

County of Somerset New Jersey

PO Box 3000
COUNTY ADMINISTRATION BUILDING
SOMERVILLE, NJ 08876-1262

PURCHASING DIVISION
MARY LOUISE STANTON
Purchasing Agent



PHONE:
(908) 231-7045
Fax: (908) 575-3917

To: Interested Vendors
From: Mary Louise Stanton
Date: June 11, 2008

Re: Request for written Quotations

Note: this is a quote solicitation **NOT** an order. All orders will be placed with the lowest responsible, responsive provider by a formal Purchase Order. Quantities are only estimates – Actual amounts ordered may vary.

1. All quotes shall be returned to the Purchasing Office by 4:00 PM, June 26, 2008, clearly marked as a quote and the item number.
2. All respondents shall include a copy of their New Jersey Business Registration certificate.
3. Vendors may quote on one or more of the items. Each will be evaluated for compliance with the specifications including delivery date and no exceptions
4. All items to be priced FOB Department location indicated.

Do you have a catalogue No yes Please submit 3 copies

Will you offer a a firm fixed discount from list price?
No Yes Percentage _____%

Please write out percentage. _____

Section A – Pens, pencils and erasers - personalized									
	Estimated Amount Required	Item Description	Color (if applicable)	Imprint (if applicable)	Using Division	Size of unit (ie dozen, gross, each)	Unit price	Set –up, Proof charges	Approximate Shipping & handling
A-1	1,500	Mood Pencil Lime Green	Changes colors from green to yellow when touched	Black – 4 lines Frank G Bruno Surrogate Somerset County 908-231-7003	Surrogate				
A-2	Please quote the following quantities	Bic wide body ballpoint pens, model # CSWB medium point, blue ink	White barrel w/ green trim	Purple – see attached sample	Public Information				
A-2(a)	3,000								
A-2(b)	5,000								
A-3	2,000	Neon erasers 2” x 1”	Assorted	Imprinted – w	Office of Disabled				
A-4	2,000	Bic wide body ballpoint pens, model # CSWB medium point, blue ink	Orange barrel/ black trim	Black – Somerset County Animal Rescue Team	Emergency management				
Section B – other customized products									
	Estimate Amount Required	Item Description	Color (if applicable)	Imprint (if applicable)	Using Division	Size of unit (ie dozen, gross, each)	Unit Price	Set –up, Proof charges	Approximate Shipping & handling
B-1	500	Gary Line Bullet Key Light 2 ½” x ¾ diam	Transparent Green	3-lines - S CADB Preserve Agriculture and “Right to Farm” 908-231-7021	Planning				

B-2	5000	Shopping Bags 12 x 13.5 x 8.5 – 100% recycling PET plastic bottles (non woven) w/ at least a 22 in handle	Kelly or hunter green w one color imprint on both sides	Imprint to be provided					
B-3	600	Kites - 10” x 10” mini diamond shaped w/ tail - imprinted	assorted	Park commission “tree” logo and words Somerset County Park Commission Get out and Play	Parks				
B-4	5,000	Tattoos - as seen on www.orientaltrading.com #in-80/4037		mosquito logo with words - Somerset County Mosquito control FIGHT THE BITE	Mosquito				
B-5	6000 9000	Beach balls 16” arc inflatable	6 multicolored panels	Somerset County Freeholders Office	Freeholders				
B-6	400 total	Stuffed animal w/ orange tee shirt As seen www.orientaltrading.com dog	Orange tee	Black – SOMERSET COUNTY Animal Rescue Team	Emergency management				
C-6(a)	100								
B-6(b)	100	Cat							
B-6(c)	100	horse							
B-6(d)	100	cow							
B-7	Please price both quantities 2,500	6” rulers	Neon Color	Logo and words Somerset County Prosecutor’s Office Wayne J Forest Prosecutor	Prosecutor				

	5,000			1-888-577-TIPS (8477) www.scpo.net					
B-10	1,500	22" Single color (chemical) glow necklaces	Assorted	Imprint – Frank G Bruno, Surrogate	Surrogate				
B-11	1,500	9 1/2" plastic Whiz Ring	Assorted	Somerset County Surrogate's Office Frank Bruno, Surrogate	Surrogate				
B-12	4,000	Balsa glider – 8" wingspan easy to assemble		Black Somerset County Engineering w/ Logos	Engineering				
B-13	125 dozen	4 count crayons with one side imprint		Black -Somerset County Bridge Division	Bridge				
B-14	5,000	Credit card size magnifier (similar to Waldor line # style 515) Size 3 1/4 "w x 2 1/4" H Imprint area 2 1/4"w x 3/4" h		Imprint to be determined at a later date	Cultural & Heritage				
B-15	1000	Individually packed microwaveable popcorn		Personalized - Somerset County Office of Weights and Measures	Weights and Measures				
B – 16	700	Fans – 8' x8 " 16 point coated board stock, white with wooden handles – one color one on side	White with one color print	Custom printed -	Energy Council				

B-17	400	16 oz White mini muscle water bottles with black push pull tops – must be made from B.P.A. free food-safe plastic.	White bottle Black top Green imprint	Dome Logo to be provided w/ “Creating Quality Communities together” SOMEREST COUNTY PLANNING BOARD www.co.somerset.nj.us	Planning				
B-18	5,000 Total 2500 Prosecutor 2500 Detective	Stoffel Seals Deluxe Oval Shield Plastic Badge clip not pin- as seen on chiefsupply.com		Junior Prosecutor or chief w/ county seal in the middle	Prosecutor				

Section C – other no personalization required – Note that most of these items were picked from the Oriental Trade or US toys Catalogue or S & S Worldwide – items quoted should be “equal to”

	Estimated Amount Required	Item Description	Color (if applicable)	Imprint (if applicable)	Using Division	Size of unit (ie dozen, gross, each)	Unit price	Set –up, Proof charges	Approximate Shipping & handling
C-1	125 dz	4”T X 6-7 inches Plastic Childs Construction helmets	yellow		Roads				
C-2	125 dz	Light-up goldfish key chains (Oriental Trade Catalogue # IN-19/403) vinyl 2/1/4” goldfish attached to key chains – squeeze to light –up, batteries included	Multi colored		Roads+- Bridges				
C-3(a)	1500	1” diam. Flexible jelly Flashing Rings	Assorted		Youth Services				

C-3(b)	55 dz	(Batteries included) As seen in US Toys # JA537			Surrogates Office				
C-4	15 packs (24/pack)	Inspirational silicone bracelet “Live Healthy” As seen on ww.ssw.com #SL2610S			Richard Hall Mental Health				
C-5	2 packs 100 items per pack	Mega porcupine Park Zoo Animals As seen on ww.ssw.com #SL3228	assorted		Richard Hall Mental Health				
C-6	7 boxes (48/box)	Neon Candy Bracelets			Richard Hall Mental Health				
C-7	7 boxes (48 packs per box)	Pixy Sticks			Richard Hall Mental Health				
C-8	15 pack (12 per pack)	Smile coin circles- w/ squeeze to open coin slot As seen on ww.ssw.com #SL9135	assorted		Richard Hall Mental Health				
C-9	12 boxes (180 pieces /box)	Twizzlers			Richard Hall Mental Health				

C-10	4 bags Approx 1440 pieces per bag	Mini eraser assortments Average size is ¾” As seen in US Toys SA54	Assorted colors and shapes		Surrogates				
C-11	1	Lollipop tree – cardboard stand with inserts – holds 44 lollipops As seen on orientaltrading.com # IN-51/72			Consumer Protection				
c-12	10 lbs (670 pops)	Dum Dum lollipops			Consumer Protection				
C-13	5 lbs (200 pops)	Saf-t Pops			Consumer Protection				
C-14	30 lbs (2087 rolls)	Tootsie Roll Flag Midgees – Flag wrappers			Consumer Protection				
C-15	18 tubes – 50 per tube	22” glow necklaces	Assorted colors		Consumer Protection				

Locations for FOB delivery

1. The following using divisions are all located in the County Administration Building, 20 Grove Street, Somerville, NJ
Administrator, County Clerk, Freeholder’s, Engineering, Planning, Public Info, Consumer Affairs, Surrogate, Weights & Measures
2. The following using divisions are located at 27 Warren Street, Somerville, NJ
Aging, Human Services
3. Richard Hall Community Health Center, 500 North Bridge Street, Bridgewater, NJ
4. The following are located at 410 Roycefield Rd, Hillsborough, NJ
Mosquito, Roads & Bridge
- 5.. Prosecutor’s are located at 40 North Bridge Street, Somerville, NJ

The following section is provided as examples of the imprints to appear on various pieces. Actual artwork can be sent electronically.

Please indicate file format to be used for graphics (ie .jpg) _____

Please provide an e-mail address for send said artwork at time of order.

Quotes shall be good for _____

EXHIBIT A (Revised 9/13/05)
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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, sex, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not 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.

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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitment under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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 the time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make attempt in good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decision of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27**.

REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS P.L. 1975, c. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, c. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following the Purchasing Agent:

1. A letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Program.
OR
2. A Certificate of Employee Information Report Approval.
OR
3. An Affirmative Action Employee Information Report (Form A.A. 302)
OR
4. All successful contractors must submit at signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request). **NO FIRM MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127**

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a photocopy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a photocopy of such certificate.

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT HE IS AWARE OF THE COMMITMENT TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 AND AGREES TO FURNISH THE REQUIRED DOCUMENTATION PURSUANT TO THE LAW.

COMPANY

SIGNATURE

TITLE

NOTE: A CONTRACTOR MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH REQUIREMENTS OF P.L. 1975, c. 127, WITHIN THE TIME FRAME.

AMERICANS WITH DISABILITIES ACT
Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which Prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

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 Somerset 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. 52:34-25)

Subscribed and sworn to

before me this _____ day
of _____, _____.

(Also type or print name of affiant under signature)

Notary public of _____

My Commission expires _____.

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

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

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

LEGAL NAME OF BIDDER: _____

Check which business entity applies:

Limited Partnership Subchapter S Corporation Limited Liability Corporation

Partnership Corporation Sole Proprietorship

Limited Liability Partnership Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

BUSINESS ADDRESS:

Street Address	/	City	State	Zip
Telephone #	/	Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

Name	Address
------	---------

Name	Address
------	---------

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES NO

Signature _____ Date _____

Printed Name & Title _____

October 20, 2004

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must 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. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

**ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL**

PROPOSAL

TO THE COUNTY OF SOMERSET

BOARD OF CHOSEN FREEHOLDERS:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services or Specification attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver goods and/or services for the following:

Goods as per attached Sheets

Company Name _____

Federal I.D. or Social Security # _____

Address _____

Signature of Authorized Agent _____

Type or Print Name _____

Title: _____

Date _____

Telephone Number _____

Fax Number _____

E-mail address _____