



# Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738  
[www.monmouthcountyparks.com](http://www.monmouthcountyparks.com)

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## NOTICE OF RFP Exempt Services

The Monmouth County Park System is soliciting proposals through a Fair and Open process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Purchasing Agent on **THURSDAY, JANUARY 24, 2013 at 10:00 AM** at the Park System Purchasing Department located at the Monmouth County Park System Headquarters, 805 Newman Springs Road, Lincroft, NJ 07738 at which time and place responses will be opened for:

### **FURNISHING AND DELIVERY OF MAINTENANCE CONTRACT OF SUPPLIES & SERVICE FOR KONICA MINOLTA BIZHUB 552C (PS #05-13)**

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, [www.monmouthcountyparks.com](http://www.monmouthcountyparks.com).

Respondents shall comply with the requirements of Affirmative Action P.L. 1975 c127 N.J.S.A. 17:27 et seq.) A copy of your New Jersey Business Registration Certificate is required with your proposal.

Stephanie Weise, QPA  
Purchasing Agent



THE NATION'S FIRST ACCREDITED PARK AND RECREATION AGENCY

*Serving the Citizens of Monmouth County Since 1961*  
RECYCLED PAPER

**SPECIFICATIONS FOR THE FURNISHING AND DELIVERY OF MAINTENANCE  
CONTRACT FOR SUPPLIES & SERVICE FOR KONICA MINOLTA BIZHUB 552C  
FOR THE MONMOUTH COUNTY BOARD OF RECREATIONS COMMISSIONERS  
LINCROFT, NEW JERSEY**

**SCOPE:**

It shall be the purpose of this contract to make available to the Monmouth County Park System an authorized source for the procurement of **SUPPLIES and SERVICES FOR THE KONICA MINOLTA BIZHUB 552C**. The Konica Minolta Bizhub 552c includes the digital color/B&W Copier, EFI Fiery image controller (IC 412), Saddle Stapler Kit FS-526 (SD 508), Konica Minolta FS-526 Finisher, and VI 505 Video interface kit IC 412.

The contractor awarded this contract shall supply to the Graphics Department all parts, labor, toner, and drums. Contractor will supply all toners ordered by the Graphics Department within three (3) business days. Contractor must respond by phone to any service call within 2 hours of initial contact. If service technician is sent on-site to repair copier, including EFI Fiery, Saddle Stapler, Finisher, or video interface kit, service technician must contact Graphics Department to acknowledge service call, confirm repair requested, and parts needed for repair. Technician will confirm approximate time for arrival at Graphics Department. Any additional repair parts needed once on-site, technician will order parts and inform Graphics Department of estimated time for completion of repair. If repair or copier is down more than five (5) business days Contractor to offer work-around solution or loaner until repair is completed.

**PROPOSAL:**

The attached proposal must be submitted in order for bidder(s) to be considered. Contractors currently supplying the Monmouth County Park System must re-apply on this proposal.

**PERIOD OF CONTRACT:**

This contract shall be effective for the period: **date of award through December 31, 2013**. 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 owners, who will be required to submit a proposal in accordance with the requirements set forth herein.

Cost per copy offered shall remain in effect for the entire period of the contract.

**BASIS OF AWARD:**

Lowest price per copy for both Color and Black and White will be considered in the award of contracts. Once awards are made, individual procurements will be based upon need.

The Purchasing Committee of the Monmouth County Park System reserves the right to accept or reject any or all bids and to award in a manner which in their estimation to be in the best interest of the agency.

All price lists used in the calculation of prices must be furnished to the agency upon receipt of bid.

**DELIVERY:**

All deliveries shall be to Central Supply or the Graphics Dept., Thompson Park, 805 Newman Springs Road, Lincroft, N.J. 07738. Delivery should be made within three (3) business days following notification by the agency. ALL ITEMS ARE TO F.O.B. DESTINATION SPECIFIED.

**CATALOGS:**

Bidder(s) are requested to submit price list for services being bid.

**MATERIAL SAFETY DATA SHEETS:**

Bidders will be required to supply MATERIAL AND SAFETY DATA SHEETS on all chemicals.

**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.

**ESTIMATED AGGREGATE AMOUNT OF CONTRACT: \$19,700.00**

**ANY QUESTIONS, CALL MARY ANN GOODWIN AT (732) 842- 4000, EXT. 4265.**

# Proposal

(PS #05-13)

SUBMITTED BY: \_\_\_\_\_

(Company Name)

**FURNISHING AND DELIVERY OF MAINTENANCE CONTRACT FOR SUPPLIES & SERVICE FOR KONICA MINOLTA BIZHUB 552C**

TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NJ

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:

**NOTE:** All deliveries shall be F.O.B. Central Supply or Graphics Department, Thompson Park, Newman Springs Road, Lincroft. Delivery shall be made within two (2) working days following notification by the agency.

There shall be NO charge for sales tax as the County is a tax-exempt corporation.

Tax exempt # 69-0220842.

**DISCOUNT:**

All items appearing in bidder(s) current catalog/pricelist at a net discount of \_\_\_\_\_%

**VARIANCE IF ANY:**

\_\_\_\_\_  
\_\_\_\_\_

The undersigned is (check one): \_\_\_\_ an individual \_\_\_\_ a partnership \_\_\_\_ corporation

under the laws of the State of \_\_\_\_\_

having principle offices at: \_\_\_\_\_

Vendor Name (print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. \_\_\_\_\_

## **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 PO BOX 322 TRENTON, N.J. 08646-0322</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
 Acting Director New Jersey Division of Revenue		
<small>FORM-BRC(09-01)</small>		<small>This Certificate is NOT assignable or transferrable. It must be conspicuously displayed at above address.</small>