



Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738
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 OF A SCIENCE EDUCATION PROGRAM (PS #07-13)

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, 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 OF A SCIENCE EDUCATION PROGRAM TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, LINCROFT, NEW JERSEY

- SCOPE:** It shall be the purpose of this contract to make available to the Monmouth County Park System a Science Education program as specified herein.
- PROPOSAL:** The attached proposal must be submitted in order for bidder to be considered. Contractors currently supplying the agency must reapply on this proposal.
- METHOD OF SUBMITTING PRICES AND AWARD:** Vendor must bid on the entire proposal. Proposal to be awarded on Park System evaluation of program proposal submitted. The Purchasing Committee reserves the right to accept or reject any or all bids, and will award this bid in a manner, which will be in the best interest of the agency and the general public it serves.
- PROGRAM:** Introduce youngsters to various areas of science, including but not limited to mechanics, robotics, rocketry, chemistry, investigation, and problem solving.
- PURPOSE:** The goal is to offer a science education program using hands-on projects and experiments. Class sessions shall include interactive instruction, group work, and a hands-on take home project.
- PROGRAM REQUIREMENTS:** The Contractor shall design classes to meet the learning needs and developmental level of children grades Kindergarten through 2nd Grade. Classes may be both of a Parent/Child or child alone format.
- The contractor shall provide for each class an adequate level of supplies, equipment, and kits so that each participant may have a take-home element.
- Classes must meet a minimum enrollment of 10 in order to run.
- Contractor must provide qualified teachers for a minimum of three Park System locations with multiple time frames.
- Contractor must provide one (1) qualified instructor for all classes.

**PROGRAM
LENGTH:**

PROGRAM will consist of six weekly one-hour sessions
An estimated eight (8) programs are offered throughout the year
SUMMER CAMP will consist of a week session (5 days) for 3 hours per day
An estimated 8 **SUMMER CAMP** weeks are offered
ONE DAY SESSIONS will consist of a two-hour class held 1 day per week
An estimated six(6) **ONE DAY SESSIONS** are offered throughout the year

Variations on the number of classes per session are acceptable pending approval by Park System coordinator.

**PROGRAM
SCHEDULING:**

Currently, classes are offered at Dorbrook Recreation Area, Colts Neck; Henry Hudson Trail Activity Center, Leonardo; and Manasquan Reservoir Visitor Center, Howell. Additional locations may be added at Park System's discretion during the contract period. The Park System will determine class time however the schedule will include morning and afternoon, time frames.

The Park System will provide an adequate sized, heated and air conditioned classroom. Restrooms will be available on site. If necessary the Park System will provide a storage space for equipment.

**PERIOD OF
CONTRACT:**

The contract shall be effective from date of award to December 31, 2013. Should the contractor dispose of his/her business during the contract period, it is 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. This is an open-end contract. The goods and/or services are on-call if and when needed. The quantities and dollar amounts stated are estimates and the Board of Recreation Commissioners reserve the right to increase quantities using unit prices or total dollar amount by up to 20% or decrease quantities or total dollar amount by up to 100%.

**PROGRAM
HISTORY/
PROJECTIONS:**

In 2012, the Park System offered approximately 24 sessions of which 16 sessions ran. For 2013, the Park System hopes to offer 22 sessions.

**TEACHER
QUALIFICATIONS:**

The Contractor shall perform criminal background check and general reference check on all teachers and assistants. Additionally, teachers shall have a minimum of two-years experience providing educational programs to grade school children. The contractor shall provide adequate training on the class subject matter including projects and experiments.

Teachers must be properly trained to lead a class with a 1:14 teacher to student ratio. If there are 15 or more students in the class, the contractor must provide a minimum of 2 qualified instructors. Teachers must have First Aid Training by an acknowledged certifying agency (i.e. American Red Cross).

SUBMITTALS: As part of Contractor's proposal, they are to submit with proposal the following:

1. Flat Rate fee for a 1-hour session (Proposal Page)
2. Flat rate fee for Summer Camp, including five daily 3-hour sessions (Proposal Page)
3. Flat rate fee for 2-hour program (Proposal Page)
4. Outline of the program
5. Objective of program
6. List of take-home projects for each class

NUMBER OF REGISTRANTS: Contractor must be able to accommodate a minimum of 10 children to a maximum of 14 children per class.

Park System Staff will determine class size, based on room size.

PAYMENT: Payment will be by voucher

CANCELLATIONS: The Monmouth County Park System reserves the right to cancel a scheduled class that does not meet the agreed upon minimum registration.

Proposal

(PS #07-13)

SUBMITTED BY: _____
(Company Name)

FURNISHING AND DELIVERY OF A SCIENCE EDUCATION PROGRAM FOR CHILDREN OF MIXED AGES FROM KINDERGARTEN TO SECOND GRADE 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:

A SCIENCE EDUCATION PROGRAM FOR 2013

Flat rate fee of \$ _____ per 1-hour class taught.

NAME OF PROGRAM:

PLEASE SPECIFY THEMES/OF PROGRAMS TO BE OFFERED:

VARIANCE IF ANY:

Flat rate fee of \$ _____ per 3-hour summer camp.

NAME OF PROGRAM:

PLEASE SPECIFY THEMES/OF PROGRAMS TO BE OFFERED:

VARIANCE IF ANY:

Flat rate fee of \$ _____ per 2-hour class taught.

NAME OF PROGRAM:

PLEASE SPECIFY THEMES/OF PROGRAMS TO BE OFFERED:

VARIANCE IF ANY:

TAX EXEMPT # 69-0220842

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:**

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

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 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>