

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

**FURNISHING AND DELIVERY OF PRINTING SERVICES**

**BID NO: #0013-16**

**ADVERTISED: TUESDAY, NOVEMBER 24, 2015**

**BIDS DUE: WEDNESDAY, DECEMBER 16<sup>TH</sup>, 2015 AT 10:00 AM**

**TO APPEAR IN PAPER: TUESDAY, NOVEMBER 24, 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 **Wednesday, December 16<sup>TH</sup>, 2015** and then publicly read aloud for the following:

**1. FURNISHING AND DELIVERY OF PRINTING SERVICES  
(BID #0013-16)**

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](http://www.monmouthcountyparks.com); **“Doing 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), 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:

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

**OR**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE P.O. BOX 212 TRENTON, N.J. 08646-0112</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
 Acting Director New Jersey Division of Revenue		
<small>FCRM-DBR(05-01)</small>		<small>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**

## GENERAL SPECIFICATIONS

### INTENT:

It is the intent of this specification to describe and govern the **FURNISHING AND DELIVERY OF PRINTING SERVICES**

(**BID #0013-16**) 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      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: \_\_\_\_\_

\_\_\_\_\_

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# **FURNISHING & DELIVERY OF PRINTING SERVICES**

**SPECIFICATIONS BELOW AND ATTACHED FOR:**

**Proposal 1** (Brochures & Postcards)

**Proposal 2** (Stationary & Envelopes)

**Proposal 3** (Miscellaneous Forms – Signs – Golf ID Cards – Business Cards – Permits & NCR Forms)

**Proposal 4** (Green Heritage Newsletter)

**Proposal 5** (Monmouth County Fair)

**Proposal 6** (Golf Score Cards – Foot Golf Score Cards – Disc Golf Score Cards)

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PERIOD OF  
CONTRACT:

THE ORIGINAL PERIOD SHALL BE **FOR ONE (1) YEAR, BEGINNING JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 (except Green Heritage Newsletter - see Specifications).** THIS CONTRACT SHALL NOT BIND, NOR PURPORT TO BIND, THE MONMOUTH COUNTY PARK SYSTEM FOR ANY CONTRACTUAL COMMITMENT IN EXCESS OF THE ORIGINAL CONTRACT PERIOD. SHOULD THE CONTRACTOR DISPOSE OF HIS BUSINESS DURING THE CONTRACT PERIOD, IT SHALL BE UNDERSTOOD AND AGREED THAT ALL OBLIGATIONS WILL BE TRANSFERRED TO THE NEW OWNER, WHO WILL BE REQUIRED TO SUBMIT A PROPOSAL IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH HEREIN.

MANDATORY FAX  
MACHINES:

IF AWARDED A CONTRACT, THE SUCCESSFUL VENDOR(S) AGREE TO HAVE A FAX MACHINE IN OPERATION AT THEIR PRINCIPLE PLACE OF BUSINESS. THE MONMOUTH COUNTY PARK SYSTEM AND ITS RESPECTED AREAS UTILIZE THE FAX MACHINE IN SOLICITING PRICE QUOTES AND ISSUING OF ORDERS FOR SUPPLIES. IF VENDOR(S) FAIL TO RESPOND TO THE FAX REQUESTS WITHIN THE DESIGNATED 24 HOUR PERIOD, THEY WILL BE IN VIOLATION OF THE CONTRACT, WHICH MAY RESULT IN THEIR CONTRACT BEING RESCINDED.

NOTE: **NO OVER OR UNDER RUNS ACCEPTED.**

**NO PAYMENT** WILL BE MADE UNTIL ALL DISKS HAVE BEEN DELIVERED AND SIGNED FOR BY THE MONMOUTH COUNTY PARK SYSTEM GRAPHICS DEPARTMENT.

PROOF: BLUEPRINT PROOF MUST BE SUBMITTED TO THE MONMOUTH COUNTY PARK SYSTEM GRAPHIC DEPARTMENT WITHIN FIVE (5) DAYS AFTER RECEIPT OF DISK FOR APPROVAL PRIOR TO PRESS RUN. DISK MUST BE SUBMITTED WITH PROOF.

IF PRINTED BROCHURES DO NOT MATCH APPROVED PRINTER'S PROOF, IT WILL RESULT IN FORFEITURE OF PAYMENT FOR SAID ITEM.

METHOD OF

AWARD: THIS BID IS COMPRISED OF SIX (6) SEPARATE PROPOSALS. THE BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS TO THE LOWEST QUALIFIED BIDDER BY ADDING ALL ITEMS IN THE PROPOSAL FOR A TOTAL LUMP SUM BID. BIDDER MUST BID ON ALL ITEMS WITHIN A PROPOSAL.

DESCRIPTION OF PROPOSALS:

THIS IS AN OPEN-END PRINTING SUPPLY CONTRACT FOR THE MONMOUTH COUNTY PARK SYSTEM. THE GOODS AND SERVICES ARE ON CALL IF AND WHEN NEEDED. THE QUANTITIES AND DOLLAR AMOUNTS STATED ARE ESTIMATES AND THE BOARD OF RECREATION COMMISSIONERS RESERVES THE RIGHT TO INCREASE BY 20% OR DECREASE QUANTITIES OR TOTAL DOLLAR AMOUNT BY UP TO 100%.

DELIVERY: DELIVERY OF PRINTED JOB MUST BE MADE WITHIN TEN (10) DAYS AFTER OUR REVIEW AND APPROVAL OF BLUEPRINT PROOF. **IF DELIVERY IS NOT MADE WITHIN TEN (10) DAYS OF APPROVAL, A PENALTY REDUCTION OF 10% WILL BE APPLIED TO FINAL PAYMENT.**

COMPLETED JOB TO BE DELIVERED F.O.B. TO THE MONMOUTH COUNTY PARK SYSTEM, CENTRAL SUPPLY, THOMPSON PARK, 805 NEWMAN SPRINGS RD., LINCROFT, NJ 07738.

CONTACT: FOR FURTHER INFORMATION FOR ANY OF THE ABOVE JOBS, PLEASE CONTACT LAURIE MARSWILLO, 732-842-4000, EXTENSION 4322, OR BY EMAIL AT [Laurie.Marswillo@co.monmouth.nj.us](mailto:Laurie.Marswillo@co.monmouth.nj.us).

**PROPOSAL 1**  
***(Brochures & Postcards)***

**GROUP "A"**

- Item #1** - Five thousand (5,000) each run.  
**Item #2** - Ten thousand (10,000) each run.  
**Item #3** - Twenty thousand (20,000) each run.

DESCRIPTION: Print two (2) sides. Side one, full color. Side two, full color. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: To be bundled in group of one hundred (100) in such a way as not to damage brochures.

SIZE: 8 1/2" x 11", folded into three (3) panels, finished size of approximately 3-5/8" x 8 1/2"

PAPER: Recycled matte 80 lb. (white), minimum Grade 2.

INK: Side one (1), full color; side two (2), full color. Bleeds all sides of brochure.

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**GROUP "B"**

- Item #4** - Five thousand (5,000) each run.  
**Item #5** - Ten thousand (10,000) each run.  
**Item #6** - Twenty thousand (20,000) each run.

DESCRIPTION: Print two (2) sides. Side one, full color. Side two, full color. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: To be bundled in group of one hundred (100) in such a way as not to damage brochures.

SIZE: 8 1/2" x 14", folded in half to 8 1/2" x 7" and again to 8 1/2" x 3 1/2" finished size.

PAPER: Recycled matte 80 lb. (white).

INK: Side one, full color; Side two, full color to be determined at each press run. Bleeds all sides of brochure.

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**GROUP "C"**

**Item #7** - Five thousand (5,000) each run.

**Item #8** – Ten thousand (10,000) each run.

**Item #9** – Twenty thousand (20,000) each run.

DESCRIPTION: Print two (2) sides. Side one, 2-color. Side two, 2-color. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: To be bundled in group of one hundred (100) in such a way as not to damage brochures.

SIZE: 8 1/2" x 14", folded in half to 8 1/2" x 7" and again to 8 1/2" x 3 1/2" finished size.

PAPER: Recycled matte 80 lb. (white).

INK: Side one, 2-color; Side two, 2-color to be determined at each press run. Bleeds all sides of brochure.

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**GROUP "D"**

**Item #10** –Ten thousand (10,000) each run.

DESCRIPTION: Print two (2) sides, 4-color process, matte varnish and bleed four (4) sides on both sides of paper. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 17" x 22" to be folded in half; 8 1/2" x 22" folded to 8 1/2" x 18-7/16"; folded to 8 1/2" x 14-11/16"; folded to 8 1/2" x 7 1/2" folded to 8 1/2" x 3 3/4".

PACKAGING: To be bundled in groups of one hundred (100) in such a way as to not damage brochures.

PAPER: Recycled matte 80 lb. (white, minimum Grade 2).

INK: 4-Color process and matte or dull varnish. Bleeds all sides of brochure.

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**GROUP “E”**

**Item #11** – Ten thousand (10,000) each run.

DESCRIPTION: Print two (2) sides, 4-color process, both sides of paper. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 22” in accordion fold to a finished size folded to 8 ½” x 3 ¾”.

PAPER: Recycled matte 80 lb. (white), minimum Grade 2.

PACKAGING: To be bundled in groups of one hundred (100) in such a way as to not damage brochures.

INK: 4-Color process. Bleeds all sides of brochure.

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**POSTCARDS**

**Item #12** – Ten thousand (10,000) each run.  
**Item #13** – Fifteen thousand (15,000) each run.  
**Item #14** – Twenty thousand (20,000) each run

DESCRIPTION: Print two (2) sides. Side one, full color. Side two, full color. Bleed on all sides. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer’s quality: 1200 dpi, 133 line screen.

PACKAGING: To be bundled in groups of one hundred (100) in such a way as not to damage Postcards

SIZE: 5 ½” x 8 ½”

PAPER: Recycled matte 80 lb. (white).

INK: Side one, full color. Side two, full color. Bleeds all sides of Postcard.

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**POSTCARDS (EVERY DOOR DIRECT)**

**Item #15** – Five thousand (5,000) per run.

**Item #16** – Ten thousand (10,000) each run.

**Item #17** – Fifteen thousand (15,000) each run.

**Item #18** – Twenty thousand (20,000) each run

DESCRIPTION: Print two (2) sides. Side one, full color. Side two, full color. Bleed on all sides. No over or under runs accepted.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: To be bundled in groups of one hundred (100) in such a way as not to damage Postcards

SIZE: 8 ½" x 11"

PAPER: Recycled matte 80 lb. (white).

INK: Side one, full color. Side two, full color. Bleeds all sides of Postcard.

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**ENVIRONMENTAL EDUCATION BROCHURE**

**Item #19** – Fifteen hundred (1,500)

FILE: Zip disk/CD/electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 11" x 17" printed both sides, folded in half to 8.5" x 11". Total of 20 pages (5 signatures). Saddle stitched.

**White paper tabs, to hold closed, must be adhered to each of fifteen hundred (1,500) along the 11" side.**

PAPER: Recycled matte 80 lb. text.

INK: Four (4) color process inks throughout. Bleeds all sides throughout brochure.

**PROPOSAL 2**  
*(Stationary & Envelopes)*

**LETTERHEAD STATIONARY**

**Item #1** - Twenty five thousand (25,000)

**Item #2** - Ten thousand (10,000)

DESCRIPTION: Print one (1) side, two (2) colors. Ink coverage to be even and consistent throughout. No show-through accepted. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PAPER: Domtar Cougar 70 lb. FSC.

SIZE: 8 ½" x 11" EXACT

INK: Pantone 348, Pantone 350 to be even and consistent throughout.

PACKAGING: To be packaged in quantities of five hundred (500) per box.

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**LETTERHEAD ENVELOPES**

**Item #3** – Twenty five thousand (25,000)

DESCRIPTION: Print one (1) side, two (2) colors. Vendor may be required to submit samples of similar product prior to award. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PAPER: #10 Envelopes, Domtar Cougar 60 lb. FSC.

SIZE: 4 1/8" x 9 ½".

INK: Pantone 348, Pantone 350. Ink coverage to be even and consistent throughout. NO show-through accepted.

PACKAGING: To be packed in quantities of five hundred (500) per box.

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**BROWN CRAFT ENVELOPES (6" x 9")**

**Item #4** – One thousand (1,000)

**Item #5** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be a top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

SIZE: 6" x 9"

PAPER: 28 lb. Brown craft envelopes, with permanent self-sealing flap press and seal. Note: Do not want strip and grip.

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

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**BROWN CRAFT ENVELOPES (9" x 12")**

**Item #6** – One thousand (1,000)

**Item #7** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be a top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Zip disk/CD/electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

SIZE: 9" x 12"

PAPER: 28 lb. Brown craft envelopes, with permanent self-sealing flap press and seal. Note: Do not want strip and grip.

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

\*\*\*\*\*

**BROWN CRAFT ENVELOPES (9 ½" x 12 ½")**

**Item #8** - One thousand (1,000)

**Item #9** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be a top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Zip disk/CD/electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

SIZE: 9 ½" x 12 ½"

PAPER: 28 lb. Brown craft envelopes, with permanent self-sealing flap press and seal. Note: Do not want strip and grip.

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

\*\*\*\*\*

**WHITE CRAFT ENVELOPES (6" x 9")**

**Item #10**– One thousand (1,000)

**Item #11** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be a top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

SIZE: 6" x 9"

PAPER: 28 lb. White craft envelopes, with permanent self-sealing flap press and seal. Note: Do not want strip and grip.

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

\*\*\*\*\*

**WHITE CRAFT ENVELOPES (9" x 12")**

**Item #12** – One thousand (1,000)

**Item #13** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be a top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

SIZE: 9" x 12"

PAPER: 28 lb. White craft envelopes, with permanent self-sealing flap press and seal. Note: Do not want strip and grip.

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

\*\*\*\*\*

**WHITE CRAFT ENVELOPES (9 ½" x 12 ½")**

**Item #14** - One thousand (1,000)

**Item #15** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be a top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

SIZE: 9 ½" x 12 ½"

PAPER: 28 lb. White craft envelopes, with permanent self-sealing flap press and seal. Note: Do not want strip and grip.

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

\*\*\*\*\*

**STANDARD #10 MAILING ENVELOPES (WHITE OR IVORY)**

**Item #16** – One thousand (1,000)

**Item #17** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. One color. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

PAPER: 28 lb. #10 White or Ivory envelopes.

SIZE: Standard #10 envelopes.

INK: Black Ink or Pantone Color to be even and consistent throughout. No show-through accepted.

\*\*\*\*\*

**STANDARD #9 BUSINESS REPLY ENVELOPES**

**Item #18** – Ten thousand (10,000).

DESCRIPTION: Print one (1) side, one (1) color. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: Envelopes to be packaged in cartons of five hundred (500) or full carton.

PAPER: #9 Envelope, white

SIZE: 3-7/8" x 8-7/8"

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted. No over or under runs accepted.

\*\*\*\*\*

**STANDARD #10 WINDOW ENVELOPES**

**Item #19** – Fifteen thousand (15,000).

- DESCRIPTION: Print one (1) side, one (1) color. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.
- FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.
- STOCK: White Wove Sub 24 - #10/24 standard window
- PACKAGING: Envelopes to be packaged in quantities of five hundred (500) or full carton.
- SIZE: Standard #10 Window Envelopes
- INK: Black Ink or Pantone color to be determined prior to press run.

\*\*\*\*\*

**STANDARD #14 BROWN ENVELOPES ( 5" X 11 ½")**

**Item #20** – One thousand (1,000)

**Item #21** – Five thousand (5,000)

- DESCRIPTION: Print one (1) side. Address to be at top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.
- FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program.
- PACKAGING: Envelopes to be packaged in quantities of five hundred (500) or full carton.
- SIZE: Standard #14, 5" x 11 ½"
- INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

\*\*\*\*\*

**STANDARD #14 WHITE CRAFT ENVELOPES ( 5" X 11 ½")**

**Item #22** – One thousand (1,000)

**Item #23** – Five thousand (5,000)

DESCRIPTION: Print one (1) side. Address to be at top left, self-sealing flap to be on right side of envelope. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program.

PACKAGING: Envelopes to be packaged in quantities of five hundred (500) or full carton.

SIZE: Standard #14, 5" x 11 ½"

INK: Black Ink or Pantone Color to be even and consistent throughout. NO show-through accepted.

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**PROPOSAL 3**

*(Miscellaneous Forms & Signs – Golf ID Application Cards – Business Cards & NCR Forms)*

**2-PART NCR FORMS – 5 ½” X 8 ½” (Consecutive Numbered)**

**Item #1** – Five thousand (5,000) sets.

**Item #2** – Ten thousand (10,000) sets.

DESCRIPTION: Print one (1) side, one (1) color, 2-part NCR forms. **Sets to be crash numbered sequentially** (to be determined at press run). Two (2) holes punched at top (where indicated). No over or under runs accepted.  
Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 5 ½” x 8 ½”

PAPER: 2-part NCR: 1<sup>st</sup> - white, 2nd – yellow.

PACKAGING: Sets to be wrapped **two hundred fifty (250) sets per package (numerically packed).**

INK: Black

\*\*\*\*\*

**2-PART NCR FORMS – 8 ½” x 11” (Consecutive Numbered)**

**Item #3** – Five thousand (5,000) sets.

**Item #4** – Ten thousand (10,000) sets.

DESCRIPTION: Print one (1) side, one (1) color, 2-part NCR forms. **Sets to be crash numbered sequentially** (to be determined at press run). Two (2) holes punched at top where indicated. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 11”

PAPER: 2-part NCR: 1<sup>st</sup> - white, 2nd – yellow.

PACKAGING: Sets to be wrapped **two hundred fifty (250) sets per package (numerically packed).**

INK: Black

\*\*\*\*\*

**3-PART NCR FORMS – 5 ½” X 8 ½” (Consecutive Numbered)**

**Item #5** – Five thousand (5,000) sets.

**Item #6** – Ten thousand (10,000) sets.

DESCRIPTION: Print one (1) side, one (1) color, 2-part NCR forms. **Sets to be crash numbered sequentially (to be determined at press run).** Two (2) holes punched at top where indicated. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 5 ½” x 8 ½”

PAPER: 3-part NCR: 1<sup>st</sup> - white, 2<sup>nd</sup> – pink, 3<sup>rd</sup> – yellow.

PACKAGING: Sets to be wrapped **two hundred fifty (250) sets per package (numerically packed).**

INK: Black

\*\*\*\*\*

**3-PART NCR FORMS – 8 ½” x 11” (Consecutive Numbered)**

**Item #7** - Five thousand (5,000) sets..

**Item #8** - Ten thousand (10,000) sets.

DESCRIPTION: Print one (1) side, one (1) color. **Sets to be crash numbered sequentially.** (to be determined prior to run). No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 11”

PAPER: Three (3) part NCR; 1<sup>st</sup> - white; 2<sup>nd</sup> – yellow; 3<sup>rd</sup> – pink.

PACKAGING: Sets to be wrapped **two hundred fifty (250) sets per package (numerically packed).**

INK: Black

\*\*\*\*\*

**3-PART NCR FORMS – 8 ½” x 14” (Consecutive Numbered)**

**Item #9** – Five thousand (5,000) sets.

**Item #10** – Ten thousand (10,000) sets.

DESCRIPTION: Print one (1) side, one (1) color. **Sets to be crash numbered sequentially.** (to be determined prior to run). No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 14”

PAPER: Three 3-part NCR; 1<sup>st</sup> – white; 2<sup>nd</sup> – yellow; 3<sup>rd</sup> – pink.

PACKAGING: Sets to be wrapped **two hundred fifty (250) sets per package (numerically packed).**

INK: Black

\*\*\*\*\*

**3-PART NCR FORM – 8 ½” x 11” (with Ivory or Manila Backing)**

**Item #11** – One thousand (1,000)

**Item #12** – Five thousand (5,000)

DESCRIPTION: Printed one (1) side, one (1) color - all parts carry identical copy and are to include up to five (5) perforations where indicated on all parts. Bottom copy to be manila index as indicated. Up to 5 perforations on form both horizontal and vertical on file.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 11”

PAPER: Three part NCR – 1<sup>st</sup> - white; 2<sup>nd</sup> - yellow; and 3<sup>rd</sup> – pink with manila index.

PACKAGING: Lots to be wrapped two hundred fifty (250) sets per package (numerically packed).

INK: Black

\*\*\*\*\*

**4-PART NCR FORM WITH PUNCHED HOLES & CONSECUTIVELY NUMBERED**

**Item #13** – Seven Hundred and Fifty (750) sets.

DESCRIPTION: Print one (1) side, one (1) color, 4-part NCR. Sets to be crash numbered sequentially (to be determined at press run). Three (3) holes punched at top where indicated. No over or under runs accepted.

FILE: Electronic file furnished by Monmouth County Park system to include document(s) from MAC System via Indesign program. Printer’s quality: 1200 dpe, 133 line screen.

SIZE: 8 ½” x 11”

PAPER: 4-part NCR: 1<sup>st</sup> – white; 2<sup>nd</sup> – canary; 3<sup>rd</sup> – pink; 4<sup>th</sup> – goldenrod.

INK: Black

\*\*\*\*\*

**4-PART NCR FORMS 8 ½” x 11 ¾” WITH PUNCHED HOLES & BACKING**

**Item #14** - One thousand (1,000) sets.

**Item #15** - Five thousand (5,000) sets.

DESCRIPTION: Print one (1) side, one (1) color, four (4) part NCR, to be perforated vertically ½” from top where indicated on all parts, three (3) punch holes where indicated. Form may contain additional perforations (up to 5-lines on all parts). Backing page Buff Index 90-lb. Ink coverage to be even and consistent throughout. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PAPER: Four (4) part NCR as follows:

- 1<sup>st</sup> – White – CB 15 lbs.
- 2<sup>nd</sup> – Canary – CFB 14 lbs.
- 3<sup>rd</sup> – Pink – CFB 14 lbs.
- 4<sup>th</sup> – Manila Tag – CF 105 lbs.

SIZE: 8 ½” x 11 ¾”

PACKAGING: To be packaged in sets of two hundred fifty (250).

INK: Black.

\*\*\*\*\*

**4-PART NCR FORM – CONSECUTIVELY NUMBERED**

**Item #16** – One thousand sets (1,000)

**Item #17** – Two thousand sets (2,000)

DESCRIPTION: From Indesign file, print two (2) sides, one color each side - side one (1) - black ink, side two (2) - gray ink (color gray to be chosen at time of run). 4-part NCR sets to be consecutively numbered and bound in books of 25 sets per. Books to be double stapled and bound with manila wrap around cover. Number sequence determined at press run.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PAPER: 4-part NCR: 1st – white; 2nd – canary; 3rd – pink; 4th – goldenrod.

SIZE: 9 ¼” x 5 ½” with horizontal perforation ¾” from top.

INK: Black - Side One  
Gray - Side Two (color to be advised at printing).

\*\*\*\*\*

**4-PART NCR FORM WITH PUNCHED HOLES**

**Item #18** - Five thousand (5,000) sets.

**Item #19** – Ten thousand (10,000) sets.

DESCRIPTION: Print one (1) side, one (1) color, 4-part NCR. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

PACKAGING: To be packaged in sets of one hundred (100).

SIZE: 8 ½” x 11”.

PAPER: NCR 4-part: 1<sup>st</sup> Green; 2nd Pink; 3rd White; 4<sup>th</sup> Goldenrod.

CONSTRUCTION: All 4-parts glued along 11” side (top). All 4-parts hole punched – 3 holes at 1 ¼”, 5 ½”, 9 ¾” same side as glued edge (top).

INK: Black - ink coverage to be even and consistent throughout.

\*\*\*\*\*

**TYVEK SIGNAGE – 8 ½” X 11” (1-Color)**

**Item #20** – One thousand (1,000)

**Item #21** – Five thousand (5,000)

**Item #22** – Ten thousand (10,000)

DESCRIPTION: Print one (1) side, one (1) color and varnish for outdoor posting. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 11”

PAPER: Tyvek 14-lb. (White)

PACKAGING: To be packaged in groups of five hundred (500).

INK: Black PMS. Ink coverage to be even and consistent throughout.

\*\*\*\*\*

**TYVEK SIGNAGE – 8 ½” X 11” (2-Colors)**

**Item #23** – One thousand (1,000)

**Item #24** – Five thousand (5,000)

**Item #25** – Ten thousand (10,000)

DESCRIPTION: Print one (1) side, two (2) colors and varnish for outdoor posting. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 8 ½” x 11”

PAPER: Tyvek 14-lb. (White)

PACKAGING: To be packaged in groups of five hundred (500).

INK: Black PMS. And second PMS color to be determined prior to run. Ink coverage to be even and consistent throughout.

\*\*\*\*\*

**TYVEK SIGNAGE – 10” x 14”**

**Item #26** – Five thousand (5,000)

DESCRIPTION: Print one (1) side, one (1) color and varnish for outdoor posting. No over or under runs accepted. Vendor may be required to submit samples of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

SIZE: 10” x 14"

PAPER: Tyvek 14-lb. (White)

PACKAGING: To be packaged in groups of five hundred (500).

INK: Black PMS. Ink coverage to be even and consistent throughout.

\*\*\*\*\*

**GOLF ID APPLICATION CARDS**

**Item #27** – 5,000 cards

**Item #28** – 10,000 cards

**Item #29** – 15,000 cards

**Item #30** – 30,000 cards

DESCRIPTION: Print two (2) sides, one (1) color. (Front & back) one (1) file will be furnished by the Monmouth County Park System. Vendor may be required to submit sample of similar product prior to award. An electronic InDesign or .PDF file will be provided.

FILE: File will be one-up and be the actual size of finished card (4" x 5"). Cards will be printed and perforated as continuous forms, fan folded and cellophane wrapped in groups of five hundred (500) per pack. Cards are to be perforated horizontally at top and bottom where indicated. Each card is to be numbered once sequentially (000,001 through \_\_\_\_\_) on front side where indicated. (Numbers to be determined at press run.)

QUANTITY: Determined at press time. Cellophane wrap in groups of five hundred (500) per pack. Each grouping to have content identified by numbers appearing on wrapping. For storage purposes all groupings shall be packed in consecutive numerical order. No over or under runs accepted.

SIZE: Card size 4" high x 5" wide

PAPER: 90 lb. Index, color – White Recycled 30% post consumer

INK: To be determined at press time.

PACKAGING: Cellophane wrap in groups of five hundred (500) per pack. Each grouping to have content identified by numbers appearing on wrapping. For storage purposes all groupings shall be packed in consecutive numerical order.

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**BUSINESS CARDS**

**Item #31 -** One (1) box of five hundred (500) cards per individual name. All price quotes will be per individual set of cards.

DESCRIPTION: Electronic file provided by Monmouth County will contain a document size 8 1/2" x 11". Furnished document will have been prepared from MAC system via Indesign and formatted at standard size (2" x 3 1/2"). Each card on the document will be considered as separate and distinct runs and each card will be printed as separated "named" sets for a total run of five hundred (500) cards per run. All printing to be one (1) color, one (1) side. All costs, quotes, and billing will be priced per print run of each set of "named" cards. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

SIZE: Finished 2" x 3 1/2" (card size).

PACKAGING: Each "named" set of cards will be boxed in groups of five hundred (500) per box.

INK: Pantone 356 – Green

PAPER: White, 80 lb., recycled opaque cover for standard business card stock and weight (prior to award of contract and with Park System's approval, an equivalent substitute may be allowed).

\*\*\*\*\*

**PROGRAM/PARK RECEIPT FORMS**

**Item #32 - Five thousand (5,000)**

**Item #33 - Ten thousand (10,000)**

DESCRIPTION: From a Macintosh electronic. pdf file by the Monmouth County Park System for 9 1/2" continuous forms for IBM System 36 Computer.

SIZE: 9 1/2" x 11"

INK: PMS Green 561 or Pantone Black indicated at press time.

PAPER: 9 1/2" continuous forms for IBM 36 System Computer.

CONSTRUCTION: 1. Part 1 and 2 pasted at left in margin.  
2. All parts crimped left and right.  
3. 1/2-inch marginal perforation left and right on all pages.  
4. All parts cross-perforated every 11 inches.  
5. Part 1 – white; Part 2 – yellow.

\*\*\*\*\*

**INVOICE FORMS / STATEMENT OF ACCOUNT**

**Item #34 - Five thousand (5,000)**

**Item #35 - Ten thousand (10,000)**

DESCRIPTION: From a Macintosh electronic file, an indesign or PDF document by the Monmouth County Park System for 9 ½” continuous forms for IBM System 36 Computer.

SIZE: 9 ½” x 11”

INK: PMS Green 561 or Pantone Black indicated at press time.

PAPER: 9 ½” continuous forms for IBM 36 System Computer.

CONSTRUCTION: 

1. Part 1, 2 and 3 pasted at left in margin.
2. All parts crimped left and right.
3. ½-inch marginal perforation left and right on all pages.
4. All parts cross-perforated every 11 inches.
5. Part 1 – white; Part 2 – yellow; Part 3 – pink.

**PROPOSAL 4**  
*(Green Heritage Newsletter)*

**GREEN HERITAGE NEWSLETTER**

**Item #1** – Twelve Thousand (12,000) per issue

DESCRIPTION: Print four (4) issues per year, March/April/May(Spring), June/July/August (Summer), September/October/November (Fall) and December 2016/January/February 2017 (Winter).

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

QUANTITY: Four (4) issues, twelve thousand (12,000) per issue.

SIZE: Four (4) issues to be three (3) signature 11" x 17" printed both sides, folded in half to 8.5" x 11" making 12 pages saddle stitched.

**White paper tabs, to hold closed, must be adhered to each of twelve thousand (12,000) only – where indicated.**

PAPER: Matte 80-lb. text.

INK: Four (4) color process inks throughout. Bleeds all sides throughout newsletter.

PERIOD OF CONTRACT: This contract shall be effective for the period **March 1, 2016 (Spring Edition) through January/February 2017 (Winter Edition).**

**DUE TO DATED MATERIAL, THE ABOVE WORK SCHEDULE  
MUST BE FOLLOWED**

**PROPOSAL 5**  
***(Monmouth County Fair)***

**MONMOUTH COUNTY FAIR POSTCARDS**

**Item #1** – Thirty Thousand (30,000)

DESCRIPTION: Print two (2) sides. Side one, full color. Side two, full color. Bleed on all sides. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

QUANTITY: Thirty thousand (30,000)

PACKAGING: To be bundled in groups of one hundred (100) in such a way as not to damage Postcards.

SIZE: 8 ½" x 11"

PAPER: Recycled matte 80 lb. (white).

INK: 4-color process inks.

\*\*\*\*\*

**MONMOUTH COUNTY FAIR HOME & GARDEN BROCHURE**

**Item #2** – Five thousand (5,000)

DESCRIPTION: Three (3) signatures making 12 pages; 8 ½" x 11" folded to a finished size of 8 ½" x 5 ½". Saddle stapled; 4-color ink throughout. No bleeds.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

QUANTITY: Five thousand (5,000)

SIZE: Three (3) signatures making 12 pages; 8 ½" x 11" folded to a finished size of 8 ½" x 5 ½".

**White paper tabs, to hold closed, must be adhered to each of the five-thousand (5,000) brochures**

PAPER: Recycled matte 70 lb. text (white).

INK: 4- color process inks.

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**MONMOUTH COUNTY FAIR BOOKLET**

**Item #3** – Twenty Thousand (20,000)

DESCRIPTION: Four (4) signatures making 16 pages, 8 ½” x 11” folded to a finished size of 8 ½” x 5 ½”. Saddle stapled. Four (4) color ink throughout. No bleeds.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer’s quality: 1200 dpi, 133 line screen.

QUANTITY: Twenty thousand (20,000) booklets.

SIZE: Four (4) signatures making 16 pages; 8 ½” x 11” folded to a finished size of 8 ½” x 5 ½”. Saddle stapled.

PAPER: Recycled matte 70 lb. text (white).

INK: 4-color process inks.

**PROPOSAL 6**

*(Golf Score Cards)*

**GROUP A - GOLF SCORE CARDS**

**Item #1** - Ten thousand (10,000)

**Item #2** - Twenty thousand (20,000)

**Item #3** - Twenty-five thousand (25,000)

DESCRIPTION: Print full color (four (4) color process), two (2) sides.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

NOTE: NO additional copy or artwork may be added to this job (i.e. Printers Logo or Printers job no.) Vendor may be required to submit sample of similar product prior to award.

SIZE: 6" x 12"

PAPER: 80 Lb, cover, white matte finish. CTS (coated two sides). Paper stock must be of such a quality to allow cards to be written on, either using pencil or pen (substitutions must be sent for approval before award).

INK: Four (4) color process, two (2) sides.

PACKAGING: To be packaged in quantities of 100.

\*\*\*\*\*

**GROUP B – GOLF SCORE CARDS**

**Item #4** - Ten thousand (10,000)

**Item #5** - Twenty thousand (20,000)

**Item #6** - Twenty-five thousand (25,000)

DESCRIPTION: Print full color (four (4) color process), two (2) sides. No over or under runs accepted. Vendor may be required to submit sample of similar product prior to award.

FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.

NOTE: NO additional copy or artwork may be added to this job (i.e. Printers Logo or Printers job no.) Vendor may be required to submit sample of similar product prior to award.

SIZE: 4" x 12"

PAPER: 80 Lb, cover, white matte finish. CTS (coated two sides). Paper stock must be of such a quality to allow cards to be written on, either using pencil or pen (substitutions must be sent for approval before award).

INK: Four (4) color process, two (2) sides.

PACKAGING: To be packaged in quantities of one hundred (100) in such a way as to not damage cards.

\*\*\*\*\*

**FOOT GOLF SCORE CARDS**

**Item #7** - Five thousand (5,000)

**Item #8** - Ten thousand (10,000)

- DESCRIPTION: Print full color (four (4) color process), two (2) sides.
- FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.
- NOTE: NO additional copy or artwork may be added to this job (i.e. Printers Logo or Printers job number). Vendor may be required to submit sample of similar product prior to award.
- SIZE: 4" x 8"
- PAPER: 80 Lb, cover, white matte finish. CTS (coated two sides). Paper stock must be of such a quality to allow cards to be written on, either using pencil or pen (substitutions must be sent for approval before award).
- INK: Four (4) color process, two (2) sides.
- PACKAGING: To be packaged in quantities of one hundred (100) in such a way as to not damage cards.

\*\*\*\*\*

**DISC GOLF SCORE CARDS**

**Item #9** - Five thousand (5,000)

**Item #10** - Ten thousand (10,000)

- DESCRIPTION: Print full color (four (4) color process), two (2) sides.
- FILE: Electronic file furnished by Monmouth County Park System to include document(s) from MAC System via Indesign program. Printer's quality: 1200 dpi, 133 line screen.
- NOTE: NO additional copy or artwork may be added to this job (i.e. Printers Logo or Printers job number). Vendor may be required to submit sample of similar product prior to award.
- SIZE: 5 1/2" x 8 1/2"
- PAPER: 80 Lb, cover, white matte finish. CTS (coated two sides). Paper stock must be of such a quality to allow cards to be written on, either using pencil or pen (substitutions must be sent for approval before award).
- INK: Four (4) color process, two (2) sides.
- PACKAGING: To be packaged in quantities of one hundred (100) in such a way as to not damage cards.

## BIDDER'S CHECKLIST

**BID #:** 0013-16

(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	_____
_____	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 1**  
***(Brochures & Postcards)***

FOR THE FURNISHING AND DELIVERY OF PRINTING SERVICES.  
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:

---

**GROUP "A"**

		UNIT PRICES
8 ½" x 11", two (2) sides, full color broken down as follows:		
Item 1.	Separate runs of 5,000 each	\$ _____ per 5,000
Item 2.	Separate runs of 10,000 each	\$ _____ per 10,000
Item 3.	Separate runs of 20,000 each	\$ _____ per 20,000

---

**GROUP "B"**

		UNIT PRICES
8 ½" x 14", two (2) sides, full color broken down as follows:		
Item 4.	Separate runs of 5,000 each	\$ _____ per 5,000
Item 5.	Separate runs of 10,000 each	\$ _____ per 10,000
Item 6.	Separate runs of 20,000 each	\$ _____ per 20,000

---

**GROUP "C"**

		UNIT PRICES
8 ½" x 14", two (2) sides, 2-color broken down as follows:		
Item 7.	Separate runs of 5,000 each	\$ _____ per 5,000
Item 8.	Separate runs of 10,000 each	\$ _____ per 10,000
Item 9.	Separate runs of 20,000 each	\$ _____ per 20,000

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**GROUP "D"** Please see **Group D** specifications. UNIT PRICE

Item 10.	Separate runs of 10,000 each	\$ _____ per 10,000
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**GROUP "E"** Please see **Group E** specifications. UNIT PRICE

Item 11.	Separate runs of 10,000 each	\$ _____ per 10,000
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**POSTCARDS**

		UNIT PRICE
Item 12.	Ten thousand (10,000)	\$ _____ per run
Item 13.	Fifteen thousand (15,000)	\$ _____ per run
Item 14.	Twenty thousand (20,000)	\$ _____ per run

**POSTCARDS (EVERY DOOR DIRECT)**

**UNIT PRICE**

Item 15.	Five thousand (5,000)	\$ _____ per run
Item 16.	Ten thousand (10,000)	\$ _____ per run
Item 17.	Fifteen thousand (15,000)	\$ _____ per run
Item 18.	Twenty thousand (20,000)	\$ _____ per run

**ENVIRONMENTAL EDUCATION BROCHURE**

**UNIT PRICE**

Item 19.	Fifteen hundred (1500)	\$ _____ per 1500
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<p>FOR AWARD PURPOSES ONLY ,  TOTAL LUMP SUM FOR PROPOSAL 1, ITEMS #1 THRU #19.....\$ _____</p> <p>IN WORDS _____</p>
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BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS. BIDDER MAY BID ON ANY OR ALL PROPOSALS LISTED, BUT MUST BID ON ALL ITEMS LISTED WITHIN A PROPOSAL.

CONTRACT WILL BE AWARDED TO LOWEST QUALIFIED BID PROPOSAL 1, ITEMS 1 THRU 19, IN THE TOTAL ESTIMATED AMOUNT OF..... \$ 33,000.00

TAX EXEMPT #69-0220842

VARIANCE IF ANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ a corporation \_\_\_\_\_ an individual

having Principle offices at \_\_\_\_\_

CONTRACTOR  
SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

CONTRACTOR'S E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_

**END OF PROPOSAL 1**

Submitted by: \_\_\_\_\_  
(Company Name)

**PROPOSAL 2**  
***(Stationary & Envelopes)***

FOR THE FURNISHING AND DELIVERY OF PRINTING SERVICES.  
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:

ITEM	DESCRIPTION	QUANTITY	TOTAL
1.	MCPS Letterhead Stationary	25,000	\$ _____
2.	MCPS Letterhead Stationary	10,000	\$ _____
3.	MCPS Letterhead Envelopes	25,000	\$ _____
4.	Brown Craft Envelopes, 6" x 9"	1,000	\$ _____
5.	Brown Craft Envelopes, 6" x 9"	5,000	\$ _____
6.	Brown Craft Envelopes, 9" x 12"	1,000	\$ _____
7.	Brown Craft Envelopes, 9" x 12"	5,000	\$ _____
8.	Brown Craft Envelopes, 9 1/2" x 12 1/2"	1,000	\$ _____
9.	Brown Craft Envelopes, 9 1/2" x 12 1/2"	5,000	\$ _____
10.	White Craft Envelopes, 6" x 9"	1,000	\$ _____
11.	White Craft Envelopes, 6" x 9"	5,000	\$ _____
12.	White Craft Envelopes, 9" x 12"	1,000	\$ _____
13.	White Craft Envelopes, 9" x 12"	5,000	\$ _____
14.	White Craft Envelopes, 9 1/2" x 12 1/2"	1,000	\$ _____
15.	White Craft Envelopes, 9 1/2" x 12 1/2"	5,000	\$ _____
16.	Standard #10 White or Ivory Envelopes	1,000	\$ _____
17.	Standard #10 White or Ivory Envelopes	5,000	\$ _____
18.	Standard #9 Envelopes	10,000	\$ _____
19.	Standard #10 Window Envelopes	15,000	\$ _____

20.	Standard #14 Brown Craft Envelopes, 5" x 11 1/2"	1,000	\$ _____
21.	Standard #14 Brown Craft Envelopes, 5" x 11 1/2"	5,000	\$ _____
22.	White Craft Envelopes, 5" x 11 1/2"	1,000	\$ _____
23.	White Craft Envelopes, 5" x 11 1/2"	5,000	\$ _____

FOR AWARD PURPOSES ONLY,  
TOTAL LUMP SUM FOR PROPOSAL 2, ITEMS #1 THRU #23.....\$ \_\_\_\_\_

IN WORDS \_\_\_\_\_

BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS. BIDDER MAY BID ON ANY OR ALL PROPOSALS LISTED, BUT MUST BID ON ALL ITEMS LISTED WITHIN A PROPOSAL.

CONTRACT WILL BE AWARDED TO LOWEST QUALIFIED BID PROPOSAL 2, ITEMS 1 THRU 23, IN THE TOTAL ESTIMATED AMOUNT OF.....\$4,000.00.

TAX EXEMPT #69-0220842

VARIANCE IF ANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ a corporation  
\_\_\_\_\_ an individual

having Principle offices at \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

CONTRACTOR'S EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

**END OF PROPOSAL 2**

Submitted by: \_\_\_\_\_  
(Company Name)

**PROPOSAL 3**

*(Miscellaneous Forms & Signs – Golf ID Application Cards – Business Cards & NCR Forms)*

FOR THE FURNISHING AND DELIVERY OF PRINTING SERVICES.  
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:

ITEM	DESCRIPTION	QUANTITY	TOTAL
1.	2-Part NCR Forms – 5 ½” x 8 ½” Consecutive Numbered	5,000	\$ _____
2.	2-Part NCR Forms – 5 ½” x 8 ½” Consecutive Numbered	10,000	\$ _____
3.	2-Part NCR Forms – 8 ½” x 11” Consecutive Numbered	5,000	\$ _____
4.	2-Part NCR Forms – 8 ½” x 11” Consecutive Numbered	10,000	\$ _____
5.	3-Part NCR Forms – 5 ½” x 8 ½” Consecutive Numbered	5,000	\$ _____
6.	3-Part NCR Forms – 5 ½” x 8 ½” Consecutive Numbered	10,000	\$ _____
7.	3-Part NCR Forms – 8 ½” x 11” Consecutive Numbered	5,000	\$ _____
8.	3-Part NCR Forms – 8 ½” x 11” Consecutive Numbered	10,000	\$ _____
9.	3-Part NCR Forms – 8 ½” x 14” Consecutive Numbered	5,000	\$ _____
10.	3-Part NCR Forms – 8 ½” x 14” Consecutive Numbered	10,000	\$ _____
11.	3-Part NCR Forms – 8 ½” x 11”	1,000	\$ _____
12.	3-Part NCR Forms – 8 ½” x 11”	5,000	\$ _____
13.	4-Part NCR Forms – 8 ½” x 11” Punched Holes and Consecutively Numbered	750	\$ _____
14.	4-Part NCR Forms – 8 ½” x 11 ¾” Punched Holes (backing)	1,000	\$ _____
15.	4-Part NCR Forms – 8 ½” x 11 ¾” Punched Holes (backing)	5,000	\$ _____
16.	4-Part NCR Forms – 9 ¼” x 5 ½” Consecutively Numbered	1,000	\$ _____
17.	4-Part NCR Forms – 9 ¼” x 5 ½” Consecutively Numbered	2,000	\$ _____
18.	4-Part NCR Forms – 8 ½” x 11” Punched Holes	5,000	\$ _____
19.	4-Part NCR Forms – 8 ½” x 11” Punched Holes	10,000	\$ _____

20.	Tyvek Signage, 1-side, 1-color - 8 ½" x 11"	1,000	\$ _____
21.	Tyvek Signage, 1-side, 1-color - 8 ½" x 11"	5,000	\$ _____
22.	Tyvek Signage, 1-side, 1-color - 8 ½" x 11"	10,000	\$ _____
23.	Tyvek Signage, 1-side, 2 colors - 8 ½" x 11"	1,000	\$ _____
24.	Tyvek Signage, 1 side, 2 colors - 8 ½" x 11"	5,000	\$ _____
25.	Tyvek Signage, 1 side, 2 colors - 8 ½" x 11"	10,000	\$ _____
26.	Tyvek Signage – 10" x 14"	5,000	\$ _____
27.	Golf ID Application Cards	5,000	\$ _____
28.	Golf ID Application Cards	10,000	\$ _____
29.	Golf ID Applications Cards	15,000	\$ _____
30.	Golf ID Application Cards	30,000	\$ _____
31.	Business Cards (1 box)	500	\$ _____
32.	Program / Park Receipt Forms	5,000	\$ _____
33.	Program / Park Receipt Forms	10,000	\$ _____
34.	Invoice / Statement of Account Forms	5,000	\$ _____
35.	Invoice / Statement of Account Forms	10,000	\$ _____

FOR AWARD PURPOSES ONLY,  
TOTAL LUMP SUM FOR PROPOSAL 3, ITEMS #1 THRU #35.....\$ \_\_\_\_\_

IN WORDS \_\_\_\_\_

BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS. BIDDER MAY BID ON ANY OR ALL PROPOSALS LISTED, BUT MUST BID ON ALL ITEMS LISTED WITHIN A PROPOSAL.

CONTRACT WILL BE AWARDED TO LOWEST QUALIFIED BID PROPOSAL 3, ITEMS #1 THRU #35, IN THE TOTAL ESTIMATED AMOUNT OF.....\$14,000.00

TAX EXEMPT #69-0220842

VARIANCE IF ANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ a corporation  
\_\_\_\_\_ an individual

having Principle offices at \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR  
SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

CONTRACTOR'S EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

**END OF PROPOSAL 3**

Submitted by: \_\_\_\_\_  
(Company Name)

**PROPOSAL 4**  
***(Green Heritage Newsletter)***

FOR THE FURNISHING AND DELIVERY OF PRINTING SERVICES.  
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:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.	Green Heritage Newsletter	4 Issues X	\$ _____ /issue = \$ _____	

TOTAL LUMP SUM FOR PROPOSAL 4, ITEM #1 .....\$ _____
IN WORDS _____

BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS. BIDDER MAY BID ON ANY OR ALL PROPOSALS LISTED, BUT MUST BID ON ALL ITEMS LISTED WITHIN A PROPOSAL.

CONTRACT WILL BE AWARDED TO LOWEST QUALIFIED BID PROPOSAL 4, ITEM #1 IN THE TOTAL ESTIMATED AMOUNT OF .....\$12,000.00

TAX EXEMPT #69-0220842

VARIANCE IF ANY: \_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ a corporation  
\_\_\_\_\_ an individual

having Principle offices at \_\_\_\_\_

CONTRACTOR SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

CONTRACTOR'S EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

**END OF PROPOSAL 4**

Submitted by: \_\_\_\_\_  
(Company Name)

**PROPOSAL 5**  
***(Monmouth County Fair)***

FOR THE FURNISHING AND DELIVERY OF PRINTING SERVICES.  
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:

ITEM	DESCRIPTION	QUANTITY	UNIT COST
1.	County Fair Postcards	30,000	\$ _____
2.	County Fair Home & Garden Brochures	5,000	\$ _____
3.	County Fair Booklets	20,000	\$ _____
		TOTAL	\$ _____

TOTAL LUMP SUM FOR PROPOSAL 5, ITEMS #1 THRU #3.....\$ \_\_\_\_\_  
IN WORDS \_\_\_\_\_

BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS. BIDDER MAY BID ON ANY OR ALL PROPOSALS LISTED, BUT MUST BID ON ALL ITEMS LISTED WITHIN A PROPOSAL.

CONTRACT WILL BE AWARDED TO LOWEST QUALIFIED BID PROPOSAL 5, ITEMS #1 THRU #3, TOTAL ESTIMATED AMOUNT OF .....\$10,000.00.

TAX EXEMPT #69-0220842

VARIANCE IF ANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ a corporation  
\_\_\_\_\_ an individual

having Principle offices at \_\_\_\_\_  
CONTRACTOR  
SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

CONTRACTOR'S EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

Submitted by: \_\_\_\_\_  
 (Company Name)

**PROPOSAL 6**  
***(Golf Score Cards)***

FOR THE FURNISHING AND DELIVERY OF PRINTING SERVICES.  
 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:

ITEM	DESCRIPTION	QUANTITY	TOTAL
1.	Group A – 6” x 12” Score Cards (Shark River, Howell, Hominy Hill, Charleston Springs North & Charleston Springs South Golf Courses)	10,000	\$ _____
2.	Group A – 6” x 12” Score Cards (Shark River, Howell, Hominy Hill, Charleston Springs North & Charleston Springs South Golf Courses)	20,000	\$ _____
3.	Group A – 6” x 12” Score Cards (Shark River, Howell, Hominy Hill, Charleston Springs North & Charleston Springs South Golf Courses)	25,000	\$ _____
4.	Group B – 4” x 12” Score Cards (Pine Brook & Bel-Aire Golf Courses)	10,000	\$ _____
5.	Group B – 4” x 12” Score Cards (Pine Brook & Bel-Aire Golf Courses)	20,000	\$ _____
6.	Group B – 4” x 12” Score Cards (Pine Brook & Bel-Aire Golf Courses)	25,000	\$ _____
7.	Foot Golf Score Cards	5,000	\$ _____
8.	Foot Golf Score Cards	10,000	\$ _____
9.	Disc Golf Score Cards	5,000	\$ _____
10.	Disc Golf Score Cards	10,000	\$ _____
	TOTAL		\$ _____

FOR AWARD PURPOSES ONLY,  
 TOTAL LUMP SUM FOR PROPOSAL 6, ITEMS #1 THRU #10.....\$ \_\_\_\_\_

IN WORDS \_\_\_\_\_

BID WILL BE AWARDED ON A PROPOSAL BY PROPOSAL BASIS. BIDDER MAY BID ON ANY OR ALL PROPOSALS LISTED, BUT MUST BID ON ALL ITEMS LISTED WITHIN A PROPOSAL.

CONTRACT WILL BE AWARDED TO LOWEST QUALIFIED BID PROPOSAL 6, ITEMS #1 THRU #10, IN THE TOTAL ESTIMATED AMOUNT OF.....\$13,000.00

TAX EXEMPT #69-0220842

VARIANCE IF ANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ a corporation  
\_\_\_\_\_ an individual

having Principle offices at \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

CONTRACTOR'S EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

**END OF PROPOSAL 6**

## 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:
_____	
Name:	Name:
Home Address:	Home Address:
_____	
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](http://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](http://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:** \_\_\_\_\_