

# PUBLIC NOTICE

BRICK TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
1551 HIGHWAY 88 WEST, BRICK, NJ 08724

## NOTICE OF SOLICITATION FOR A REQUEST FOR QUALIFICATIONS

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et. seq. (New Jersey Pay to Play Law) the Brick Township Municipal Utilities Authority (the "BTMUA"), Township of Brick, County of Ocean and State of New Jersey is seeking a Request For Qualification for a **Service Contract for Plans and Drawings Printing** under a fair and open process. The services to be provided to the BTMUA are from the award date of the contract through June 30, 2010.

The Request for Qualification (RFQ) is on file in the Administrative Building of the BTMUA located at 1551 Highway 88 West, Brick, NJ 08724 and may also be downloaded from the BTMUA website [www.brickmua.com](http://www.brickmua.com).

The RFQs will be **opened at 10:00 AM on July 16, 2009** at the offices of the Brick Township Municipal Utilities Authority located at 1551 Highway 88 West, Brick, NJ 08724. Patrick L. Bottazzi, Chairman, must receive the RFQs no later than the opening date and time. Any RFQs received after said time, whether by mail or otherwise will be returned unopened. It is recommended that each RFQ be hand delivered to the Authority. RFQs shall be submitted in sealed envelopes with the name of the Company and RFQ clearly marked on the outside of the envelope. RFQs may NOT be faxed, transmitted over the telephone or emailed. The Authority assumes no responsibility for the delays in any form of carrier, mail or delivery service causing the RFQ to be received at the Authority later than the above referenced scheduled time. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

All questions concerning this notice must be addressed to the office of the Executive Director, at 732-458-7000 x 237. The decision of the BTMUA as to what constitutes a fair and open process shall be final.



**1551 HIGHWAY 88 WEST  
BRICK, NJ 08724  
732-458-7000**

## **REQUEST FOR QUALIFICATION**

The Brick Township Municipal Utilities Authority (BTMUA) is soliciting Request for Qualification (RFQ) pursuant to the provisions of N.J.S.A. 19:44A-20.5 et. seq. (New Jersey Pay to Play Law). It is the intent of the BTMUA to award a **Service Contract for the Plans and Drawings Printing** under a “fair and open process”. Interested parties may submit statements of qualifications for this service contract to the BTMUA, Attention: Patrick L. Bottazzi, Chairman, **no later than 10:00 AM on July 16, 2009** at 1551 Highway 88 West, Brick, New Jersey 08724. All statements of qualifications shall include at a minimum the following information, clearly identified by Item No. and in this order:

### **1. Requirements:**

- A. A listing of the experience possessed by your company for the services required by the BTMUA, describing the services rendered by your company to other municipal utility authorities and other public agencies. The years of this type of experience should also be indicated.
- B. Completion of the attached bid form with the unit price and extension clearly written. The form must also be signed. The bid form delineates the Scope of Work.
- C. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, in place as of January 1, 2009.
- D. A copy of your Business Registration Certificate.
- E. Completion of Non-Collusion Affidavit and Stockholder Disclosure Form.

### **2. Professional References:**

- A. Provide names, addresses and telephone numbers of persons who can verify the professional work qualifications of your company.

### **3. Ability to provide services in a timely manner:**

- A. Describe your turn-around-time to print and bind drawings.
- B. Identify key business equipment and software that will facilitate the performance of tasks undertaken on behalf of the BTMUA.
- C. Indicate the proximity of the company preparing drawings to the BTMUA.

## BASIC CRITERIA FOR PLANS AND DRAWINGS PRINTING SERVICES

### FAIR AND OPEN PROPOSAL AWARD CRITERIA/QUALIFICATION EVALUATION

The BTMUA will utilize a fair and open process to evaluate the RFQs for **Plans and Drawings Printing Services**. The decision of the BTMUA as to what constitutes a fair and open process shall be final. The award of this contract shall be made to the firm submitting the proposal which is deemed to be what is most advantageous to the Authority, price and other factors considered. The governing body of the Brick Township Municipal Utilities Authority will evaluate the RFQs based on the following criteria:

1. History, experience and reputation in performing professional work in the applicable field;
2. Knowledge of the Brick Township Municipal Utilities Authority, or other government entities, and the subject matter to be addressed under the services contract;
3. Other factors if demonstrated to be in the best interest of the Brick Township Municipal Utilities Authority.

#### **Those persons submitting proposals must comply with the following:**

1. Affirmative Action Regulations requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27., including a copy of their Affirmative Action Certificate, **along with** the completion of the attached **EXHIBIT A:** P.L. 1975, NJSA 10.5-31 et seq., C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE for GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

2. P.L. 2004, c. 57 which amends and supplements the business registration provisions of N.J.S.A. 52:32-44.

# BID FORM

## Plans and Drawings Printing Contract

### Scope of Work

The printing of various size plans and drawings, including but not limited to Public Contract drawing sets miscellaneous drawings copies and duplicate mylars; Prices shall include all labor, materials and equipment necessary to print and/or bind plans and drawings, based on the following:

Each Public Contract drawing set will have an initial printing of 10 to 20 sets, with reorders of 10 sets at a time. The average set has approximately 20 drawings. Each print job will vary. All other items will be printed on an as needed basis. Sample Public Contract drawings are available upon request.

<u>Item No.</u>	<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
1	3,500	24" x 36" black-line prints	\$ _____	\$ _____
2	1,250	18" x 24" black-line prints	\$ _____	\$ _____
3	750	12" x 18" black-line prints	\$ _____	\$ _____
4	250	8 ½" x 11" color prints	\$ _____	\$ _____
5	50	11" x 17" color prints	\$ _____	\$ _____
6	25	24" x 36" mylars	\$ _____	\$ _____
7	25	12" x 18" mylars	\$ _____	\$ _____
8	25	24" x 36" vellum	\$ _____	\$ _____
9	25	18" x 24" vellum	\$ _____	\$ _____
10	25	12" x 18" vellum	\$ _____	\$ _____
11		Allowance for miscellaneous printing	\$ <u>2,000.00</u>	\$ <u>2,000.00</u>

\_\_\_\_\_  
Total Lump Sum Price in Words

\_\_\_\_\_  
Total Lump Sum Price in Figures

Quotation submitted by:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

## STATE OF NEW JERSEY EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

### Exhibit A

(N.J.S.A. 10:5-31 et seq.)

(N.J.A.C. 17:27)

#### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

#### **GOODS, PROFESSIONAL SERVICES 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of 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 workers' representative of the contractor's commitments 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 the regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or good faith efforts to meet targeted 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity and expression, disability, nationality 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 principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

**REQUIRED AFFIRMATIVE ACTION EVIDENCE**

**A. Procurement, Professional & Services Contracts**

All successful vendors must submit within three days of the notice of intent to award or the signing of the contract, one of the following documents to the Authority. Failure to submit one of the following will result in the contractor's bid being rejected as non-responsive.

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval.
2. A photo copy of their Certificate of Employee Information Report.
3. If the contractor cannot present (1) or (2), the contractor is required to submit a completed Employees Information Report (Form AA-302). This form will be made available to contractors by the Brick Township Municipal Utilities Authority.

Name of Company: \_\_\_\_\_

Signature: Title: \_\_\_\_\_

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