PURCHASING DEPARTMENT

Academic Complex Wing D, Room D-116
505 Ramapo Valley Road, Mahwah, NJ 07430-1680
Phone: 201.684.7496 Fax: 201.684.7926
http://www.ramapo.edu/purchasing/

Request for Proposal No. 18-010A

For: Painting Services

Event	Date	Time
A MANDATORY Pre-bid Conference/Site Visit	August 7, 2018	10:00 AM
RFP Question Cut Off Date (Refer to RFP Section 1.3.2 for more information.)	August 22, 2018	4:30 PM
Addendum (To be issued if necessary)	August 28, 2018	N/A
Bid Proposal Submission Deadline: (Refer to RFP Section 1.3.3 for more information.)	September 19, 2018	2:00 PM

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Purchasing Department webpage.

RFP Issued By

Ramapo College of New Jersey
Purchasing Department
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505 Ramapo Valley Road, Mahwah, New Jersey 07430-1680
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Assigned Purchasing Contact: Debi Elezovic
Telephone No.: 201-684-7222 Fax No.: 201-684-7926
E-mail: delezovi@ramapo.edu

Date: July 26, 2018

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Notice Print Date: July 31, 2018 in *The Star-Ledger*

RAMAPO COLLEGE OF NEW JERSEY
505 RAMAPO VALLEY ROAD
MAHWAH, NEW JERSEY 07430

NOTICE TO BIDDERS - PUBLIC NOTICE is hereby given that SEALED BIDS for: **18-010A Painting Services** at Ramapo College of New Jersey will be received at the Office of the Director of Purchasing, Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, New Jersey until 2:00 P.M. local time **Wednesday, September 19, 2018** at which time they will be publicly opened. If the College is closed on the bid open time due to an emergency, or inclement weather, the bid will be opened at 2:00 P.M. local time on the next business day when the College is open.

Bid Proposal Forms are available at the Ramapo College of New Jersey Purchasing Office website at: http://www.ramapo.edu/purchasing/bidding-opportunities/.

Mandatory Pre-Bid Meeting And Site Inspection: The College will hold a mandatory pre-bid meeting and site inspection as a pre-requisite for accepting bids for this request for proposal. The College will only accept bids from contractors that are present at the meeting and inspection. The mandatory pre-bid meeting and site inspection is scheduled for **Tuesday, August 7, 2018 at 10:00 A.M. in the Robert Scott Student Center Room SC156 on the campus of Ramapo College of New Jersey.** If the College has an emergency closing on this date and time, the mandatory pre-bid meeting and site inspection will be held at the same hour and in the same location on the next business day when the College is open.

Proposals must be made upon and in accordance with the form of bid to be supplied by the Purchasing Agent and no bidder may withdraw his bid within sixty (60) days after the actual bid opening thereof.

The Board of Trustees of Ramapo College of New Jersey reserves the right to waive any informality or to reject any or all bids.

Bidders are required to comply with requirements of N.J.S.A. 10:5-31 *et seq*. and N.J.A.C. 17:27.

Bid envelopes must be marked with Bid No. **18-010A Painting Services** and indicate a **"Sealed Bid"** in the lower left hand corner.

Debi Elezovic
Contract Administrator/Division of Procurement
(201) 684-7222

1. INFORMATION FOR BIDDERS

1.1. PURPOSE AND INTENT

1.1.1. PURPOSE: The purpose of this Request for Proposal (RFP) is to solicit bid proposals for services to be performed on the campus of Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, New Jersey 07430. **The contract issued as a result of this RFP will cover routine maintenance, service and repair as well as new and replacement installation for the College's fire suppression systems.**

1.1.2. INTENT: Based on this RFP, Ramapo College of New Jersey intends to award a contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered. The College reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the College to be in its best interest.

1.1.3. TERMS: Ramapo College of New Jersey standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase agreements. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2. BACKGROUND

1.2.1. CURRENT CONTRACT: The College's current contract for services is either expiring or not being extended and the College is soliciting proposals for a new contract.

1.3. KEY EVENTS

1.3.1. PRE-BID MEETING AND SITE INSPECTION: The College requires that interested bidders attend a mandatory pre-bid meeting and or a site inspection. The purpose of this meeting or inspection is to provide the interested bidder the opportunity to present questions and see the College facilities where the services are to be performed. The College may require mandatory attendance at the meeting or inspection as a pre-requisite for submitting a proposal. The College will not accept a proposal from a bidder that failed to attend a mandatory pre-bid meeting or a mandatory site inspection.

1.3.2. QUESTION AND ANSWER PERIOD: The College will accept only written questions from all potential bidders in accordance with the procedure outlined in this RFP.

1.3.3. SUBMISSION OF BID PROPOSAL: In order to be considered for award, the bid proposal must be received by the Ramapo College of New Jersey Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected. The ONLY location for bid response receipt is:

Ramapo College of New Jersey, Purchasing Department
Academic Complex Wing D, Room D-116
505 Ramapo Valley Road
Mahwah, New Jersey 07430

Please note that all USPS and all private carrier mail, regular and overnight, is delivered to the Ramapo College of New Jersey Mail and Receiving Services and then is distributed across campus by the College staff. Ramapo College of New Jersey is not responsible for any delays in the College's mail distribution process. It is the

responsibility of the bidder to assure its bid reaches the Ramapo College of New Jersey Purchasing Department on time.

1.4. **ADDITIONAL INFORMATION**

1.4.1. ADDENDA: All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

1.4.2. BIDDER RESPONSIBILITY: The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3. COST LIABILITY: Ramapo College of New Jersey assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4. CONTENTS OF BID PROPOSAL: Subsequent to bid opening, all information submitted by bidders is response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 *et seq*., and common law.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The College reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. The College will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.

By signing this RFP response, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to the College and cooperative purchasing partners and thus have to be made public to allow eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the College or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can contact the Ramapo College of New Jersey Purchasing Department to inspect bid proposals received in response to this RFP.

1.4.5. BID OPENING: Wednesday, September 19, 2018.

1.4.6. PRICE ALTERATION: Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

The bidder must complete and sign all price sheets leaving no blank or empty fields. If applicable, the bidder shall enter No Charge or zero (0). Failure to provide an entry in any price sheet field will result in rejection of the bid.

1.4.7. BID WITHDRAWAL: A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made in writing to the Ramapo College of New Jersey, Director of Purchasing. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place designated.

1.4.8. VALIDITY OF BID: Submitted bids shall be valid for a period of ninety (90) days to allow for sufficient time for bid evaluation and contract award.

1.4.9. RIGHT TO CANCEL: The College reserves the right, in its sole discretion, to cancel this RFP without obligation and for any reason, in part or in its entirety.

2. DEFINITIONS

2.1. GENERAL DEFINITIONS: The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFP issued by Ramapo College of New Jersey Purchasing Department.

Bidder – An individual or business entity submitting a bid proposal in response to this RFP.

The College or **College** or **RCNJ** – Ramapo College of New Jersey

Contract – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by Ramapo College of New Jersey.

Contractor – The bidder awarded a contract resulting from this RFP.

May – Denotes that which is permissible, not mandatory.

Shall or **Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State – State of New Jersey

3. SCOPE OF WORK

3.1. GENERAL

3.1.1. All work performed as a result of this bid is subject to the General Terms & Conditions incorporated and made a part of this RFP.

3.1.2. No work shall be performed prior to the issuance of a Ramapo College of New Jersey purchase order with authorized signatures. All work must be approved in writing and in advance.

3.1.3. Contractor shall comply with all procedural instructions issued by the Office of Facilities.

3.1.4. During the period of this contract, or any extension thereof, the College reserves the right to add or delete specific services and/or locations at the prevailing contract prices. The Contractor will be given seven (7) day notice, in writing, to effect requested changes.

3.1.5. The Contractor may be required to meet with the Office of Facilities Management prior to award of this contract or prior to the start of the contract. At this time the Contractor may be required to submit a plan of operation or explain the method of calculation they used to arrive at their bid prices. The Contractor may also be required to meet periodically with the Office of Facilities Management to discuss all services.

3.1.6. The Contractor will be solely responsible for maintaining all permits, following all applicable regulations licenses or approvals required by any governmental agency, including but not limited to federal, state or local.

3.1.7. Renewal Annually: The term of this contract shall be for a period of one (1) year, beginning on or about October 1, 2018. If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for two (2) additional periods of up to one (1) year each, by mutual written consent of the Contractor and the College at the same terms, conditions and pricing.

3.1.8. Multiple Awards: As a result of this bid, the College reserves the right to award contracts to more than one bidder. During the term of this contract, the College also reserves the right to use other contractors not awarded.

3.1.9. Failure to Respond: The College will not pay for incomplete services. If the awarded contractor is unable or refuses to respond to a request that is within the scope of the contract, RCNJ reserves the right to contact and use another available contractor and will deduct the differential cost of their services from any outstanding invoices of the awarded contractor.

3.1.10. Legally Able to Work: The Contractor shall, within 15 days of the beginning of the Contract, certify, in writing, that all employees working under this Contract are legally able to work in the United States. The certification shall include language that during the term of the contract the Contractor shall not employ any person legally unable to work in the United States. The obligation to determine eligibility shall rest with the Contractor, and the College shall have the right to request the production of relevant records (e.g. U.S. Citizenship and Immigration Service Form I-9, Employment Eligibility Verification Forms) for review.

3.1.11. Background Checks: Prior to commencing performance on this contract, the Contractor shall certify to the College that it has conducted a criminal records check in accordance with federal and State law of all of its employees that will be assigned to the campus. The Contractor shall keep criminal background check documentation on each assigned employee, and the College shall have the right to request production of such records for review. Should the Contractor hire and assign to the College an employee with a criminal record, it shall so certify with an explanation of why the particular individual's criminal conviction would pose no threat to the College. The College retains the right to review such statement and request that the individual not work at the College.

3.1.12. Uniforms & IDs: When on College property to perform assigned duties, vehicles and personnel must be identifiable. The Contractor's and all employees shall be in uniform with visible company identification at all times. All company vehicles must be clearly identified with company name, phone number and or logo and with any applicable state license numbers. Contractor's employees must present themselves with professionalism and be courteous at all times. Contractor's employees must observe all College policies. The Contractor or their personnel shall not represent themselves as employees of the College.

3.1.13. Electronic Sign-In/Out: The Contractor's employees must sign in and out electronically at the Facilities Service Desk each day and time they are on campus, during normal working hours.

3.1.14. Access: Access cards or keys are required for entry into resident facilities and will be provided by the Office of Facilities Management. Contractor will not access any buildings without utilizing College issued ID access card and will not enter by use of another person's access card. When signing out keys or access cards is required, the Contractor accepts sole responsibility should they be lost or stolen while in their possession. Any cost associated with replacement and or re-keying is the responsibility of the bidder and will be deducted from the next invoice as indicated under "damages".

3.1.15. Certified Payroll Submittal: A copy of certified payroll for the employees that performed work at the College must be submitted with each invoice. The certified payroll shall cover the previous pay period nearest the invoice or the actual invoice period. As per state law, failure to provide a certified payroll will cause Ramapo College of New Jersey to report this incident to the State of New Jersey, Division of Wage and Hour Compliance, Public Contract Section for possible investigation.

3.1.16. Damages: Any damage to College or student property or expenses related to negligence caused by the Contractor will be immediately repaired, restored or remedied within 30 days of the incident at no cost to Ramapo College of New Jersey. The College reserves the right to repair the damage or remedy the negligence and deduct the documented cost from the next invoice.

3.1.17. Invoice Deadline: Invoices must be submitted and received before a maximum of thirty (30) days from the date of service to be considered for payment. If discrepancies arise, RCNJ will notify the contractor via email. If the requested modification(s) are not remedied within ten (10) business days from notification RCNJ will revise the invoice based upon available information and will consider the invoice a final revision for payment.

3.1.18. Itemized Invoices: Invoices must include itemized date(s), location(s) and Purchase Order Number(s). Due to accounting requirements separate invoices will be required for Resident facilities, Student Center, Academic/Administrative Areas and the Havemeyer House.

3.1.19. Invoice Address: Invoices must be sent to:

Ramapo College of New Jersey
Attention: Office of Facilities
505 Ramapo Valley Road.
Mahwah, New Jersey 07430

3.1.20. No alarm will be blocked by any means by the contractor, such as with tape or plastic bags without prior notification (and written approval) to the Office of Facilities Management's Supervisor-in-Charge. No alarm panel will ever be turned off. Furthermore, no safety measures, such as fire hydrants will be blocked, ignored or the use of them be impaired in any way, even temporarily.

3.1.21. Upon completion of work by the contractor, the area will be left in the same clean condition as originally found at the beginning of the work. Damages and lack of cleanup will be deducted from invoice(s). Refer back to 3.1.16 Damages.

3.1.22. Equipment cleanup is allowed only with permission and only at the maintenance garage at Facilities, or at designated janitorial closets. Bathroom or kitchen sinks, showers, bathtubs, urinals, or toilets are never to be used for equipment cleanup or disposal. State storm water laws prevent the discharge into storm water drains, or in other outside locations.

3.1.23. Contractors are prohibited from using any College kitchen sink, bathroom sink, public restrooms, or other locations to bathe, sleep, store, cook or eat food.

3.1.24. Work that involves an open flame (such as welding), requires a "Hot Work" permit. This includes, but is not limited to work such as grinding that causes sparks, or creates the possibility of sparking. Disabling of any fire notification or suppression system or device due to scheduled repair, damage or emergency, requires a "Fire Watch" and completion of required permit. Work that might fall under these classifications must be discussed prior to the start of the work with a qualified Supervisor from Facilities.

3.1.25. Work Tickets and Invoices: Please note that in order for us to process invoices efficiently, the College requires that a Work Ticket be filled out completely and diligently and submitted with the invoice. Each Work Ticket must also be submitted electronically after completion of any work. The following information is required (written Legibly):

- Date of Order and Date & Time Completed.
- Person who placed the Order
- Name of the technician(s)
- Covered under contract or extra
- Description of service, location, material cost, labor cost and quantities

3.1.26. The description of the work must include specific location (such as bedroom B in Laurel 516) as well as a detailed description of work performed.

3.1.27. The name of the person who ordered the work and their department name must be included.

3.2. NON PERFORMANCE

3.2.1. In the event that the Contractor fails to comply with any terms of the Contract, The Office of Facilities Management shall notify the Contractor of such failure and demand that the conditions be remedied within two (2) working days. If the contractor fails to remedy the situation within said period, the Office of Facilities Management may take steps to terminate the Contract. In this event, the Director of Purchasing may authorize services be performed by any available means, the difference between the actual cost

paid and the bid of the defaulting Contractor will be deducted from any monies due to the defaulting Contractor.

3.3. CONTRACTOR PERSONNEL

3.3.1. All personnel shall be physically able to do their assigned work.

3.3.2. All personnel shall be capable employees thoroughly trained and qualified for the work assigned to them. All employees must work safely and adhere to all industry standards for safe work practices.

3.3.3. All personnel must observe all regulations in effect at the College. While on College property employees shall be subject to control of the College but under no circumstances shall such personnel be deemed to be employees of the College. Neither the Contractor nor his employees shall represent themselves as employees of the College.

Appropriate Communications: When performing any work on campus, the contractor must not volunteer any recommendations, opinions, feedback or other comments to anyone regarding their work. Should anyone ask about their work they should refer them to the Facilities Service Desk. The purpose is to avoid anyone from providing information that is incorrect, is at an inappropriate time or conflicts with the College's normal operating procedures.

3.3.4. The College may require the contractor to remove any employees who are found to be incompetent, prone to excessive tardiness, theft or who exhibit lewd or inappropriate behavior, or who, verbally, physically or sexually harass any member of the Ramapo College of New Jersey community.

3.3.5. The Contractor shall be responsible for insuring that all articles found by his employees in or near the premises are turned in at a designated place.

3.3.6. All personnel must be able to read, write, speak and understand English to sufficiently perform the duties of the position.

3.3.7. The Contractor shall submit a list of trained technicians.

3.3.8. Provide a complete list of current cell phone numbers used by the Company.

3.3.9. The Contractor's access to, or use of, College facilities is strictly limited to the listed locations and areas needed to perform maintenance or repairs only.

3.3.10. The physical, verbal or sexual harassment of any College student, faculty, staff, client or visitor is strictly prohibited. Violation of this policy will be cause for immediate removal of this employee and possible legal repercussions.

3.3.11. If any service, of any kind, is conducted during regular business hours (Mon – Fri, 7:30am – 5:00pm), the Contractors technician is required to electronically sign in and sign out at the Office of Facilities Management desk. During non-business hours, the Contractor shall report in and out to the Public Safety Office upon beginning and finishing work.

3.4. QUALIFICATIONS

3.4.1. EXPERIENCE: The Contractor shall have a minimum of five (5) years of experience in providing painting services comparable to the requirements of this request for proposal. Experience with customers in higher education and/or state government is preferred

3.5. REQUIREMENTS

3.5.1. DEVIATIONS FROM SPECIFICATION: All painting services shall be performed as described in this RFP. Deviations will not be considered unless the bidder can explain in detail that the deviation is of material benefit to the College and provides service levels at least equal to that specified in this RFP.

3.5.2. INSPECTION: All work will be inspected and approved by staff from the Office of Facilities Management.

3.5.3. PRICING: The contractor shall furnish bids on a square footage basis. The estimated annual square footage is 100,000. This figure is only an estimate based on prior need. The actual figure may be lower or higher depending on the needs of the College. Square footage is based on paintable surface deducting non-paintable areas from the total surface area. The Contractor shall also provide pricing for any Add Alternates identified on the Price Sheet. The College may apply the add alternates in any order on a project by project basis.

3.5.4. PAINTING HEIGHT: This RFP covers working height up to 10 ft. The majority of the painting on campus is in rooms with 8 or 9 ft. ceilings. Any heights above 10 ft. will need a pre-approved proposal for the additional charge. The College has the right to reject the proposal or hire another contractor.

3.5.5. TRAINING: The Contractor shall provide all training, supervision, labor, material, and equipment necessary to complete the work described below all in accordance with these specifications.

3.5.6. WORK COORDINATION: Contractor and its employees must be cognizant of other Contractors performing work, and must confer with the Office of Facilities Management’s Supervisor in Charge for any logistical or coordination questions which might arise involving other Contractors.

3.5.7. IMPROPER APPLICATION: Paint is to be applied according to the manufacturer's instructions. If there are any pre-existing conditions, these must be documented with a digital camera with a time-date stamp and printed to the Office of Facilities Management in advance of commencement of the project work. Upon review of the finished work, any areas with marks/sags/drips or areas where paint has been applied over nails, tacks, pushpins, tape (scotch, double-sided, masking, etc.) fire safety equipment, etc., or any evidence of improper application are evident after painting, paint reapplication/removal will be required of the Contractor without additional expense to Ramapo College of New Jersey.

3.5.8. TO COVER: All painting is to be done "to cover" unless otherwise specified. "To cover" means that the old coat of paint cannot be seen through the new coat. If more than one coat of paint is necessary, "to cover" per our description, the Contractor will be required to apply it at the Contractor's expense. Work is to be of high quality and

performed in an appropriate manner and must meet Ramapo College of New Jersey standards as determined by the College's inspection personnel.

3.5.9. DAILY MEETING: The Contractor's on-site supervisor will be responsible for meeting with the Supervisor-in-Charge at the beginning and end of each day to schedule work, to discuss problems, and to evaluate the day's accomplishments.

3.5.10. SIGNAGE: "Wet Paint" signs must be posted conspicuously in and around areas where work is in progress and taken down when dry to the touch.

3.5.11. PAS: Ramapo College of New Jersey expects Contractors to adhere to all Painter Association Standards while working. Care must be taken to ensure that preparation, surface and otherwise, and cleanup is thorough and orderly.

3.5.12. SPRAY PAINTING: All paint must be applied by roller or brush. Spray painting is not permitted unless permission is given prior to the start of any given project.

3.5.13. PAINT COLORS: Colors will be chosen by Ramapo College of New Jersey.

3.5.14. SURFACES: The contract is advised that the surfaces that may be painted include, but are not limited to, drywall, concrete, concrete block, plaster and metal.

3.6. INTERIOR PREPERATION:

3.6.1. FURNITURE: All furniture shall be moved out of harms way and properly covered to protect it from damage.

3.6.2. WINDOW TREATMNMENTS: All window treatments shall be removed from drapery rods or fasteners before painting and neatly folded and stored so as not to wrinkle or damage the treatments. They are to be re-hung after painting is completed.

3.6.3. PROTECTION: All furniture, carpeting, and assorted furnishings are to be covered to prevent paint damage. All permanent signage removed and reinstalled where possible, to prevent paint on the signs.

3.6.4. MOVING FURNITURE: Preparation includes placing all furniture in the center of the room or other safe location and properly protecting it from damage (i.e., covering it). Furniture is not to be removed from its immediate area and must be replaced to its location after painting. Furniture is to be set up according to an approved layout.

3.6.5. MINOR REPAIRS: Contractor shall perform all minor repairs on surfaces to be painted, where area to be repaired is not greater than 12" x 12".

3.6.6. SCRAPPING/SPACKLING/MOLDINGS: Surface preparation includes scraping, plastering, spackling, nailing loose boards, moldings, etc., where needed.

3.6.7. NAILS/TACKS/TAPE: The contractor will be responsible for removing any foreign items, including nails, tacks, tape, pins, etc. and filling holes left by these items before painting.

3.6.8. FEATHERED EDGE: Areas which have been spackled or plastered are to be properly sanded to "feather the edge" and match existing wall surface and must be given a primer coat before the area is painted.

3.6.9. DRY & SANDED PATCHES: Paint must not be applied to any spackling or plaster which has not dried thoroughly or has not been properly sanded.

3.6.10. PAINT FAILURE: Paint failure due to poor surface preparation will be rejected and Ramapo College of New Jersey will require that the work be redone shortly after notification to the contractor, without additional expense to the college.

3.6.11. FIRE & SAFETY EQUIPMENT: Any fire safety equipment (i.e., heat/smoke detectors, sprinklers, and ionization heads) which have been painted or rendered inoperable by the work will be replaced at the expense of the Contractor.

3.6.12. MAJOR DRY WALL DAMAGE: Should the Contractor's on-site supervisor find major drywall damage, the supervisor shall contact the Office of Facilities Management's supervisor-in-charge immediately.

3.6.13. CLEANING: All debris from sanding and preparation should be cleaned up before painting.

3.6.14. SANDING: Sanding may cause the activation of fire alarm equipment. When sanding is expected to occur, The Office of Facilities Management's Supervisor-in-Charge must be notified in advance to enable turning off of local fire system devises and arranging for a fire-watch. The contractor will assume full financial responsibility for improper activation of the fire alarms.

3.6.15. FIXTURES AND SIGNS: Removal of the following items prior to painting and replacement of same when surface is dry to the touch:

3.6.15.1. Light switches and outlet plates.

3.6.15.2. Door and floor landing numbers (replacement of number decals, or stencils MUST be approved by the Office of Facilities Management BEFORE work of this nature proceeds).

3.6.15.3. Shades, drapes, shelves, etc.

3.6.15.4. Light fixture canopies.

3.6.15.5. All signs and plaques.

3.6.16. POSTERS: While painting resident apartments or rooms in the summer months, the Contractor shall dispose of all posters and other wall or ceiling decorations abandoned by students in an approved area (Dumpster).

3.6.17. DROP CLOTHS AND TAPE: Flooring, carpeting, and all other surfaces not to be painted must be protected. The use of clean drop cloths (or used drop cloths with dried paint) is mandatory. Ramapo College of New Jersey strongly encourages the Contractor to use painters tape for all baseboards, Heat/Smoke Detectors, lighting fixtures, sprinkler heads, pull stations, alarm bells/Horns, radiators, radiator enclosures,

etc., to ensure a professional finish. No fire alarm should be covered without the prior approval of the Office of Facilities Management's Supervisor in Charge.

3.6.18. OCCUPIED ROOMS: The Contractor will confer with the Supervisor-in-Charge before painting begins if the room scheduled for painting is found (either by the Contractor or Ramapo College of New Jersey staff) to be currently occupied and containing any personal belongings. It is important that the Contractor and the contractor's staff understand that in such cases, the security of the room and possessions therein are of the utmost importance. Upon discovering such a room, the room door is to be immediately closed and locked before conferring with the Supervisor-in-Charge.

3.6.19. GRAFFITI AND STAINS: Where graffiti, or other stains are present, care must be taken to properly prepare the surface so that the marks do not "bleed through". All such areas MUST first be painted with a sealer coat (using the proper sealer) before the regular final coat of paint is applied. All sealer coat(s) must be dry before final coat is applied. All such areas found to have "bled through" will be redone to the Office of Facilities Supervisor in Charge's satisfaction and at the Contractor's expense.

3.7. ITEMS NOT TO BE PAINTED

3.7.1. Sprinkler heads, Heat/Smoke Detectors, pull stations, fire alarm bells or horns, radiators, radiator enclosures, locks and all exposed piping, including valves, traps, and/or air valves (even if previously painted). It is imperative that the Contractor fully understands that all fire safety equipment must not be painted over, as the fire or smoke detection sensitivity will be affected by the slightest amount of paint and will render the device useless. See 3.10 Fire Alarm System Rules.

3.7.2. Convector elements, electric heating elements.

3.7.3. Equipment having factory-applied finish, such as instrument boards, thermostats, instruments, thermometers, meters, gauges, etc.

3.7.4. Metal surfaces including finished aluminum, brass, chrome, copper, stainless steel, monel and lead.

3.7.5. Electric wall switch plates, electric wall outlet covers and electrical outlet sockets.

3.7.6. Television cable jacks, telephone jacks.

3.7.7. Door knobs, locksets, strike plates, or hinges.

3.7.8. Mechanically-operated self-closing door closers especially the spring housing.

3.7.9. Aluminum window frames.

3.7.10. Baseboards or any vinyl cove base. Painting over baseboards with brown or black paint to hide wall paint which was applied to it as a result of poor preparation (i.e., painter did not mask off baseboard) is not permitted and is not acceptable.

3.7.11. Range hoods, ranges, refrigerators, kitchen cabinets, formica countertops, etc.

3.7.12. All lighting fixtures, globes, diffusers, etc.

3.8. CLEANUP INCLUDES

3.8.1. WASTE: Ramapo College of New Jersey requires the removal of all unnecessary equipment, trash, etc., from the premises immediately after use. If there is an area, agreed upon before the start of work, then it will be the lone site where the Contractor can put any waste for daily pickup.

3.8.2. EQUIPMENT: Equipment cleanup is allowed in the Maintenance Garage building or designated janitorial closets ONLY. Bathroom or kitchen sinks, showers, bathtubs, urinals, or toilets are not to be used for equipment cleanup or disposal of paint or other equipment. If Contractor's employees are found using prohibited means of cleanup, Contractor will assume full financial responsibility for any clogged plumbing, or sections of plumbing which must be replaced in total because of dried paint clogs or cleaning Such an incident may result in the contract being terminated immediately.

3.8.3. RESTRICTIONS: Paint crews are prohibited from using any Ramapo College of New Jersey kitchen sink, bathroom sink, or public restrooms to bathe and or to store, cook or eat food.

3.8.4. EXCESS PAINT: All paint is to be cleaned off from baseboards, carpets, windows, and window frames, tile floors, etc.

3.8.5. DAMAGE: The Contractor will assume full financial responsibility for damage to the premises, including all furniture, carpeting, etc., therein, whether due to accident or negligence.

3.8.6. ORIGINAL CONDITION: Upon completion in a particular location, it shall be left in the same clean condition as originally found at the beginning of the painting. Damages and lack of cleanup will be deducted from invoice(s).

3.8.7. FURNITURE: Contractor must return all furniture to original location immediately after room(s) are painted and dried to the touch.

3.9. SAFETY AND STORAGE

3.9.1. STORAGE: Contractor shall provide his own locked and secured storage facility or, if available, store all tools and materials in a single well ventilated space approved by the Office of Facilities Management’s Supervisor-in-Charge. Such storage will be at the Contractor's own risk. Used rags, waste, and empty containers shall be removed from the site each night. Storage space shall be maintained and tidy at all times. Contractor shall be responsible for lost or stolen material from these storage locations. The College will not be responsible for the Contractor’s property.

3.9.2. EXTINGUISHER: Contractor shall provide at least one NFPA-approved Class 2B fire extinguisher for each 200 square feet of area occupied by paint storage and mixing. Each extinguisher must be located within 50 feet of the storage area, accessible in the presence of a fire without undue danger to the operator.

3.9.3. SAFETY: The Contractor will take all deliberate steps to ensure that his employees and any member of the Ramapo College of New Jersey Community are protected from any Painting/cleaning chemicals (fumes, spills, or use as specified by manufacturer) used in the performance of any contractual duties and responsibilities.

3.10. FIRE ALARM SYSTEM RULES

3.10.1. No alarm will be blocked by any means, such as with tape or plastic bags without prior notification to the Office of Facilities Management's Supervisor-in-Charge. No alarm panel will ever be turned off.

3.11. MATERIAL SPECIFICATIONS

3.11.1. CONTRACTOR SUPPLIED MATERIALS: All paint, spackle, caulking, tape(s), etc. will be supplied by the Contractor.

3.11.2. ORIGINAL CONTAINERS: All paint, spackle, caulking, etc. shall be in original, clearly labeled, sealed manufacturer's containers.

3.11.3. STAIN BLOCKER: An approved stain blocker (for graffiti) shall be used where needed.

3.11.4. ANTI-MOLD: Anti-mold/mildew sealers and paints will be used in all bathrooms after a chlorine solution/anti-mold solution is used, as a preparation treatment.

3.11.5. PAINT BRAND: The paint manufacturer will be Sherwin Williams, or equivalent, for all paint used on this contract.

3.11.6. DOORS: Any doors in apartments, including entrance door to the apartment, are to be painted to cover both sides including door frame with semi-gloss latex in the color as selected by the College representative. If special coverage is required due to a drastic change in the color selected, a pre-approved proposal must be submitted for the additional charge. The College has the right to reject the proposal or hire another contractor.

3.11.7. RECORDS: The contractor will be responsible for maintaining an accurate written record of square footage and rooms/areas being painted for the listed areas and submitted daily. Each area, room, suite or apartment will be listed on the invoices.

3.12. OTHER REQUIREMENTS

3.12.1. SCHEDULE CHANGES: Because of the logistics involved with housing summer conference participants and preparing the residence halls for fall occupancy, Ramapo College reserves the right to adjust, change, or modify the work schedule(s) as conditions dictate. If in the event the schedule is changed, RCNJ will notify the Contractor or the Contractor's on campus representative as soon as possible.

3.12.2. LOGISTICS: Other Contractors will frequently be on campus providing various goods and services. It will be the responsibility of the Contractor to discuss the logistics of working with or around other Contractors with the Office of Facilities Management, so as to ensure that all work will proceed efficiently and that all deadlines will be met. Any such logistics must be coordinated through and approved by the Supervisor-in-Charge.

3.12.3. OTHER CONTRACTORS: The Contractor and his employees must be cognizant of other contractors performing work at the College (such as cleaning carpeting, tiling, furniture installation) and must confer with the Office of Facilities Management's Supervisor-in-Charge for any logistical or coordination questions which might arise involving other contractors.

3.12.4. SUPERVISOR: The Contractor's supervisor (or working supervisor) must be on site at all times and have a cell phone that has voicemail and is on at all times. If this supervisor must leave, there must be a designated supervisor left in charge also with a cell phone and voicemail. All cell phone calls must be answered.

4. BID PROPOSAL PREPARATION AND SUBMISSION

4.1. GENERAL: The bidder is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.

4.2. BID PROPOSAL DELIVERY AND IDENTIFICATION: In order to be considered, a bid proposal must arrive at the Ramapo College of New Jersey, Purchasing Department before or at the date and time indicated in the RFP. The exterior of all bid proposal envelopes/package should be labeled with the bid identification number and the final bid opening date and time.

4.3. NUMBER OF BID PROPOSAL COPIES: The bidder must submit one (1) complete original bid proposal, clearly marked as the original bid proposal. The bidder should submit one (1) complete copy of the original, clearly marked as copy and one (1) electronic version on disk or flash drive. The copy request is necessary in the evaluation of the bid proposal.

4.4. BID PROPOSAL CONTENT: The bid proposal must be submitted in writing as one complete package with all of the required documentation and completed forms as specified in the RFP.

4.4.1. DOCUMENTS THAT MUST BE SUBMITTED **WITH** BID PROPOSAL: The following must be submitted with all proposals.

4.4.1.1. SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, TERMINATED CONTRACTS AND COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Contact Information page, Business References page and Terminated Contracts page. If requested in the RFP, the bidder must also submit: Cooperative Purchasing page.

4.4.1.2. OWNERSHIP DISCLOSURE FORM: The Bidder shall complete and submit with the proposal the Ownership Disclosure form. See the attachment titled Ownership Disclosure.

4.4.1.3. NON-COLLUSION AFFIDAVIT: The Bidder shall complete and submit with the proposal the Non-Collusion Affidavit. See the attachment titled Non-Collusion Affidavit.

4.4.1.4. CONFLICTS OF INTEREST: The Bidder shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest and Executive Order 34 and 189.

4.4.1.5. BID SECURITY AND STATEMENT OF SURETY: If requested in the RFP, the bidder must provide a bid bond and a statement of surety with the bid proposal. See Section 5 Special Contractual Terms and Conditions of this RFP for additional information.

4.4.2. PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH BID PROPOSAL:

4.4.2.1. BUSINESS REGISTRATION CERTIFICATE: Failure to submit a copy of the bidder's Business Registration Certificate (or Interim Registration) from the Division of Revenue with the bid proposal may be cause for rejection of the proposal. See the RFP attachment titled Business Registration

4.4.2.2. THE PUBLIC WORKS CONTRACTOR REGISTARTION ACT CERTIFICATE: If the RFP is for a public works project, the Bidder shall submit with the proposal the bidder's Public Work Contractor Registration Act Certificate. Failure to submit a copy of the certificate may be cause for rejection of the proposal. See the RFP attachment titled The Public Works Contractor Registration Act, dated 02/22/2000.

4.4.3. FORMS THAT MUST BE SUBMITTED **BEFORE** CONTRACT AWARD: The following forms must be submitted to the Ramapo College of New Jersey, Purchasing Department before a contract is awarded as a result of this RFP.

4.4.3.1. MACBRIDE PRINCIPLES CERTIFICATION: The bidder is required to complete the MacBride Principles Certification evidencing compliance with the MacBride Principles. See the RFP attachment titled MacBride Principles form.

4.4.3.2. AFFIRMATIVE ACTION: The bidder is required to submit a copy of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). See the RFP attachment titled Affirmative Action.

4.4.3.3. POLITICAL CONTRIBUTION FORMS: The bidder is required to complete the following Certification and Disclosure of Political Contributions forms. See the attachments.

4.4.3.3.1. Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions. (Formally Executive Order No. 134) (Political Contributions)

4.4.3.4. CERTIFICATE OF INSURANCE: The bidder is required to submit proof of liability insurance in accordance with Ramapo College of New Jersey Terms and Conditions. See attachment titled Terms and Conditions.

5. SPECIAL CONTRACTUAL TERMS & CONDITIONS

5.1. PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS: The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Notice of Award. Unless specifically stated in this RFP, the Special Contractual Terms and Conditions of the RFP and addenda take precedence over the Ramapo College of New Jersey Standard Terms and Conditions.

5.2. CONTRACT TERM AND EXTENSION OPTION: The term of this contract shall be for a period of **one (1) year, beginning on or about XXXX XX, 2018**. If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term of the contract. **The contract may be extended for two (2) additional periods of up to one (1) year,** by mutual written consent of the contractor and the College at the same terms, conditions and pricing.

5.3. CONTRACT TRANSITION: In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration of the contract.

5.4. CONTRACT AMENDMENT: Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and approved by both the contractor and the College.

5.5. CONTRACTOR RESPONSIBILITIES: The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any service shall not be construed as a waiver of any rights that the College may have arising out of the contractor's performance of the contract.

5.6. SUBCONTRACTING OR ASSIGNMENT: The contract may not be subcontracted or assigned by the contractor in whole or in part without prior written consent of the College.

5.7. CONTRACT TERMINATION AND REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS: In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, the College shall notify the Contractor of such failure or default and demand that the same be remedied within a specific period of time. In the event of the failure of the Contractor to remedy the same within said period, the College shall take steps to terminate the contract. In this event, the College will authorize the service to be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due. It shall also be incumbent upon the contractor to continue operations until relieved by a newly selected Contractor.

5.7.1. CHANGE OF CIRCUMSTANCE: Where the needs of the College significantly change, or the contract is otherwise deemed no longer to be in the College's best interest, the College may terminate the contract upon 30 days written notice to the Contractor.

5.8. COLLEGE'S OPTION TO REDUCE SCOPE OF WORK: The College has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such event, the College shall provide advance written notice to the contractor.

5.9. AVAILABILITY OF FUNDS: The College's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the College for payment of any money shall arise unless and until funds are made available for each fiscal year.

5.10. **PREVAILING WAGE:** Each Contractor or any Sub-contractor shall comply with the New Jersey Prevailing Wage Act, Laws of 1963, Chapter 150, and all amendments thereto, and this Act is hereby made a part of every contract entered into on behalf of the College.

In the event it is found that any workman, employed by any Contractor or any Sub-contractor covered by any contract in excess if of $2,000 has been paid a rate of wages less than the Prevailing Wage required to be paid by such contract, the Contract Administrator may terminate the Contractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and may otherwise prosecute the work to completion. Nothing contained in the Prevailing Wage Act shall prohibit the payment of more than the prevailing wage rate to any workman employed on a public project.

The bidder shall submit with the proposal the bidder's Public Work Contractor Registration Act certificate.

Please be advised that effective February 18, 1992 Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-55.25 *et seq*. requires that all public works employers shall submit a certified payroll record to the public body or lessor which contracted for the public work project each payroll period within (10) days of the payment wages. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.

A copy of the certified payroll form may be obtained by contacting the New Jersey Department of Labor, Division of Workplace Standards, Public Contracts Section, CN 389, Trenton, New Jersey 08625-0389, telephone (609) 292-2259.

5.11. **PUBLIC WORKS CONTRACT – ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT:** During the term of the contract the contractor agrees to comply with N.J.S.A 10:5-33 regarding anti-discrimination. See the RFP attachment titled Affirmative Action Supplement.

5.12. INDEMNIFICATION: See the attachment titled Ramapo College of New Jersey Terms and Conditions.

5.13. INSURANCE: The successful bidder shall secure and maintain in force for the term of the contract liability insurance. See the attachment titled Ramapo College of New Jersey Terms and Conditions for the specific insurance requirements.

5.14. **STATEMENT OF SURETY, BID BOND AND PERFORMANCE BOND:** Not required for this RFP

6. PROPOSAL EVALUATION

6.1. PROPOSAL EVALUATION COMMITTEE: Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the College's Purchasing Department and other College employees.

6.2. ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL: A bidder may be required to give an oral presentation to the College concerning its bid proposal. The College may also require a bidder submit written responses to questions regarding the bid proposal. The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way.

6.3. EVALUATION CRITERIA: The College may use, but is not limited to, the following evaluation criteria; A) The bidder's general approach and plans in meeting the requirements of the RFP, B) The bidders detailed approach and plans to perform the services required, C) The bidder's documented experience in successfully performing contracts of a similar size and scope, D) The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract and E) The overall ability of the bidder to mobilize, undertake and successfully complete the contract.

6.4. ERRORS AND OMISSIONS: If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director of Purchasing may seek clarification from the bidder to ascertain the true intent of the bid.

Ramapo College of New Jersey reserves the right to waive any technical or formal defects found in the RFP submission.

6.5. REJECTION OF PROPOSAL: The College reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the College to do so.

6.6. NEGOTIATION AND BEST AND FINAL OFFER (BAFO): Following the opening of bid proposals, the College, may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder, and/or solicit a best and final offer (BAFO) from one or more of the bidders.

Initially, the College will conduct a review of all the bids and select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the College, price and other factors considered. The College may not contact all bidders to negotiate and/or to submit a BAFO.

In response to the College's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the College's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO, the College will complete its evaluation and issue an award to the responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered.

7. CONTRACT AWARD

7.1. MULTIPLE AWARDS: The College reserves the right to award contracts as a result of this RFP to more than one bidder.

8. CONTRACT ADMINISTRATION

8.1. AUDIT: The College reserves the right to request from the contractor during the term of the agreement copies of the contractor's documentation and or information reports related to the performance of the contract. The requests could include, but are not limited to, copies of licenses or permits, reporting of invoiced data, copies of call reports.

9. SIGNATURE PAGE

RAMAPO COLLEGE ADVERTISED REQUEST FOR PROPOSAL BID RESPONSE

Bid Identification # **18-010A** Description: **Painting Services**

This bid proposal MUST be received by the Ramapo College of New Jersey Purchasing Department before or at **2:00 P.M. on September 19, 2018 at** which time responses will be publicly opened and read. Any proposal arriving at the Purchasing Department after the submission due date and time will not be accepted.

Read the entire Request for Proposal, including all terms, conditions and attachments. Submit documentation as required:

Document	With RFP Submission	Document	With RFP Submission
Signature Page	**X**	Non-Collusion Affidavit	**X**
All Price sheets	**X**	Conflicts of Interest	**X**
Bidder Contact Information	**X**	Bid Security	**Not Required**
Bidder Business References	**X**	Statement of Surety	**Not Required**
Bidder Terminated Contracts	**X**	Business Registration Certificate	**X**
Cooperative Purchasing	**X**	Public Works Contractor Reg. Cert.	**X**
Ownership Disclosure Form	**X**	W9	**X**

Document	Before Contract Award
Performance Bond	**Not Required**
MacBride Principle	**X**
Affirmative Action Employee Information Report	**X**
PL 2005 Chapter 51 & Executive Order No. 117 (2008)	**X**
Insurance Certificate	**X**

INFORMATION TO BE COMPLETED BY BIDDER

1. Bidder's Company Name :	2. Phone Number:	3. Fax Number:
4. Bidder's Company Address:	5. Bidder's Tax ID:	6. Cash Discount Terms:
7. Estimated Amount of Contract:	8. Amount of Bid Security $:	9. Amount of Performance Security $:

10. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Bidder acknowledges receipt of the following addenda: Addendum Number Date of Addendum

_____ _____

_____ _____

_____ _____

11. SIGNATURE of BIDDER:	12. TITLE:	13. DATE:	Notice: The college will pay invoices only when the contractor has complied with all terms and conditions of the contract
14. NAME: (Print or Type)	15. E-MAIL:		

10. PRICE SHEET: # 18-010A Painting Services

1. Base Bid – Painting per specification (includes all prep, supplies, painting and clean-up)

Year	Price per Sq. Ft.	Sq. Ft.	Total
1		100,000	
2		100,000	
3		100,000	
Total	Leave Blank	Leave Blank	

2. Add Alternate A – Staining Both Sides of an Individual Door

Price per Door (both sides)

Year 1 _____ Year 2 _____ Year 3 _____

3. Add Alternate B – Painting Both Sides of an Individual Door

Price per Door (both sides)

Year 1 _____ Year 2 _____ Year 3 _____

4. Add Alternate C – Spackling and Sanding

Price per Sq. Ft.

Year 1 _____ Year 2 _____ Year 3 _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

11. BIDDER CONTACT INFORMATION

Bidder's Company Name:_____

Company Owner: _____

Address:

_____

_____

_____

Number of years firm has been furnishing services: _____

PERSON TO CONTACT FOR PLACING ORDERS: _____

BUSINESS TELEPHONE: _____

EMERGENCY TELEPHONE:_____

FAX NUMBER: _____

CELL PHONE NUMBER:_____

BEEPER NUMBER: _____

EMAIL ADDRESS: _____

OFFICE PERSON TO CONTACT FOR BILLING ISSUES: _____

12. BIDDER BUSINESS REFERENCES

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____

REPRESENTATION SIGNATURE _____

13. BIDDER TERMINATED CONTRACTS

Contract 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Reason for Termination: _____

Contract 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Reason for Termination: _____

Contract 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Reason for Termination: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

14. COOPERATIVE PURCHASING

A. Will you extend contract prices to other State Colleges and University's in New Jersey? (See the list below.)

Yes_____ No_____

Kean University
Montclair State University
New Jersey City University
New Jersey Institute of Technology
Ramapo College of New Jersey
Rowan University
Rutgers, The State University of New Jersey
The College of New Jersey
The Richard Stockton College of New Jersey
Thomas Edison State College
William Paterson University of New Jersey

B. Ramapo College of New Jersey is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the 4 year Public University's as well as private institutions. Will you extend contract prices to the association? (See the list below.)

Yes_____ No_____

Public:	**Private:**
Kean University	Monmouth University
Montclair State University	Princeton University
New Jersey City University	Rider University
New Jersey Institute of Technology	Seton Hall University
Ramapo College of New Jersey	
Rowan University	
Rutgers, The State University of New Jersey	
The College of New Jersey	
The Richard Stockton College of New Jersey	
Thomas Edison State College	
William Paterson University of New Jersey	

Each College/University shall be responsible for issuing purchase orders and payments directly with bidder(s). Each institution will be responsible for signing individual contracts and is financially responsible for the services purchased. The Colleges/Universities listed in this section are under no obligation to use the contractor(s) having extended pricing and services as the result of this bid.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____