

The contractor will be responsible for printing, mail preparation and delivery within the specified deadlines for the Year 2016, Volumes 1-5, Monmouth County Park System Program Directory.

Design Specifications:

1. The finished size will be 8" wide x 10 1/2" high booklet.
2. Inside pages will be printed on 35 lb., Premium 80 Groundwood white offset paper.
3. The "live" area of the inside pages will be no less than 3/8" from the edge of the specified page size. Some pages have full bleeds.
4. The covers will be printed on 70 lb. gloss text. Print quality will be completed at a minimum of 150 line screen, 1,200 DPI. See tables herein for number of pages, quantities and schedules.
5. Finished piece will be addles-stitched (2 staples) on the 10 1/2" side.
6. The Park System will supply the final document (text and artwork) in a digital format using Adobe InDesign. All photos will be ready for print.
7. The front and back cover and their reverse sides (inside front and back covers) will be four color over four color (4/4) processed color; front cover will include a color photo bleed off edge of paper. Text pages will be full color (4/4).
8. Screening will be used at the discretion of the Park System. Page trim and ink coverage must be even and consistent throughout run. Pages must be free from smudges.
9. Contractor will provide two (2) match prints of cover for print and blue line at 1270 resolution or better in booklet form at no additional charge to the Park System.
10. If the registration, trim and print quality of the delivered product are not of equal quality to, or better quality than, the match print and blue line provided by the contractor, the Park System reserves the right to reject delivery and require reprinting of job to snap standards.
11. **Copies not to be mailed will require a plate change for the back cover to be printed without the mailing indicia and "dated material" line.** *Printer will know the total for these based on the total number printed less those being mailed (as shown in the mailing list sent by the Park System for each volume).*
12. **Copies not to be mailed are to be delivered to the Park System Central Supply Office at Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey, in individual bundled groups of 50 or 100 copies per bundle. Bundles should have one horizontal strap and one vertical.**
13. The Park System will select the page quantity for each issue from among the options listed on the proposal page.
14. **Page quantity may be for either the quantity stated on the proposal page or four (4), eight (8), or twelve (12) pages more/fewer than the quantity stated per volume.** Page quantity will be provided to the contractor at the time that the final document is delivered. **Page quantity stated does not include front and back covers.**

Mail Specifications:

1. The contractor will be responsible for formatting, addressing, bundling, and delivering the Monmouth County Park System Program Directory.
2. The Park System will email a file with the names and addresses, in Excel.csv (comma delimited format)/Windows XP 2002 system.
3. The contractor will process the list through a nationally recognized software program to optimize for best possible postal rates.
4. The contractor will address the names and addresses and the words "or current resident" onto the directories to be mailed. *(Please Note: The volumes not to be mailed will be printed without the mailing indicia or "dated material" line.)*
5. The contractor will bundle and tray the directories in compliance with U.S. Postal regulations to achieve the lowest possible cost for mailing.
6. Contractor will deliver the prepared mailing to the Bulk Mail Center, Industrial Way, Eatontown, New Jersey.
7. The contractor may not, under any circumstances, sell, rent or distribute the Monmouth County Park System mail list.

Qualification of Contractor:

The contractor must offer printing and mailing services as part of its core business. The contractor shall have experience providing printing and mailing services for multiple projects of comparable size and complexity as this project. The contractor shall designate a project manager who shall have the same level of printing and mail services experience.

The contractor will furnish the following with the proposal:

1. The name and printing and mail services experience of the staff person designated to manage the project.
2. Three (3) references from clients for comparable work.
3. Paper samples of the cover and inside stock as specified.

Subcontracting:

The contractor *will not* be permitted to subcontract work.

Ownership:

The design and content of the Program Directory are considered to be Monmouth County Park System property. The contractor will acquire no rights to the design, images, contents, or finished project.

Page Amounts and Quantities:

Volume	Quantity Printed	Quantity Delivered to Thompson Park (approx.)	Quantity Mailed (approx.)	Number of Pages (+/- 4, 8 or 12) 8" x 10 1/2" issue
1	40,000	12,000	28,000	76 + 4
2	40,000	12,000	28,000	100 + 4
3	40,000	12,000	28,000	60 + 4
4	40,000	12,000	28,000	84 + 4
5	40,000	12,000	28,000	100 + 4

The quantities delivered are an approximation. The exact number to be mailed and to be delivered to Thompson Park will be determined by the mailing list sent to the printer on the dates in the schedule below.

Deadline Specifications:

The contractor shall adhere to the attached schedule in printing and distribution of the Program Directory unless mutual agreement of such schedule change has been obtained in writing from the Monmouth County Park System.

If the contractor fails to deliver the finished product within the specified deadlines, a reduction in the fee paid for the service will occur at a rate of 2% of the total cost for the Volume for every day that the delivery is late.

VOLUME	FILE DELIVERED TO CONTRACTOR	CONTRACTOR PROVIDES TWO (2) MATCH PRINTS OF COVER AND BLUE LINE IN BOOKLET FORM TO PARK SYSTEM	PARK SYSTEM RETURNS PROOF TO CONTRACTOR	DELIVER TO THOMPSON PARK AND POST OFFICE
1	10/7/2015	10/14/2015	10/21/2015	10/28/2015
2	1/13/2016	1/20/2016	1/27/2016	2/3/2016
3	2/3/2016	2/10/2016	2/17/2016	2/24/2016
4	4/6/2016	4/13/2016	4/20/2016	4/27/2016
5	6/29/2016	7/6/2016	7/13/2016	7/20/2016

Payment Schedule:

The Park System payment contact for this contract is Amanda Tanay. All inquiries should be directed to Mrs. Tanay at 732-842-4000, ext. 4321. An invoice and a signed Monmouth County Park System voucher will be submitted with each request for payment after completion of work required for each volume. (Payment of the invoice may take up to 6 weeks.)

MANDATORY BUSINESS REGISTRATION

The Mandatory Business Registration Act (P.L. 2004, c57) became effective September 1, 2004. Under this act all companies wishing to enter into contract with a county or municipality must register and obtain a "Business Registration Certificate" issued by the New Jersey Department of Treasury, Division of Revenue.

The law defines a "Business Organization" as an individual, association, joint & stock company, Trust, corporation or other legal business entity or successor thereof. It provides that anyone wishing to submit a "formal bid," or informal quotation, must provide at the time of the bid, quite or RFP, a copy of their Business Registration Certificate (along with the other documents). Failure to provide it is to be considered a fatal defect, which will result in rejection and is not curable.

Questions about certification can be directed to the Division of Revenue, 609-292-1750. Information is available at:

www.state.nj.us/treasury/revenue/gettingregistered.htm

BIDDER'S CHECKLIST

BID #: 0068-15

(Owner's checkmarks)

Items submitted with bid
(Bidder's **INITIALS**)



**A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE BID IS
MANDATORY CAUSE FOR REJECTION**

<u>X</u>	Proposal (Original)	_____
<u>X</u>	Statement of Ownership	_____
<u>X</u>	Non-Collusion Affidavit	_____
<u>X</u>	Acknowledgement of Addenda or Revisions (if any)	_____

**B. ITEMS PREFERRED WITH THE BID, BUT MANDATORY PRIOR
TO AWARD OF CONTRACT**

<u>X</u>	Copy of the N.J. Business Registration Certificate for the bidder and any designated subcontractors	_____
<u>X</u>	EEO/Affirmative Action Compliance Notice	_____
<u>X</u>	References / List of previous and/or active relevant work	_____
_____	Resume(s)	_____
<u>X</u>	Disclosure of Energy Sector Investment Activities in Iran	_____

THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:

PRINT NAME OF BIDDER: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS

Submitted by: _____
 (Company Name)

Proposal

For Printing and Mail Preparation of the Monmouth County Park System Program Directory, Year 2016, Volumes 1-5, 8" x 10 1/2" volume. To the Monmouth County Park System, Lincroft, New Jersey. To the Monmouth County Board of Recreation Commissioners.

The undersigned hereby declares that _he has carefully examined the advertisement, specifications and form of contract for furnishing the specified items and that _he will execute the contract according to the specifications, terms and conditions with respect to the following:

Printing of the 2016 Program Directory with the following color specifications. The front and back cover and their reverse sides (inside front and back covers) will be four color over four color (4/4) processed color; front cover will include a color photo bleed off edge of paper. Text pages will be full color (4/4). Photos provided per volume to be printed in full color. *Also include a Plate Change Fee for each volume to change the plate for the back cover for issues being delivered to Thompson Park and not being mailed.*

Vol #	Volume Number of pages	Base Price Per Volume	Price with 4 More Pages Per Volume	Price with 8 More Pages Per Volume	Price with 12 More Pages Per Volume	Price for 5,000 Additional Copies Per Volume (delivered to Thompson Park)
1	76 + 4	\$	\$	\$	\$	Base: _____ +4: _____ +8: _____ +12: _____
2	100 + 4	\$	\$	\$	\$	Base: _____ +4: _____ +8: _____ +12: _____
3	60 + 4	\$	\$	\$	\$	Base: _____ +4: _____ +8: _____ +12: _____
4	84 + 4	\$	\$	\$	\$	Base: _____ +4: _____ +8: _____ +12: _____
5	100 + 4	\$	\$	\$	\$	Base: _____ +4: _____ +8: _____ +12: _____
Plate Change Fee (back cover)		\$	\$	\$	\$	XXXXXXXXXXXXXXXX
Total Price for 5 Volumes		\$	\$	\$	\$	XXXXXXXXXXXXXXXX

The undersigned is a partnership under the of the State of _____
 a corporation
 an individual

having principal offices at _____

Contractor: _____

Signature: _____

Address: _____

Business Phone: _____ Fax Number: _____

Email Address: _____

Dated: _____

For Printing and Mail Preparation of the Monmouth County Park System Program Directory,
Year 2016, Volumes 1-5.

Qualification of Contractor

Name of Project Manager: _____

Design Experience of Project Manager: _____

(Attach three sample publications of comparable size and scope to this project that were
completed by the project manager above.)

Three references of clients/customers who have had work of comparable size and scope
completed by the contractor:

1. Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Name of Project: _____

2. Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Name of Project: _____

3. Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Name of Project: _____

CAUTION

REGARDING STATEMENT OF OWNERSHIP

The enclosed Statement of Ownership form must be properly completed. If it is not properly completed, your bid must be rejected, as required by N.J.S.A.40A:11-23.2. **Mistakes cannot be cured after bids are received.**

For example, if your firm, bidder “A”, is entirely owned by corporation “B”, you must disclose the names and addresses of the owners of 10% or more of corporation “B”. Furthermore, if corporation “C” owns 10% or more of corporation “B”, you must disclose the names and addresses of the owners of 10% or more of corporation “C”, and so on, until the names and addresses of all persons, i.e., human beings, in this “10%” chain of ownership have been disclosed.

The same procedure applies if any 10% or more owner is a partnership, limited liability company, estate or any other type of legal entity, as opposed to a corporation.

STATEMENT OF OWNERSHIP

Name of Business: _____

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
 Limited Partnership Limited Liability Corporation Limited Liability Partnership
 Subchapter S Corporation

Stockholders:

Name:	Name:
Home Address:	Home Address:
<hr/>	
Name:	Name:
Home Address:	Home Address:
<hr/>	
Name:	Name:
Home Address:	Home Address:

(Signature)

(Print Name & Title)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF _____ ss:

I, _____ of the City of

in the County of _____ and the State of

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the bidder making the Proposal for the above-named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained

By _____
(Name of Contractor)

(N.J.S.A. 52:34-15)

Subscribed and sworn to _____

(Also type or print name of affiant under signature)

before me this _____ day
of _____ 20

Notary Public of My commission expires _____, 20

OFFICIAL SEAL OR STAMP REQUIRED.

County of Monmouth, State of New Jersey
Division of Purchasing
DISCLOSURE OF ENERGY SECTOR INVESTMENT ACTIVITIES IN IRAN
New Jersey Public Law 2012, Chapter 25

Solicitation Number: _____ **Bidder / Respondent:** _____

Project Description: _____

PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:

A. I certify that neither the Bidder / Respondent nor any of the Bidder's / Respondent's parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the "Chapter 25 List" created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

OR

B. The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: _____

Relationship to Bidder / Respondent: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder / Respondent Contact Name: _____ Contact Phone Number: _____

Check here if additional pages are attached and state number of attached pages: _____ (Number of pages attached.)

CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2: I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) _____ Signature: _____

Title: _____ Date: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31, et seq. N.J.S.A. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

- a. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- b. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- c. The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.**, as amended and supplemented from time to time and the Americans with Disabilities Act.
- e. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**.

- f. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- g. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- h. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- i. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:
- Letter of Federal Affirmative Action Plan Approval
 - Certificate of Employee Information Report
 - Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)
- j. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Commission, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Commission as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a \$150.00 Fee and forward a copy of the Form to the Commission. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ **SIGNATURE:** _____
PRINT NAME: _____ **TITLE:** _____
DATE: _____