TBD

TOWNSHIP OF MONROE PRINTING SERVICES

Township of Monroe, NJ

1 Municipal Plaza

Monroe, NJ 08831

RELEASE DATE: October 28, 2026

DEADLINE FOR QUESTIONS: undefined

RESPONSE DEADLINE: November 10, 2026, 10:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://secure.procurenow.com/portal/tsmonroenj

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1. INTRODUCTION

1.1. Summary

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Township of Monroe, County of Middlesex, State of New Jersey through the **OpenGov Procurement Portal** as shown below, at which time bids will be opened and read in public for:

PROPOSAL TITLE: TOWNSHIP OF MONROE PRINTING SERVICES

OPENING DATE: TUESDAY, NOVEMBER 10, 2026

OPENING TIME: 10:00 AM PREVAILING TIME

NOTE: Proposals will be publicly unsealed via Zoom on 11/10/26 at 10:00 AM at the following link.

https://us02web.zoom.us/j/89191362429?pwd=N8babS3FhR4A9Mw5HW51ScYsWS7JpQ.1

Full proposal tabulation and results will be posted here and sent to all bidders after opening.

1.2. Background

See attachments Exhibit A for Detailed Specifications

1.3. Contact Information

Project Contact:
Jeffrey Mogila
Finance Qualified Purchasing Agent
Email: jmogila@monroetwp.com
Phone: (732) 521-4400

Procurement Contact:
Jeffrey Mogila
Finance Qualified Purchasing Agent
Email: jmogila@monroetwp.com
Phone: (732) 521-4400

Department:
Procurement

Department Head:
-
-

1.4. Timeline

Release Project Date	October 28, 2026

Proposal Submission Deadline	November 10, 2026, 10:00am

2. ADVERTISEMENT

ADVERTISEMENT FOR BIDS

NOTICE IS HEREBY GIVEN that sealed bids entitled:

Contract Name: Township of Monroe Printing Services
Contract No.: TBD

Will be received by the Monroe Township Municipal Building, 1 Municipal Plaza, Monroe Township, New Jersey 08831, until 10:00 am. prevailing time on Tuesday, November 10, 2026, at which time the submissions received will be publicly opened and read aloud in the presence of one or more of the following, Township Administrator, or his designees. No bids will be accepted after said prevailing time and day.

The proposed work consists of: Bidder shall provide professional printing services of materials shown in, but not limited to, the detailed specifications and the sample book.

Contract documents may be obtained through the Township of Monroe procurement portal at https://procurement.opengov.com/portal/tsmonroenj.

Bids must be submitted through the procurement portal. Hard copies of bids will not be accepted.

All bidders shall be required to comply with N.J.S.A. 10:5-31, et seq. and N.J.A.C.17: 27, requiring each bidder and each subcontractor to formulate and submit to the proper authorized representative of the State of New Jersey an affirmative action program of equal opportunity, which guarantees minorities employment in all categories.

If a bidder is a corporation, Subchapter S corporation, partnership, limited partnership, or limited liability partner or company the bidder, in conformance with N.J.S.A. 52:25-24.2 et seq., shall submit with its bid a statement setting forth the names and addresses of all stockholders who own a ten percent (10%) or greater interest in the firm.

All bidders are advised of the penalties for false, deceptive, or fraudulent statements as required by N.J.S.A. 40A:11-33 through -34.

The Project shall conform to the Local Public Contract Law, N.J.S.A. 40A:11-1 et. seq. The Township reserves the right to reject bids in accordance with N.J.S.A. 40A:11-13.2.

3. INSTRUCTIONS FOR ELECTRONIC BID SUBMISSION

The Township is accepting electronic bid submissions with OpenGov by following the instructions below. The Township will **NOT** accept paper bids.

- Sign up for a FREE account at https://procurement.opengov.com/signup
- Once you have completed account registration, browse back to this page: https://procurement.opengov.com/portal/tsmonroenj

- Click on the bid of interest, then click "Draft Response".
- Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline/bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The Township's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

4. INSTRUCTIONS FOR BID BOND & SURETY SUBMISSION

The Township has an account with Surety2000 an online bid bond/surety program. Use of these platforms is fee-based and bidders can utilize the platform to obtain an electronically issued, verified, and legal bid bond and consent of surety which can be used for bidding purposes.

To use Surety2000, please use this link to access the site: www.surety2000.com.

BID GUARANTEE. When required as indicated in the bid, the bidder shall submit with the bid a certified check, cashier's check, bid bond, or e-bond using Surety2000 in the amount of ten percent (10%) of the total price bid, but not in excess of $20,000.00, payable unconditionally to the owner. When submitting a Bid Bond it shall contain Power of Attorney for the full amount of the Bid Bond from a Surety Company authorized to do business in the State of New Jersey and acceptable to the owner. The check or bond of the unsuccessful bidder(s) shall be returned pursuant to NJSA40A:11-24a. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to NJSA 40A:11-21.

CONSENT OF SURETY. When required as indicated in the bid, the bidder shall submit with the bid a Certificate (Consent) of Surety with Power of Attorney for the full amount of bid price from a Surety Company authorized to do business in the State of New Jersey, and acceptable to the owner stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors, or by each respective subcontractor, or by any combination hereof which results in performance security equal to the total amount of the contract, pursuant to NJSA 40A:11-22.

The Consent of Surety shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a Consent of Surety form when required shall result in the rejection of the bid.

A. **Instructions for Bidders submitting a physical Bid Guarantee & Consent of Surety**

1. The guarantee & Consent of Surety must be physically received by the date and time stipulated for the receipt of bids in the bid documents in a sealed envelope CLEARLY marked with the name of the bid and date and time of the bid opening.
2. If submitting a cashiers check, certified check, or physical bid bond:

a. An image of the check/bond & consent of surety must be included with the bid or proposal submitted through the OpenGov platform as an attachment to the related question in the vendor questionnaire.

b. The physical check/bond & consent of surety must be submitted to the local unit in a sealed envelope clearly marked as part of the bid response as noted above.

3. Bid Security & Consent of Surety may be mailed or hand delivered to the following address:

   Township of Monroe
   Attn: Christine Robbins
   Township of Monroe Printing Services
   1 Municipal Plaza
   Monroe Township, New Jersey 08831

4. The Bid Guarantee & Consent of Surety may also be hand delivered at the public bid opening and must be received no later than the date and time stipulated for the receipt of bids in the bid documents.

   a. It is highly suggested that all bid guarantees & consents of sureties are delivered to Central Purchasing **BEFORE** the date and time stipulated for the receipt of bids in the bid documents.

   b. The Township is not responsible for late submissions and no consideration will be made for a bid security and/or consent of surety received after the date and time stipulated in the bid documents ***even if you have completed your bid online.***

B. **Instructions for Bidders submitting a Bid Guarantee and Consent of Surety through Surety2000**

1. Log in, or register for an account with Surety2000 here: https://dashboard.surety2000.com/#/login

2. You will need to use your Federal Tax ID number to obtain the bond/surety. The Township does not provide an ID number for each project.

3. **IMPORTANT: Your agent will need to upload your consent of surety and related supporting documents to the "attachments" section in Surety2000 with your bond. Surtey2000 will not automatically provide a consent of surety. A consent of surety form is included with question #2 in the Vendor Questionnaire section.**

4. Upload a copy of the confirmation of the filing of the electronic bond to the question titled "Bid Guarantee & Consent of Surety" in the vendor questionnaire.

5. Proceed to the "Electronic Filing of Bid Guarantee" question and input your bond's serial number.

5. DEFINITION OF TERMS

5.1. DEFINITIONS

Whenever in these specifications and contract, the following terms or pronouns in place of them, are used, the intent and meaning shall be interpreted as follows:

5.2. BID BOND

A guarantee payable to the Monroe Township that if the contract is awarded to a bidder, he will enter into a contract therefore and will furnish any performance bond or other security required as a guarantee or indemnification which may be in the form of a bond of a licensed surety company, cashier's or certified check for 10% of the amount bid.

5.3. BIDDER

Any individual, firm or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.

5.4. CONSENT OF SURETY

A certificate from a licensed surety company on the form attached to these specifications and called "consent of surety" that it will provide the contractor with a contract bond in amount equal to 100% of the contract price.

5.5. CONTRACT

The agreement covering the performance of the work and the furnishing of materials in the construction of the work. The "Contract" shall include the "Proposal", "Instruction to the Bidders", "Plans", "Specifications", "Contract Bond", and all supplemental agreements which may be subsequently entered into to complete the construction of the work in a substantial and acceptable manner.

5.6. CONTRACTOR

The party of the second part to the contract, acting directly or through his agents or employees, and who is primarily liable for the payments of all debts pertaining to and for the acceptable performance of the work for which he had contracted.

5.7. CONTRACT BOND

The approved form of security furnished by the Contractor and his surety as a guaranty of good faith on the part of the Contractor to execute the work in accordance with the terms of the Contract.

5.8. ENGINEER

The engineer of the municipality or his duly authorized representative acting within the scope of particular duties assigned to him or the authority given him.

5.9. INSPECTOR

The authorized representative of the Engineer, assigned to make any or all necessary inspections of work performed and material furnished by the Contractor as defined in the specifications.

5.10. MUNICIPAL OFFICIALS

The Governing Body of the Municipality or District in which the work contemplated is to be performed.

5.11. OWNER

The municipality of the governing body for whom the contemplated work is to be performed.

5.12. PAVEMENT

The combined foundation and surface courses when considered a single unit.

5.13. PLANS AND DRAWINGS

All drawings or reproductions of drawings pertaining to the construction of the work and its appurtenances.

5.14. PROPOSAL

The approved prepared form when properly executed which the bidder submits as his proposal for the work contemplated.

5.15. ROADBED

That portion of the roadway which forms the earth foundation for the pavement.

5.16. SPECIFICATIONS

The directions, provisions, and requirements contained herein, together with all written agreements made or to be made pertaining to the method and of performance of the work, or the quantities or qualities of materials to be furnished under the contract.

5.17. STREET

The whole right of way, which is or may be owned by the Municipality, including roadway and sidewalk area.

5.18. SUB-BASE

Materials placed in the roadbed to give it the required stability.

5.19. SUB-GRADE

The surface upon which the pavement is placed.

5.20. SURETY

The corporate body which is bound with and for the Contractor, and which engages to be responsible for his debts pertaining to and for his acceptable performance of the work for which he has contracted.

6. INSTRUCTIONS TO BIDDERS

6.1. SUBMISSION OF BIDS

A. Sealed bids shall be received by the Township of Monroe, herein referred to as “owner” in accordance with the public advertisement as required by law, with a copy of said notice being attached hereto and made a part of these specifications.

B. Sealed bids shall be received electronically by the designated representative at the time and location of bid opening as stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.

C. It is the bidder's responsibility to present bids to the owner prior to or at the time, and in the manner designated. Bids must be submitted through the Township's electronic bid portal located here: https://procurement.opengov.com/portal/tsmonroenj.

D. Sealed bids forwarded to the owner before the time of opening of bids may be withdrawn upon written application of the bidder, via certified mail, who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain for a period of sixty (60) calendar days unless an extension is agreed to by the "owner" and the bidder(s).

E. More than one bid from an individual, a firm or partnership, corporation or association under the same names shall not be considered.

F. All prices and amounts must submitted via the pricing tables included with each bid document. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the owner in accordance with applicable law.

G. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:

- NJSA 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly submit a false claim and/or knowingly make material misrepresentation.
- NJSA 2C:27-10 provides that a public servant commits a crime if said public servant solicits or receives a benefit directly or indirectly, for an official act performed or to be performed by a public servant, which is a violation of official duty.
- NJSA 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
- Bidder should consult the statutes or legal counsel for further information.

H. Pay-to-Play Disclosure- Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to NJSA19:44A-20-27 if they receive contracts in excess of $50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary, Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

6.2. IN GENERAL

1. **FAMILIARITY WITH PROPOSED WORK.**By submitting a Bid, the Bidder covenants and agrees that he has satisfied himself from his own investigation of the conditions to be met, that he understands fully his obligations and that he will not make any claim nor have any right to cancellation or relief of the Contract because of any misunderstanding or lack of information

2. **INTERPRETATIONS AND ADDENDA.**

a. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the owner. The bidder accepts the obligation to become familiar with these specifications.

b. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and have no impact on the contracting unit of the award of a contract pursuant to NJSA 40A:11-13. In the event the bidder fails to notify owner of such ambiguities, errors or omissions, the bidder shall be bound by the requirement of the specifications and the bidder's submitted bid.

c. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any bidder. Such requests shall be in writing via the e-procurement portal, under the tab named "Question & Answer." In order to be given consideration, a written request must be received by the date and time indicated in the bid.

d. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective bidders via the e-procurement portal. All addenda so issued shall become part of the specification and bid documents and shall be acknowledged by the bidder in the bid by completing the Acknowledgement of Receipt of Addenda form. The owner's interpretations or corrections thereof shall be final.

e. Pursuant to NJSA 40A:11-23(c) when issuing addenda, the owner shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package.

3. **PRESENTATION OF BIDS.** All Bids become the property of the Township. No Bid may be withdrawn after the time fixed for the opening of Bids. Bids received after the opening of Bids has commenced will be returned, unopened, to the Bidders.

4. **INSTRUCTIONS FOR ELECTRONIC SUBMISSION.**

a. The Township is accepting electronic bid submissions with OpenGov by following the instructions below. The Township will **NOT** accept paper bids.

b. Sign up for a FREE account at https://procurement.opengov.com/signup

c. Once you have completed account registration, browse back to this page: https://procurement.opengov.com/portal/tsmonroenj

d. Click on the bid of interest, then click "Draft Response".

e. Follow the instructions to submit the electronic bid.

f. It is important to note that this process should be completed well in advance of the bid deadline/bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The Township's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

6.3. DOCUMENTS REQUIRED WITH BID

1. BID GUARANTEE. The bidder shall submit with the bid a certified check, cashier's check, bid bond, or e-bond using Surety2000 in the amount of ten percent (10%) of the total price bid, but not in excess of $20,000.00, payable unconditionally to the owner. When submitting a Bid Bond it shall contain Power of Attorney for the full amount of the Bid Bond from a Surety Company authorized to do business in the State of New Jersey and acceptable to the owner. The check or bond of the unsuccessful bidder(s) shall be returned pursuant to NJSA40A:11-24a. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to NJSA 40A:11-21.

A. **Instructions for Bidders submitting a physical Bid Guarantee**

1. The guarantee must be physically received by the date and time stipulated for the receipt of bids in the bid documents in a sealed envelope CLEARLY marked with the name of the bid and date and time of the bid opening.

2. If submitting a cashiers check, certified check, or physical bid bond:

   a. An image of the check/bond must be included with the bid or proposal submitted through the OpenGov platform as an attachment to the related question in the vendor questionnaire.

   b. The physical check/bond must be submitted to the local unit in a sealed envelope clearly marked as part of the bid response as noted above.

3. Bid Security may be mailed or hand delivered to the following address:

   Township of Monroe
   Attn: Township Clerk
   Township of Monroe Printing Services
   1 Municipal Plaza,
   Monroe Township, New Jersey 08831

4. The Bid Guarantee may also be hand delivered at the public bid opening and must be received no later than the date and time stipulated for the receipt of bids in the bid documents.

   a. It is highly suggested that all bid guarantees are delivered to Central Purchasing **BEFORE** the date and time stipulated for the receipt of bids in the bid documents.

b. The Township is not responsible for late submissions and no consideration will be made for a bid security received after the date and time stipulated in the bid documents ***even if you have completed your bid online.***

B. **Instructions for Bidders submitting a Bid Guarantee Through Surety2000**

1. Log in, or register for an account with Surety2000 here: https://dashboard.surety2000.com/#/login
2. Upload a copy of the confirmation of the filing of the electronic bond to the question titled "Big Guarantee" in the vendor questionnaire.
3. Proceed to the "Electronic Filing of Bid Guarantee" question and input your bond's serial number.

2. DISCLOSURE OF OWNERSHIP. Any corporation or partnership submitting a Bid shall accompany that Bid with a Disclosure of Ownership Statement listing the names and addresses of each owner of ten percent (10%) or more of the corporation or partnership. Said information may be supplied on the form provided in this packet or on the Bidder's letterhead as per N.J.S.A.52:25-24.2 (PL1977, C33).

3. ACKNOWLEGEMENT OF RECIEPT OF ADDENDA. Per 40A:11-23.2(e) the bidder shall acknowledge the receipt of any addenda. Acknowledgement will be completed via the e-procurement platform. All addenda can be viewed by visiting the the project information tab, then clicking on Addenda & Notices.

4. NON-COLLUSION AFFIDAVIT. Each Bidder must complete and submit a Non-collusion Affidavit. As per N.J.S.A.2C:21-34 et seq, N.J.S.A. 2C:27-10, N.J.S.A.2C:27-11.

5. CONTRACTORS REGISTRATION CERTIFICATE. When required as indicated in the bid, all contractors and subcontractors performing covered public work defined as construction, reconstruction, demolition, alteration or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of the public body, except work performed under a rehabilitation program. Public work also means construction, reconstruction, demolition, alteration, or repair work done on any property or premises, whether or not the work is paid from public funds, if at the time of entering into the contract:

- Not less than 55% of the property or premises is leased by a public body, or is subject to an agreement to be subsequently leased by the public body; and
- The portion of the property or premises that is leased or subject to an agreement to be subsequently leased by the public body measures more than 20,000 square feet.

must be registered with the New Jersey Department of labor. Bidders that are not registered at the time bids are opened will be considered Non-Responsive. Under the law a “contractor” is “a person or partnership, association joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract” which is subject to the provisions of the New Jersey Prevailing wage Act (NJSA 34:11-56.25, et seq.). This applies to contractors based in New Jersey or in another state.

6. INSURANCE COVERAGE. The Contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation and Employers Liability, General Liability and Automobile Liability

as called for in the Specifications. Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the owner as an additional insured.

7. BUSINESS REGISTRATION CERTIFICATE. As per N.J.S.A.52:32-44, prior to contact award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn shall provide it to the Contracting agency prior to the time a contract, purchase order or other contracting document is awarded or authorized.

A. **During the course of the contract performance:**
1. The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
2. The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their address that may be updated from time to time.
3. The contractor and any subcontractor providing goods or performing services under the contract and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of Treasury, the use tax due pursuant the Sales and Use Tax Act (NJSA 54:32B-1 et seq) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml

Before final payment is made under the contract, the contractor shall submit to the Contracting agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to NJSA 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of $25.00 for each day of the violation, not to exceed $50,000, for each proof of business registration not properly under a contract with the contracting agency.

FOR EMERGENCY PURCHASES For purchases of an emergent nature the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods and services, whichever is earlier.

8. DISCLOSURE OF CONTRIBUTIONS TO NJ ELECTION LAW ENFORCEMENT COMMISSION (ELEC) Starting January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of $50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us

6.4. REGARDING SPECIFICATIONS

1. MANDATORY REQUIREMENTS. The word "Mandatory" appears with any requirement which must be met exactly as specified. Deviation from any such mandatory requirements will constitute a material and substantial noncompliance with the Specifications and will result in rejection of the Bid.

2. AMERICAN GOODS AND PRODUCTS. 40A:11-18 American goods and products shall be used whenever possible for the services or products required in the Specifications. However, the decision of the

Township Committee, after consultation with the Purchasing Agent and the department head involved, shall be final where the price discrepancy favors foreign goods or products and said decision does not conflict with the law.

3. EQUIPMENT. By submitting the Bid, the Bidder warrants that equipment offered is standard new equipment, the latest model of regular stock product, with parts regularly used for the type of equipment offered readily available and not likely to be discontinued; that trained mechanics are regularly employed to make necessary repairs; and that the equipment is free of defects of material and workmanship. New equipment shall be guaranteed unconditionally for a period of one (1) year from time of delivery and acceptance (whichever is later) unless otherwise specified in the Specifications. Service shall be rendered promptly without charge.

When required by the Bid specifications, Bidder shall certify on the Equipment Certification from that they control or have access to equipment necessary to do the required work if awarded the contract. If the bidder does not own or lease the equipment, a certification form the owner of the equipment that the bidder will have access to the equipment is required with the bid (NJSA 40:11-20).

4. BRAND NAMES. Brand names and/or descriptions used in these specifications are to acquaint bidders with the types of goods and services desired and will be issued as a standard by which goods and services offered as equivalent will be evaluated.

A: When a specification uses "brand name or equivalent" the listed brand name shall serve as a reference or point of comparison for the functional or operational characteristics desired for the good or service being requested. Where a bidder submits an equivalent, it shall be the responsibility of the bidder to document the equivalence claim. Failure to submit such documentation shall be grounds for rejections of the claim equivalence. The Owner will have the ultimate final decision in determining if a product offered is equivalent to the brand name specified.

B: In submitting its bid, the bidder certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall at its own expense, defend any and all actions or suits charging such infringement and will save the owner harmless from any damages resulting from such infringement.

C: The contractor shall guarantee any or all goods and services supplied under these specifications. Defects or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.

5. LITERATURE. Bidders shall submit, with their Bids, complete descriptive literature and specifications describing fully all manufacturers' equipment proposed to be furnished.

6. LIQUIDATED DAMAGES. Contractor's failure to commence work or make delivery on this Contract within the period stated in the Specifications or failure of Contractor to perform this Contract as per the Specifications shall be a Breach of Contract and Contractor shall forfeit to The Township of Monroe as liquidated damages for such failure or refusal $500/day for failure to meet the substantial / final completion deadlines.

7. TERM OF CONTRACT. The Term of this Contract shall extend 2 years with (1) 1-yr optional extension. Pricing for Optional Year 3 with be same as Year 2 pricing., commencing no later than ten (10) days following the issuance of the Notice to Proceed (NTP), unless otherwise noted by the Owner.

8. LINE ITEM/LUMP SUM. The Contract will be awarded on a line item or lump sum basis as stated on the Proposal form.

6.5. ADDITIONAL CONDITIONS

1. PREVAILING WAGES AND LABOR LAWS NJSA 34:11-56.48 e seq. If applicable, the successful Bidder must comply with the New Jersey prevailing Wage Act (P.L. 1963, Chapter I50) and provisions of the State Labor Laws.

2. AFFIRMATIVE ACTION. The successful Bidder shall be required to comply with the provisions of P.L. 1975, Chapter 127, (N.J.A.C, 17:27-1 et. seq. & N.J.S.A. 10:5-31 et seq) and P.L. 1977, C33 & N.J.A.C. 5-334-1, a law prohibiting discrimination, and all Affirmative Action Regulations issued pursuant thereto. The successful bidder must submit to the township 1) an existing federally approved or sanctioned Affirmative Action Program; 2) a Certificate of Employee Information report Approval; "Affirmative Action Affidavit" (included in this packet). If a contractor cannot supply 1) or 2) above, he shall submit a completed Employee Information Report (Form AA302), available upon request from the Office of Central Purchasing or the Affirmative Action Office, Department of the Treasurer, State House, CN209, Trenton, NJ 08625; & Americans w/Disabilities Act. Title 11, U.S.C. S121 01 et. seq.

3. OTHER LAWS. The Contractor shall comply with all local, state and federal laws, rules and regulations applicable to this Contract and to the work to be done hereunder, including but not limited to: New Jersey Anti-Discrimination laws N.J.S.A.10:2-1, Americans with Disabilities act 1990, and The New Jersey Worker and Community Right to Know Act.

4. SAVE HARMLESS. The Bidder, if awarded a Contract, agrees to protect, defend and save harmless The Township of Monroe, its agents, consultants or representatives against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture or construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless The Township of Monroe, its agents, consultants or representatives from suits or actions of every nature and description brought against it, for, or on account of any injuries or damages received or sustained by any party or parties by, or from any of the acts of the Contractor, his servants or agents. A clause to such effect shall be included in all Certificates of Insurance.

5. VENDOR DOCUMENTATION RETENTION N.J.A.C. 17:44-2.2. The Vendor shall maintain all documentation related to products, transaction or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey office of the State Comptroller upon request.

6. AMENDMENTS TO NJSA2c:21-33 et.seq "TRUTH IN CONTRACTING" Provisions of Law Governing False Claims and Representation. It is a serious crime for the vendor to knowingly submit a false claim and/or knowingly make material misrepresentation. There are enhanced penalties for areas of false claims, bid rigging and bribery, gratuities and gifts; and conflict of interest. Please consult the statue for further information.

7. PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES. Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services

can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list.

6.6. PREPARING THE BID

1. REQUIRED FORMS. All required Bid/Contract Documents must be returned. Bids will be considered as non-responsive if there is an alteration of or departure from Bid Documents forms, or if all forms are not completed. Forms provided with the Bid Documents packet shall be used unless stated otherwise. Must be typed or written in ink. Any erasure or alteration must be initialed and dated in ink by the Bidder. Bid forms must be signed in ink by the persons authorized to do so, scanned, and submitted as required by the e-procurement platform.

2. PRICES. Prices for furnishing all material and/or service(s) or labor described or required by the Specifications shall be inserted on the form provided with this packet. Prices shall be net, including any charges for packing, crating, containers, etc., and all transportation charges fully prepaid by the Contractor F.O.B. destination and placement at locations specified in the Specifications. No additional charges will be allowed for any transportation cost resulting from partial shipments made at the Contractor's convenience when a single shipment is ordered. All prices shall be less Federal Excise Tax & State Sales Tax. In event of a discrepancy between the unit figure and the extension, the unit figure will prevail.

A. Estimated QUANTITES (Open-End Contracts): The owner has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to NJAC 5:30-11-2 and 11.10 NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

B. Contractor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall have included this cost.

C. In the event of public emergency declared at the local, state or federal level prior to the expiration of the contract, if the owner opts to extend terms and conditions of this specification, whether existing or expiring for no longer than six months, for goods and/or services for the duration of the emergency.

3. DISCOUNTS. Discounts and terms of discount shall be stated on the Proposal form when required. Cash discounts of less than one percent (1%) or discount period of less than thirty (30) days will not be considered as factors in awarding the Contract. Time, with respect to the discount offered, shall be computed from date of delivery and acceptance at destination, or from date correct claim voucher, properly certified by the Contractor, is received, whichever is later.

4. DELIVERIES. Shall be made at such time and in such quantities as ordered in accordance with conditions stated in the Specifications. Quantities may be approximate in some instances, based on the most accurate information at the time. The Township reserves the right to increase or decrease the quantities as needed but in no circumstance shall quantities be increased in excess of twenty percent (20%) of the total contract. The Contractor shall be responsible for the delivery of material in first-class condition at the point of delivery and in accordance with customary commercial practice. Items delivered must be in accordance with those proposed. Bidders must give the amount of time required to make delivery after notification to ship. In the event that delivery is not made within the time stipulated, the Township will authorize the using

department to acquire the required material, equipment, or service from any available source, the difference in price (if higher) to be paid by the Contractor.

5. INSPECTIONS AND TESTS. Material, equipment, or service is subject to inspection and testing. Should any material, equipment, or service fail to meet the requirements of the Specifications during such inspection or test, the equipment, material, or service will be rejected and it shall be replaced immediately by the Contractor.

6. ALTERNATE BID. When alternate bids are requested for more than one type of product or service, the decision as to the alternate(s) adopted is reserved exclusively to the Township and the award of Contract will be made to the Bidder whose Proposal for the alternate or combination of alternates selected is lowest based on the estimated quantities. Bids that do not include alternate bids when requested will be considered non-responsive. The Township reserves the right to award any contract where alternate bids are requested to multiple vendors if it is in the best interest of the Township to do so.

6.7. AWARD OF CONTRACT

1. RECEIPT OF BIDS. Bids shall be received electronically at the stated time and place and immediately be unsealed and read in public in the presence of any parties bidding or their agents who desire to be present. As bids are read, a proper record of the prices and terms shall be made. Bids which are to be rejected for failing to comply with procedural requirements shall not be returned to the bidder until an official action has been taken by the Township Committee.

2. REJECTION OF BIDS. The Township reserves the right to judge the qualifications of Bidders in order to ascertain the lowest responsible Bidder as required by law, to reject any or all Bids, and to waive any insubstantial non-conformities where such waiver would not undermine the competitive bidding process. Failure to offer a complete Bid will be deemed just cause for rejection of the Bid as being non-responsive.

A. All bids pursuant to NJSA 40A:11-13.2
B. If more than one bid is received form an individual, firm or partnership, corporation or association under the same name;
C. Multiple bids from an agent representing competing bidders;
D. The bid is inappropriately unbalanced;
E. the bidder is determined to possess, pursuant to NJSA 40A:11-4b, prior Negative Experience; or
F. If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays excepted, or as otherwise agreed upon by the parties to the contact. In this case at its option, the owner may accept the bid of the next lowest responsible bidder. (NJSA 40A11-24b)

3. ACCEPTANCE OF BID. Normally, the Township Committee will accept the lowest responsive, responsible Bid and award the Contract at a regular Public Meeting within sixty (60) days after the Bid opening date. The Contract will be awarded to the lowest responsible, responsive Bidder whose Bid substantially conforms to the Specifications and all other requirements imposed by the Bid/Contract Documents. In the event of equal or tie bids. The Township of Monroe reserves the right to award at its discretion to any of the tied bidders.

4. RETURN OF BID SECURITY. All Bid securities, except the security of the three apparent lowest responsive, responsible bidders, shall be returned within ten (10) days of the bid opening. Within three (3) days after signing of the Contract and approval of Contractor's performance bond (if required), the bid security of remaining Bidders will be returned.

6.8. EXECUTION OF CONTRACT

Subsequent to Award and within ten (10) days after the prescribed forms are presented for signature, each successful Bidder shall execute and deliver to The Township of Monroe an Agreement (Contract) in such number of counterparts as the Township may require. Failure of any successful Bidder to execute the Contract as specified shall constitute a default and the Township may award the Contract to the next lowest responsible Bidder or re-advertise for bids and may charge against the Bidder the difference between the amount of such Bidder's Proposal and the amount for which a Contract for the work is subsequently executed, including the cost of re-advertising same.

6.9. PAYMENT

A. No payment will be made unless duly authorized by the owner's authorized representative and accompanied by proper documentation.

B. Payment will be made in accordance with the owner's policy and procedures. Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and this proposal. Any bill must include a detailed list of items delivered. In the case of an open ended/maintenance contract the bill submitted for payment must detail all work done, hours worked, rates, cost of parts with markup, and include a breakdown of any supplies needed and their cost/markup. No payments will be made without a current W9 on file.

C. The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to:

1. Deliverables not complying with the project specification;
2. Claims filed or responsible evidence indicating probability of filing claims;
3. A reasonable doubt that the contract can be completed for the balance then unpaid

When the above grounds are removed, payment shall be made for the amounts withheld.

D. Public funds may be used to pay only for goods delivered or services rendered. The owner shall not pay penalties and/or interest on overdue bills unless otherwise required by law. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the owner to pay additional fees.

6.10. PROMPT PAYMENT - GOODS & SERVICES

P.L.2019, c127 (LFN 2019-02 1/23/19) P.L. 2018, c.127 establishes a prompt payment requirement that applies to goods and services contracts a contracting unit awards to a "business concern" under the Local Public Contracts Law (LPCL). The law applies to all goods and services contracts awarded on or after February 1, 2019 (effective date) regardless of dollar amount and any contract requiring either a single payment or multiple payments. The law does not change the prompt payment requirements for improvements to real property and structures as set forth in N.J.S.A. 2A:30A-1 et seq and described in LFN 2006-21. The law defines "Business Concerns" as any person engaged in a trade or business, including private nonprofit entity operating as an independent contractor, providing goods and services directly to a contracting unit or to a designated third party and operating pursuant to a contract with a contracting unit which requires either a single payment or multiple payments, but shall not include a "public utility" defined in N.J.S.A. 48:2.13

6.11. TERMINATION OF CONTRACT

A. If through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contracts or if the contractor shall violate any of the requirements or the requirements of the contract, the owner shall upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the owner of any obligation of balances to the contractor of any sum or sums set forth in contract. Owner will pay only for goods and services accepted prior to termination.

B. Notwithstanding the above, the contractor shall not be relieved of liability to the owner for damages sustained by the owner by virtue of any breach of the contract by the contractor and the owner may withhold any payments to the contractor for the purpose of compensation until as the exact amount of the damage due the owner form the contractor is determined.

C. The contractor agrees indemnify and hold harmless from any liability to subcontractors/suppliers concerning payment for work performed of goods supplies arising out of the lawful termination of the contract by the owner under this provision.

D. In case of default by the contractor, the owner may procure the goods or services from other sources and hold the contractor responsible for any excess cost.

E. Continuation of the terms of the contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the owner reserves the right to cancel the contract.

F. It is understood by all that parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale, and or/transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit all documentation/legal instruments that were required in the original bid/contact. Any change shall be approved by the Owner.

G. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the owner.

H. The owner may terminate the contract for convenience by providing 60 calendar days advance notice to the contractor.

I. The contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years form the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

J. For contracts that exceed one year, each fiscal year payment obligation of the owner is conditioned upon the availability of owner funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of any services performed by the bidder awarded the contract (contractor) hereunder, whether in whole or in part, the owner at the end of any particular fiscal year may terminate such services. The owner will not notify the contractor in writing immediately of any services that will be affected by shortage of appropriated funds. This provision shall not be construed so as to permit the owner to terminate the contract during the term, or any service hereunder, merely in order to acquire identical services from another contractor.

K. Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of a contract if the fulfillment of any term or provision of the contracts delayed

or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of the contract is delayed or prevented by any court or action or injunction or other such agreement, the contract shall become voidable by the owner by notice to the parties.

6.12. OTHER PROVISIONS

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPPA") as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information.

6.13. DOCUMENTS REQUIRED WITH EXECUTED CONTRACT

1. Insurance Certificate.
2. Proof of a federally approved or sanctioned affirmative action program, a Certificate of Employee Information Report Approval, a completed Employees Information Report (Form AA302), or Form AA201 as applicable.
3. Performance or payment or other Bonds as required by the Specifications.

7. VENDOR QUESTIONNAIRE

1. Statement of Ownership Disclosure*

Please download the document below, complete, and upload.

Failure to submit this document is mandatory cause for rejection of the bid.

- Statement_of_Ownership.pdf

*Response required

2. Bid Guarantee & Consent of Surety*

Instructions for Bidders submitting a physical Bid Guarantee & Consent of Surety

1. Download and complete the attached documents.
2. The guarantee & Consent of Surety must be physically received by the date and time stipulated for the receipt of bids in the bid documents in a sealed envelope CLEARLY marked with the name of the bid and date and time of the bid opening.
3. If submitting a cashiers check, certified check, or physical bid bond and surety:
    a. An image of the check/bond & consent of surety must be included with the bid or proposal submitted through the OpenGov platform as an attachment to this question.
    b. The physical check/bond & Consent of Surety must be submitted to the local unit in a sealed envelope clearly marked as part of the bid response as noted above.
4. Bid Security & Consent of Surety may be mailed or hand delivered to the following address:

    Township of Monroe

Attn: Township Clerk
Township of Monroe Printing Services
1 Municipal Plaza
Monroe Township, NJ, 08831

5. The Bid Guarantee & Consent of Surety may also be hand delivered at the public bid opening and must be received no later than the date and time stipulated for the receipt of bids in the bid documents.

    a. It is highly suggested that all bid guarantees & consents of sureties are delivered to Central Purchasing **BEFORE** the date and time stipulated for the receipt of bids in the bid documents.

    b. The Township is not responsible for late submissions and no consideration will be made for a bid security and/or consents of surety received after the date and time stipulated in the bid documents ***even if you have completed your bid online.***

A. **Instructions for Bidders submitting a Bid Guarantee and Consent of Surety through Surety2000**

1. Log in, or register for an account with Surety2000 here: https://dashboard.surety2000.com/#/login
2. **IMPORTANT: Your agent will need to upload your consent of surety and related supporting documents to the "attachments" section in Surety2000 with your bond. Surtey2000 will not automatically provide a consent of surety. A consent of surety form is included below.**
3. Upload a copy of the confirmation of the filing of the electronic bond to this question.
4. Proceed to the "Electronic Filing of Bid Guarantee" question and input your bond's serial number.

Failure to submit this document is mandatory cause for rejection of the bid.

- Bid_Bond.pdf

*Response required

3. Bid Guarantee*

Instructions for Bidders submitting a physical Bid Guarantee

1. Download and complete the attached document.
2. The guarantee must be physically received by the date and time stipulated for the receipt of bids in the bid documents in a sealed envelope CLEARLY marked with the name of the bid and date and time of the bid opening.

3. If submitting a cashiers check, certified check, or physical bid bond:
    a. An image of the check/bond must be included with the bid or proposal submitted through the OpenGov platform as an attachment to this question.
    b. The physical check/bond must be submitted to the local unit in a sealed envelope clearly marked as part of the bid response as noted above.
4. Bid Security may be mailed or hand delivered to the following address:

    Township of Monroe
    Attn: Purchasing
    Township of Monroe Printing Services
    1 Municipal Plaza
    Monroe Township, NJ, 08831

5. The Bid Guarantee may also be hand delivered at the public bid opening and must be received no later than the date and time stipulated for the receipt of bids in the bid documents.
    a. It is highly suggested that all bid guarantees are delivered to Central Purchasing **BEFORE** the date and time stipulated for the receipt of bids in the bid documents.
    b. The Township is not responsible for late submissions and no consideration will be made for a bid security received after the date and time stipulated in the bid documents ***even if you have completed your bid online.***

A. **Instructions for Bidders submitting a Bid Guarantee through Surety2000**

1. Log in, or register for an account with Surety2000 here: https://dashboard.surety2000.com/#/login
2. Upload a copy of the confirmation of the filing of the electronic bond to this question.
3. Proceed to the "Electronic Filing of Bid Guarantee" question and input your bond's serial number.

Failure to submit this document is mandatory cause for rejection of the bid.

- Bid_Bond_(1).pdf

*Response required

4. Electronic Verification of Bid Security*

Please enter your Bid Bond serial number from Surety2000 below.

If you are not submitting an electronic bond through Surety2000 please enter N/A below.

Failure to submit this information is mandatory cause for rejection of the bid.

*Response required

5. Acknowledgement of Receipt of Addenda*

Please download the below documents, complete, and upload.

Failure to submit this information is mandatory cause for rejection of the bid.

- Acknowledgement_of_Receipt_...

*Response required

6. Listing of Subcontractors*

Please download the below documents, complete, and upload.

Failure to submit this information is mandatory cause for rejection of the bid.

- Listing_of_Subcontractors.pdf

7. Proposal Total - Signature Page*

Please download the below documents, complete, and upload.

Failure to submit this information is mandatory cause for rejection of the bid.

- Proposal_Total-Signature_Pa...

8. Non-Collusion Affidavit

Please download the documents below, complete, and upload.

This document is being requested to be included with the bid.

- Non-Collusion_Affidavit.pdf

9. Affirmative Action Regulations - G&S

Please download the documents below, complete, and upload.

This document is being requested to be included with the bid.

- Notice_To_Bidders.pdf

10. Affirmative Action Regulations Required Documentation

Please upload one of the following:

A. An existing federally approved or sanctioned affirmative action program.

A. A Certificate of Employee Information Report Approval.

A. If the Contractor cannot present “a” or “b”, the contractor is required to submit a completed Employees Information Report (Form AA302). This form will be made available to contractors by Middletown Township.

This document is being requested to be included with the bid.

11. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Please download the documents below, complete, and upload.

This document is being requested to be included with the bid.

- New_Belarus,_Russia_Form_-_...

12. Disclosure of Investment Activities in Iran

Please download the document below, complete, and upload.

This document is being requested to be included with the bid.

- New_Iran_Form_-_Monroe.pdf

13. Statement of Experience and Qualifications

Please upload your experience in completing similar work.

This document is being requested to be included with the bid.

- Experience_Statement_-_Long...

14. Are you providing a product other than the one specified?*

☐ Yes

☐ No

*Response required

When equals "Yes"

14.1. Please upload the product specification for the product you are providing pricing for.*

*Response required

15. Business Registration Certificate(s) - GC & Subs

Please upload your Business Registration Certificate as well as those of any subcontractors.

This document(s) is being requested to be included with the bid.

16. W9

Please upload your W9.

This document is being requested to be included with the bid.

17. Americans with Disabilities Language Signoff

Please download the below documents, complete, and upload.

- Americans_with_Disabilities...

18. NJ Anti-Discrimination Language Signoff

Please download the below documents, complete, and upload.

- NJ_Anti-Discrimination_Lang...

19. Reportable Contributions Disclosure Statement

Please download the below documents, complete, and upload.

- Reportable_Contributions_Di...

20. State of NJ Non-Debarment Affidavit

Please download the below documents, complete, and upload.

- State_of_NJ_Non-Debarment_A...

21. Resolution of Authorization if Bidder is a Corporation

Please download the below documents, complete, and upload.

- Resolution_of_Authorization...

22. Sample Book Inspection Statement

Please download the below documents, complete, and upload.

- Sample_Book_Inspection_Stat...

23. Exceptions and/or Deviations

Please download the below documents, complete, and upload.

- Exceptions_and-or_Deviation...

24. Certificate of Similar Experience

Please download the below documents, complete, and upload.

- Certificate_of_Similar_Expe...

8. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE - Exhibit A

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. l7:27 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 or 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 personnel testing conforms with the principles 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 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 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office 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.

9. NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

10. AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The CONTRACTOR and MONROE TOWNSHIP, hereinafter known as "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 thereunto, 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 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 proceedings 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 CONTRATOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

11. BUSINESS REGISTRATION CERTIFICATES COMPLIANCE

Pursuant to N.J.S.A. 52:32-44, Monroe Township ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

A. the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

B. the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

C. the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at http://www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of $25 for each day of violation, not to exceed $50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

12. CHALLENGE TO THE BID SPECS (40A:11-13)

As Per
LOCAL PUBLIC CONTRACTS LAW AMENDMENTS
PL1999c 440 (EFFECTIVE APRIL 17, 2000)

Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent **NOT LESS THAN THREE BUSINESS DAYS** prior to the opening of the bids.

- Challenges filed after that time will be considered void and having no impact on the contracting unit or the award of contract.

FALSE CLAIMS & REPRESENTATION – NJSA 2C:21-33

- Be advised it is a serious crime for contractors/vendors to knowingly submit false claims or knowingly make false material misrepresentations. The offender could be guilty of a crime of 2nd-degree, 3rd-degree, or 4th-degree, depending on the amount which is punishable by both a fine and imprisonment.

13. INSURANCE REQUIREMENTS - G&S

Vendor shall procure and maintain while the contact is in full force and effect, the following insurance coverage with an insurance company or companies acceptable to the Township, with limits not less than those shown below. A Certificate of Insurance shall be filled with the Township prior to commencement of the work.

A. Commercial General Liability (CGL): Coverage for all operations including, but not limited to, contractual, products and completed operations, personal aggregate. The, Township its officers, officials, employees, agents and volunteers shall be included as an additional insured.

B. Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limits not less than $1,000,000 per occurrence, combined single limits (CSL) or its equivalent.

C. Workers Compensation: As required by the State of New Jersey and Employers Liability with limits not less than $1,000,000 per accident for bodily injury or disease.

Coverage on Primary and Non-contributory Basis: The Certificate of Insurance should indicate that all insurance coverages will be provided on a primary and non-contributory basis to the Township, its officers, officials, employees, agents and volunteers.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Special Risks or Circumstances: The Township reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

14. BID BOND/SURETY

14.1. Bid Bonds/Surety

A bid bond and Surety **ARE NOT** required for any portion of this contract.

15. TECHNICAL SPECIFICATIONS

15.1. Questions

All questions must be submitted through the OpenGov procurement portal.

17. PRICING PROPOSAL

GROUP "A" - GENERAL PRINTING - TOWNSHIP OF MONROE (YEAR 1)

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
1.0	**ENVELOPES**	0	M		
1A	#10 Regular Envelopes, 24# White Wove, Prints Black Flat, Corner Card	20	M		
1B	#10 Window Envelopes, 24# White Wove, Prints Black Flat, Corner Card	20	M		
1C	#10 Regular Envelope, 24# Ivory Classic, Prints Black & PMS 873 Gold, Flat	2	M		
1D	#10 Regular Envelope, 24# Classic Laid White Stone, Prints PMS 300 Navy, Flat	1	M		
1E	6 1/2" x 4 3/4" Envelope-24# White Wove, Prints Black Flat, Corner Card	1	M		
1F	6" x 9" Envelope, Manila, Prints Black Flat	500	PC		
2.0	**LETTERHEAD**	0	M		
2A	8 1/2" x 11", White 24# Certificate Bond, Prints Flat Black	20	M		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
2B	8 1/2" x 11", Classic Laid 24# White Stone, Prints PMS 300 Navy, 2 Position Printing	4	M		
2C	8 1/2" x 11", Classic Laid 24# White Stone, Prints PMS 300 Navy, 2 Position Printing	1	M		
2D	8 1/2" x 11", 24# Classic Laid-Ivory, Prints Black & Metallic Pms873 Gold, Flat	5	M		
2E	8 1/2" x 11", White 24# Certificate Bond, Prints Dark Brown with Leaf Logo and Washout	2	M		
2F	8 1/2" x 11" Classic Laid 24# Ivory, Blank Second Page	1	M		
2G	8 1/2" x 11" Classic Laid 24# White Stone, Blank Second Page	1	M		
3.0	**BUSINESS CARDS**	0	M		
3A	Business Cards 3' x 2" White 80# Premium Card Stock, Prints Black Thermo	10	500 pc		
3B	Business Cards 2 Color Card - 80# Classic Laid Ivory, Prints Black & PMS Thermo (Black Print, Gold Logo) Town Or Police Logos	15	500 pc		
3C	Business Cards Recreation 80# Classic Laid White Stone Prints PMS 300 Navy	3	500 pc		
3D	Business Cards Fold Over Card - French Fold 80# White Premium Card Stock Prints Black Thermo 1/1	1	500 pc		
3E	Business Cards Recycling 80# Classic Laid Blue, Prints PMS 300 Navy & Black, Washout, On Recycled Paper	1	500 pc		
3F	Business Cards Standard Glossy 14 Pt. Stock, Color	1	500 pc		
4.0	**PADS**	0	PADS		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
4A	4 1/4" x 5 1/2", White 20# Bond, Padded In 100, 1/0, Prints Black	50	10 pads		
4B	5 1/2" x 8 1/2", White 20# Bond, Padded In 100, Glue Top Edge, Prints Black, 1/0	10	10 pads		
4C	5 1/2" x 8 1/2", White Stone 20# Bond Lined, Padded In 100, Glue Top Edge Prints PMS 300 Navy, 1/0	5	10 pads		
4C	5 1/2" x 8 1/2", Assorted Colors 20# Bond, Lined Padded in 100, Of Same Color Glue Top Edge Prints PMS Black 1/0	5	10 pads		
4D	11" x 8 1/2", White 20# Bond, Monroe Twp. Construction Glue Top Edge, Inspection Log, Padded in 100, 1/0	1	10 pads		
4E	4 1/4" x 5 1/2", BLUE 20# Bond, Prints Black, Glue Top Edge, with Watermark Logo, Padded in 100, 1/0	1	10 pads		
4F	4 1/4" x 5 1/2", White 20# Bond, Prints Black, Two-sided, 1/1 Glue Top Edge	1	10 pads		
4G	4 1/4" x 6 1/4", White 20# Bond, Prints Black, 1/0 Glue Top Edge	1	10 pads		
5.0	**FORMS, SINGLE SIDED 1/0**	0	PC		
5A	8 1/2" x 11, White 20# Bond, Prints Black, Portrait Or Landscape	10	500 pc		
5B	8 1/2" x 14", White 20# Bond, Prints Black	2	500 pc		
5C	8 1/2" x 5 1/2", White 20# Bond, Prints Black	2	500 pc		
5D	11" x 17", White 20# Bond, Prints Black	1	500 pc		
5E	11" x 14", White, 20# Bond, Prints BLUE	1	500 pc		
5F	8 1/2" x 14", GREEN 20# Bond, Prints Black	1	500 pc		
6.0	**FORMS, DOUBLE SIDED 1/1**	0	PC		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
6A	8 1/2" x 11", White 20#, Prints Black, 1/1	1	500 pc		
6B	8 1/2" x 11" White, 20# Bond, 1/1, FOLDED	1	500 pc		
6C	8 1/2" x 11" White, 20# Bond, 2-hole punch bottom 1/1	1	500 pc		
6D	8 1/2" x 11" Yellow, 20# Bond, 2-hole punch bottom 1/1	1	500 pc		
7.0	**CARD STOCK (105# INDEX) (7H RESERVED)**	0	PC		
7A	8 1/2" x 11" YELLOW 105# Index Prints Black 1/0	1	500 pc		
7B	8 1/2" x 5 1/2" 105# Index Fluorescent Green Prints Black 1/0	1	500 pc		
7C	5 1/2" x 8 1/2" 105# White Index Prints Black 1/0	1	500 pc		
7D	5 1/2" x 8 1/2" 105# Yellow Index Prints Black 1/0	1	500 pc		
7E	3 1/2" x 5 1/2" 105# White Index Prints Black 1/1	1	500 pc		
7F	6" x 3 7/8" 105# White Index Prints Black 1/0	1	500 pc		
7G	3 1/4" x 5 1/2" 110# Index Yellow or Pink Card Stock, Prints Black 1/0	1	500 pc		
7I	8 1/2" x 11", 105#, Prints Black	1	500 pc		
7J	3 1/2" x 8 1/2", Door Hanger, 105# Yellow, Prints Black	1	500 pc		
7K	9" x 4", 105# White, Prints Black, Sequentially Numbered in Red, 20 per pack or Pad	1	500 pc		
7L	Birthday Card & Envelope, prints maroon thermo, 2 sided	1	500 pc		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
7M	3 1/2" x 6 1/4", 105# White Index Prints Black 1/1, (prints both sides)	1	500 pc		
7N	5" x 3" 105# White Index Prints Black 1/1	1	500 pc		
8.0	**FORMS, NCR 2-PART--WHITE/CANARY--(8A/G/H/I RESERVED)**	0	PC		
8B	6 1/2" X 5 1/2" 2 Part w/c Prints Black Edge Glue	1	500 pc		
8C	8 1/2" x 7" 2-part, Prints Black, Prints Front & Back 1/1 Fronts Same/Backs Same, Edge Glued	1	500 pc		
8D	4 1/4" x 5 1/2" Color/Color (5 Combinations) Prints Black, Edge Glued	3	500 pc		
8E	5 1/2" x 8 1/2" Prints Black, 1/0, All Parts Alike, Edge Glue	1	500 pc		
8F	8 1/2" x 11", Prints Black, All Parts Alike, Top Edge Glued, 1/0	1	500 pc		
8.0	**FORMS, NCR 3-PART--WHITE/CANARY/PINK--(8L/O/N RESERVED)**	0	PC		
8J	8 1/2" x 11", Prints Black, All Parts Alike, Edge Glued	4	500 pc		
8K	5 1/2" x 8 1/2" Prints Black, 1/0, All Parts Alike, Top Edge Glued	1	500 pc		
8M	8 1/2" x 11", Prints Black, 1/1, All Parts Alike, Edge Glued, Fronts Print Same/Backs Print Same	1	500 pc		
8.0	**FORMS, NCR 4-PART--WHITE/WHITE/WHITE/WHITE**	0	PC		
8P	8 1/2" X 11", Prints Black With Red Copy Locations On Bottom, Perf. Edge Glued	3	500 pc		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
8.0	FORMS, NCR 4-PART--WHITE/CANARY/PINK/GOLD	3	500 pc		
8Q	8 1/2" x 11", Prints Black, All Pages Print Same, Edge Glue	1	500 pc		
8R	8 1/2" x 11", Prints Black, Edge Glue, 1/1	1	500 pc		
8S	8 1/2" x 11", Prints Black, Edge Glue, 1/0 4 Pages, Numbered Page # of #, Each Page is 4 Parts & Prints the Same (All 4 Part of Page 1 Prints the Same, All 4 Parts of Page 2 Prints the Same, etc.)	1	500 pc		
8T	8 1/2" x 11", Prints Black, Edge Glue, 1/1 All Fronts Print the Same, All Backs Print the Same	1	500 pc		
8T1	8 1./2" x 11", Prints Black, Perf Edge, 1/0 3 of 4 Pages Printed TO Different Offices	1	500 pc		
8.0	**FORMS, NCR 5-PART--WHITE/CANARY/PINK/GOLD/TAG**	0	PC		
8U	8 1/2" x 3 3/4" 5 Part w/c/p/w/ Tag Stock, Prints Black Edge Glue	1	500 pc		
8.0	**FORMS, NCR 5-PART--WHITE/WHITE/WHITE/WHITE/WHITE**	0	PC		
8V	8 1/2" x 11", Prints Black, Perf. Edge Glue, 1/1 All Fronts Print the Same, Only Last Page Has Print on Back	1	500 pc		
9.0	**NCR PADS AND SEQUENTIALLY NUMBERED FORMS**	0	PC		
9A	6 1/2" x 11", 2 Part NCR Prints Black, All Parts Alike, 4 Receipts to a Page, Sequentially Numbered, Perforated, in Pad Form, 50 Pages per Book	1	5 Books		
9B	4" x 7", 3 Part NCR, Prints Black, All Parts Alike, Sequentially Numbered, Book Form, First Two Pages Perforated 50/Book	1	5 Books		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
9C	8 1/2" x 11", 5 Parts NCR, Prints Black 1/0, Sequentially Numbered	1	5 pc		
9D	8 1/2" x 11", 3-Part NCR, Sequentially Numbered, Glue Top	1	500 pc		
10.0	**STICKERS**	0	PC		
10A	4 1/4" x 4 1/4" (Adhesive Back) Prints One Color (Black, Purple or 185 Red) on White	3	500 pc		
10B	4 1/4" x 4 1/4" (Adhesive Back) Prints Black on Fluorescent Red	1	500 pc		
10C	4 1/4" x 3" (Adhesive Back) Prints Black on Yellow	1	500 pc		
11.0	**CERTIFICATES**	0	PC		
11A	8 1/2" x 14", White 20# Bond, Prints Black, Perforated Tear Off Stub	1	500 pc		
11B	7 1/4" x 14", White 20# Bond, Prints Black, Perforated Tear Off Stub	1	500 px		
11C	8 1/2" x 11" Community Service Award OR Award of Excellence on White Stone, prints PMS 300 Navy	1	500 pc		
12.0	**PAMPHLETS & BOOKLETS**	0	PC		
12A	8 1/2" x 11" any std. Color 20# Bond, Prints Black 1/1, Tri-Folded	3	500 pc		
12B	Senior Focus, 11" x 17", Folded and Saddled Stitched to 8 1/2" x 11", 12 Pages, Parts Cradled, Prints Black 1/1, White 60# Offset, Full Composition Required	40	M		
12C	Senior & Trans. Res. 11" x 17", Folded and Saddled Stitched to 8 1/2" x 11", 12 Pages, Parts Cradled, Prints Black 1/1, 80# Leatherette Cover & 24# Cert. Bond, Full Composition Req.	1	M		
13.0	**FOLDERS AND CALENDARS**	0	PC		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
13A	Construction Permit Application - 11" x 17", folded to 8 1/2" x 11", Ivory Leatherette 80# Cover, Black 1/1 Camera Ready Copy Prov.	1	250 pc		
13B	Presentation Folder-linen Weave Two Pocket w/ Business Card Inserts, Navy Blue, w/ Gold Foil Screen Logo & Name	1	M		
13C	Folder, State vs.___, Red Manila, Prints Black, Top Tab, Straight Cut ltr Size	1	500 pc		
13D	9 1/2" x 15" Resolution Presentation Folder-Linen Weave, with Holding Tabs on Inside Back Cover, Navy Blue, w/ Gold Foil Screen Logo & Name (sub material under exceptions if linen weave is unavailable)	100	pc		
TOTAL					

GROUP "B" - GENERAL PRINTING - MONROE TOWNSHIP UTILITY DEPARTMENT (YEAR 1)

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
20.0	**ENVELOPES**	0	M		
20A	#10 Regular Envelopes, 24# White Wove, Prints Reflex Blue, Corner Card	10	M		
20B	#10 Window Envelopes, 24# White Wove, Prints Reflex Blue, Corner Card	80	M		
20C	#9 Regular Envelope, 24# White Wove, Prints Reflex Blue, Corner Card	70	M		
20D	#10 Regular Envelope, 24# Classic Laid, Baronial Ivory, Prints 2/0 Black & Reflex Blue	2.5	M		
21.0	**LETTERHEAD**	0	M		
21A	8 1/2" x 11" White 24#, Certificate Bond, Prints 2/0, Black & Reflex Blue Flat Logo	2	M		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
21B	8 1/2" x 11", White 24#, Certificate Bond, No Print--Blank 2nd Page	1	M		
21C	8 1/2" x 11" 24#, Classic Laid Baronial Ivory, Prints 2/0, Black & Reflex Blue Flat Logo	1	M		
21D	8 1/2" x 11" 24#, Classic Laid Baronial Ivory, No Print--Blank 2nd Page	1	M		
22.0	**BUSINESS CARDS**	0	PC		
22A	Business Cards 2 Color Card - 80# Classic Laid Ivory, Prints Black w/ Reflex Blue MTUD Logo	5	500 pc		
23.0	**NCR FORMS**	0	M		
23A	8 1/2" x 11" (2) Two Part Standard, Glue Edge, 1/0 All Parts Alike, Prints Black	1	M		
23B	8 1/2" x 11" (4) Four Part Standard, Glue Edge, 1/0 All Parts Alike, Prints Black	1	M		
23C	8 1/2" x 11" (4) Four Part incl. Tag, Glue Edge, 1/0 All Parts Alike, Prints Black, Red Sequentially Numbered	2	M		
23D	Door Hanger, (2) Two Part (white/tag) 1/0 Black, All Parts Alike	1	M		
24.0	**MISCELLANEOUS**	0	M		
24A	Winterization Post Card 5 1/2" x 3 1/2" Post Card, White 90# Index, Prints 1/1, Black	1	M		
24B	Mailing Labels, 6 per 8 1/2" x 11" Sheet, Reflex Blue 1/0, for Use in Ink Jet and Laser Printers	250	Sheets		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24C	Meter Tamper Tag K.B. #6 White Tyvek, k p 1-S, 1-C, Tyvek Reflex Blue Ink, Line Copy and Logo, Clip/Corners, Drill and Patch (spec. glue) 3/16" Brass Eyelet	1	M		
TOTAL					

GROUP "C" - SPECIALTY PRINTING - MONROE TOWNSHIP & MTUD - (MAY BE AWARDED SEPERATELY) (YEAR 1)

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
15.0	**TOWNSHIP TAX FORMS**	0	M		
15A	Final/Preliminary Tax Bill 8 1/2" x 14" Multiple Perfs 1/1. 1/3 Printed Two Colors, Shading, Pressure Sealed, Colors Change Every Year (match sample - especially wt)	24	M		
15B	Delinquent Tax Notice 8 1/2" x 11" Multiple Perfs. 1/1 printed Red, shading, Window, Pressure Sealed (match sample)	8	M		
15C	Tax Sale Notice 8 1/2" x 11" 24# Bond, 1/1 185 Red, Screens, 1 full horizontal microperf, match sample exact, Includes future required notice/invoice of same design specifications	15	M		
25.0	**MTUD BILLS & NOTICES**	0	M		
25A	Water & Sewer Bill 8 1/2" x 11" 24# Bond, 2/1 Reflex blue & 185 Red, Screens, 2 full horizontal micro-perfs, 1/3 page vertical micro-perf, match sample exact, Includes future required notice/invoice of same design specifications	60	M		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
25B	Reminder of Shut-off or Other Notice 8 1/2" x 11" 24# Bond, 1/1 185 Red, Screens, 1 full horizontal micro perforation, match sample exact, Includes future required notice/invoice of same design specifications	15	M		
TOTAL					

GROUP "A" - GENERAL PRINTING - TOWNSHIP OF MONROE (YEAR 2)

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
1.0	**ENVELOPES**	0	M		
1A	#10 Regular Envelopes, 24# White Wove, Prints Black Flat, Corner Card	20	M		
1B	#10 Window Envelopes, 24# White Wove, Prints Black Flat, Corner Card	20	M		
1C	#10 Regular Envelope, 24# Ivory Classic, Prints Black & PMS 873 Gold, Flat	2	M		
1D	#10 Regular Envelope, 24# Classic Laid White Stone, Prints PMS 300 Navy, Flat	1	M		
1E	6 1/2" x 4 3/4" Envelope-24# White Wove, Prints Black Flat, Corner Card	1	M		
1F	6" x 9" Envelope, Manila, Prints Black Flat	500	PC		
2.0	**LETTERHEAD**	0	M		
2A	8 1/2" x 11", White 24# Certificate Bond, Prints Flat Black	20	M		
2B	8 1/2" x 11", Classic Laid 24# White Stone, Prints PMS 300 Navy, 2 Position Printing	4	M		
2C	8 1/2" x 11", Classic Laid 24# White Stone, Prints PMS 300 Navy, 2 Position Printing	1	M		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
2D	8 1/2" x 11", 24# Classic Laid-Ivory, Prints Black & Metallic Pms873 Gold, Flat	5	M		
2E	8 1/2" x 11", White 24# Certificate Bond, Prints Dark Brown with Leaf Logo and Washout	2	M		
2F	8 1/2" x 11" Classic Laid 24# Ivory, Blank Second Page	1	M		
2G	8 1/2" x 11" Classic Laid 24# White Stone, Blank Second Page	1	M		
3.0	**BUSINESS CARDS**	0	M		
3A	Business Cards 3' x 2" White 80# Premium Card Stock, Prints Black Thermo	10	500 pc		
3B	Business Cards 2 Color Card - 80# Classic Laid Ivory, Prints Black & PMS Thermo (Black Print, Gold Logo) Town Or Police Logos	15	500 pc		
3C	Business Cards Recreation 80# Classic Laid White Stone Prints PMS 300 Navy	3	500 pc		
3D	Business Cards Fold Over Card - French Fold 80# White Premium Card Stock Prints Black Thermo 1/1	1	500 pc		
3E	Business Cards Recycling 80# Classic Laid Blue, Prints PMS 300 Navy & Black, Washout, On Recycled Paper	1	500 pc		
3F	Business Cards Standard Glossy 14 Pt. Stock, Color	1	500 pc		
4.0	**PADS**	0	PADS		
4A	4 1/4" x 5 1/2", White 20# Bond, Padded In 100, 1/0, Prints Black	50	10 pads		
4B	5 1/2" x 8 1/2", White 20# Bond, Padded In 100, Glue Top Edge, Prints Black, 1/0	10	10 pads		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
4C	5 1/2" x 8 1/2", White Stone 20# Bond Lined, Padded In 100, Glue Top Edge Prints PMS 300 Navy, 1/0	5	10 pads		
4C	5 1/2" x 8 1/2", Assorted Colors 20# Bond, Lined Padded in 100, Of Same Color Glue Top Edge Prints PMS Black 1/0	5	10 pads		
4D	11" x 8 1/2", White 20# Bond, Monroe Twp. Construction Glue Top Edge, Inspection Log, Padded in 100, 1/0	1	10 pads		
4E	4 1/4" x 5 1/2", BLUE 20# Bond, Prints Black, Glue Top Edge, with Watermark Logo, Padded in 100, 1/0	1	10 pads		
4F	4 1/4" x 5 1/2", White 20# Bond, Prints Black, Two-sided, 1/1 Glue Top Edge	1	10 pads		
4G	4 1/4" x 6 1/4", White 20# Bond, Prints Black, 1/0 Glue Top Edge	1	10 pads		
5.0	**FORMS, SINGLE SIDED 1/0**	0	PC		
5A	8 1/2" x 11, White 20# Bond, Prints Black, Portrait Or Landscape	10	500 pc		
5B	8 1/2" x 14", White 20# Bond, Prints Black	2	500 pc		
5C	8 1/2" x 5 1/2", White 20# Bond, Prints Black	2	500 pc		
5D	11" x 17", White 20# Bond, Prints Black	1	500 pc		
5E	11" x 14", White, 20# Bond, Prints BLUE	1	500 pc		
5F	8 1/2" x 14", GREEN 20# Bond, Prints Black	1	500 pc		
6.0	**FORMS, DOUBLE SIDED 1/1**	0	PC		
6A	8 1/2" x 11", White 20#, Prints Black, 1/1	1	500 pc		
6B	8 1/2" x 11" White, 20# Bond, 1/1, FOLDED	1	500 pc		
6C	8 1/2" x 11" White, 20# Bond, 2-hole punch bottom 1/1	1	500 pc		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
6D	8 1/2" x 11" Yellow, 20# Bond, 2-hole punch bottom 1/1	1	500 pc		
7.0	**CARD STOCK (105# INDEX) (7H RESERVED)**	0	PC		
7A	8 1/2" x 11" YELLOW 105# Index Prints Black 1/0	1	500 pc		
7B	8 1/2" x 5 1/2" 105# Index Fluorescent Green Prints Black 1/0	1	500 pc		
7C	5 1/2" x 8 1/2" 105# White Index Prints Black 1/0	1	500 pc		
7D	5 1/2" x 8 1/2" 105# Yellow Index Prints Black 1/0	1	500 pc		
7E	3 1/2" x 5 1/2" 105# White Index Prints Black 1/1	1	500 pc		
7F	6" x 3 7/8" 105# White Index Prints Black 1/0	1	500 pc		
7G	3 1/4" x 5 1/2" 110# Index Yellow or Pink Card Stock, Prints Black 1/0	1	500 pc		
7I	8 1/2" x 11", 105#, Prints Black	1	500 pc		
7J	3 1/2" x 8 1/2", Door Hanger, 105# Yellow, Prints Black	1	500 pc		
7K	9" x 4", 105# White, Prints Black, Sequentially Numbered in Red, 20 per pack or Pad	1	500 pc		
7L	Birthday Card & Envelope, prints maroon thermo, 2 sided	1	500 pc		
7M	3 1/2" x 6 1/4", 105# White Index Prints Black 1/1, (prints both sides)	1	500 pc		
7N	5" x 3" 105# White Index Prints Black 1/1	1	500 pc		
8.0	**FORMS, NCR 2-PART--WHITE/CANARY--(8A/G/H/I RESERVED)**	0	PC		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
8B	6 1/2" X 5 1/2" 2 Part w/c Prints Black Edge Glue	1	500 pc		
8C	8 1/2" x 7" 2-part, Prints Black, Prints Front & Back 1/1 Fronts Same/Backs Same, Edge Glued	1	500 pc		
8D	4 1/4" x 5 1/2" Color/Color (5 Combinations) Prints Black, Edge Glued	3	500 pc		
8E	5 1/2" x 8 1/2" Prints Black, 1/0, All Parts Alike, Edge Glue	1	500 pc		
8F	8 1/2" x 11", Prints Black, All Parts Alike, Top Edge Glued, 1/0	1	500 pc		
8.0	**FORMS, NCR 3-PART--WHITE/CANARY/PINK--(8L/O/N RESERVED)**	0	PC		
8J	8 1/2" x 11", Prints Black, All Parts Alike, Edge Glued	4	500 pc		
8K	5 1/2" x 8 1/2" Prints Black, 1/0, All Parts Alike, Top Edge Glued	1	500 pc		
8M	8 1/2" x 11", Prints Black, 1/1, All Parts Alike, Edge Glued, Fronts Print Same/Backs Print Same	1	500 pc		
8.0	**FORMS, NCR 4-PART--WHITE/WHITE/WHITE/WHITE**	0	PC		
8P	8 1/2" X 11", Prints Black With Red Copy Locations On Bottom, Perf. Edge Glued	3	500 pc		
8.0	FORMS, NCR 4-PART--WHITE/CANARY/PINK/GOLD	3	500 pc		
8Q	8 1/2" x 11", Prints Black, All Pages Print Same, Edge Glue	1	500 pc		
8R	8 1/2" x 11", Prints Black, Edge Glue, 1/1	1	500 pc		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
8S	8 1/2" x 11", Prints Black, Edge Glue, 1/0 4 Pages, Numbered Page # of #, Each Page is 4 Parts & Prints the Same (All 4 Part of Page 1 Prints the Same, All 4 Parts of Page 2 Prints the Same, etc.)	1	500 pc		
8T	8 1/2" x 11", Prints Black, Edge Glue, 1/1 All Fronts Print the Same, All Backs Print the Same	1	500 pc		
8T1	8 1./2" x 11", Prints Black, Perf Edge, 1/0 3 of 4 Pages Printed TO Different Offices	1	500 pc		
8.0	**FORMS, NCR 5-PART--WHITE/CANARY/PINK/GOLD/TAG**	0	PC		
8U	8 1/2" x 3 3/4" 5 Part w/c/p/w/ Tag Stock, Prints Black Edge Glue	1	500 pc		
8.0	**FORMS, NCR 5-PART--WHITE/WHITE/WHITE/WHITE/WHITE**	0	PC		
8V	8 1/2" x 11", Prints Black, Perf. Edge Glue, 1/1 All Fronts Print the Same, Only Last Page Has Print on Back	1	500 pc		
9.0	**NCR PADS AND SEQUENTIALLY NUMBERED FORMS**	0	PC		
9A	6 1/2" x 11", 2 Part NCR Prints Black, All Parts Alike, 4 Receipts to a Page, Sequentially Numbered, Perforated, in Pad Form, 50 Pages per Book	1	5 Books		
9B	4" x 7", 3 Part NCR, Prints Black, All Parts Alike, Sequentially Numbered, Book Form, First Two Pages Perforated 50/Book	1	5 Books		
9C	8 1/2" x 11", 5 Parts NCR, Prints Black 1/0, Sequentially Numbered	1	5 pc		
9D	8 1/2" x 11", 3-Part NCR, Sequentially Numbered, Glue Top	1	500 pc		
10.0	**STICKERS**	0	PC		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
10A	4 1/4" x 4 1/4" (Adhesive Back) Prints One Color (Black, Purple or 185 Red) on White	3	500 pc		
10B	4 1/4" x 4 1/4" (Adhesive Back) Prints Black on Fluorescent Red	1	500 pc		
10C	4 1/4" x 3" (Adhesive Back) Prints Black on Yellow	1	500 pc		
11.0	**CERTIFICATES**	0	PC		
11A	8 1/2" x 14", White 20# Bond, Prints Black, Perforated Tear Off Stub	1	500 pc		
11B	7 1/4" x 14", White 20# Bond, Prints Black, Perforated Tear Off Stub	1	500 px		
11C	8 1/2" x 11" Community Service Award OR Award of Excellence on White Stone, prints PMS 300 Navy	1	500 pc		
12.0	**PAMPHLETS & BOOKLETS**	0	PC		
12A	8 1/2" x 11" any std. Color 20# Bond, Prints Black 1/1, Tri-Folded	3	500 pc		
12B	Senior Focus, 11" x 17", Folded and Saddled Stitched to 8 1/2" x 11", 12 Pages, Parts Cradled, Prints Black 1/1, White 60# Offset, Full Composition Required	40	M		
12C	Senior & Trans. Res. 11" x 17", Folded and Saddled Stitched to 8 1/2" x 11", 12 Pages, Parts Cradled, Prints Black 1/1, 80# Leatherette Cover & 24# Cert. Bond, Full Composition Req.	1	M		
13.0	**FOLDERS AND CALENDARS**	0	PC		
13A	Construction Permit Application - 11" x 17", folded to 8 1/2" x 11", Ivory Leatherette 80# Cover, Black 1/1 Camera Ready Copy Prov.	1	250 pc		
13B	Presentation Folder-linen Weave Two Pocket w/ Business Card Inserts, Navy Blue, w/ Gold Foil Screen Logo & Name	1	M		

Line Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
13C	Folder, State vs.___, Red Manila, Prints Black, Top Tab, Straight Cut ltr Size	1	500 pc		
13D	9 1/2" x 15" Resolution Presentation Folder-Linen Weave, with Holding Tabs on Inside Back Cover, Navy Blue, w/ Gold Foil Screen Logo & Name (sub material under exceptions if linen weave is unavailable)	100	pc		
TOTAL					

GROUP "B" - GENERAL PRINTING - MONROE TOWNSHIP UTILITY DEPARTMENT (YEAR 2)

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
20.0	**ENVELOPES**	0	M		
20A	#10 Regular Envelopes, 24# White Wove, Prints Reflex Blue, Corner Card	10	M		
20B	#10 Window Envelopes, 24# White Wove, Prints Reflex Blue, Corner Card	80	M		
20C	#9 Regular Envelope, 24# White Wove, Prints Reflex Blue, Corner Card	70	M		
20D	#10 Regular Envelope, 24# Classic Laid, Baronial Ivory, Prints 2/0 Black & Reflex Blue	2.5	M		
21.0	**LETTERHEAD**	0	M		
21A	8 1/2" x 11" White 24#, Certificate Bond, Prints 2/0, Black & Reflex Blue Flat Logo	2	M		
21B	8 1/2" x 11", White 24#, Certificate Bond, No Print--Blank 2nd Page	1	M		
21C	8 1/2" x 11" 24#, Classic Laid Baronial Ivory, Prints 2/0, Black & Reflex Blue Flat Logo	1	M		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
21D	8 1/2" x 11" 24#, Classic Laid Baronial Ivory, No Print--Blank 2nd Page	1	M		
22.0	**BUSINESS CARDS**	0	PC		
22A	Business Cards 2 Color Card - 80# Classic Laid Ivory, Prints Black w/ Reflex Blue MTUD Logo	5	500 pc		
23.0	**NCR FORMS**	0	M		
23A	8 1/2" x 11" (2) Two Part Standard, Glue Edge, 1/0 All Parts Alike, Prints Black	1	M		
23B	8 1/2" x 11" (4) Four Part Standard, Glue Edge, 1/0 All Parts Alike, Prints Black	1	M		
23C	8 1/2" x 11" (4) Four Part incl. Tag, Glue Edge, 1/0 All Parts Alike, Prints Black, Red Sequentially Numbered	2	M		
23D	Door Hanger, (2) Two Part (white/tag) 1/0 Black, All Parts Alike	1	M		
24.0	**MISCELLANEOUS**	0	M		
24A	Winterization Post Card 5 1/2" x 3 1/2" Post Card, White 90# Index, Prints 1/1, Black	1	M		
24B	Mailing Labels, 6 per 8 1/2" x 11" Sheet, Reflex Blue 1/0, for Use in Ink Jet and Laser Printers	250	Sheets		
24C	Meter Tamper Tag K.B. #6 White Tyvek, k p 1-S, 1-C, Tyvek Reflex Blue Ink, Line Copy and Logo, Clip/Corners, Drill and Patch (spec. glue) 3/16" Brass Eyelet	1	M		
TOTAL					

GROUP "C" - SPECIALTY PRINTING - MONROE TOWNSHIP & MTUD - (MAY BE AWARDED SEPERATELY) (YEAR 2)

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
15.0	**TOWNSHIP TAX FORMS**	0	M		
15A	Final/Preliminary Tax Bill 8 1/2" x 14" Multiple Perfs 1/1. 1/3 Printed Two Colors, Shading, Pressure Sealed, Colors Change Every Year (match sample - especially wt)	24	M		
15B	Delinquent Tax Notice 8 1/2" x 11" Multiple Perfs. 1/1 printed Red, shading, Window, Pressure Sealed (match sample)	8	M		
15C	Tax Sale Notice 8 1/2" x 11" 24# Bond, 1/1 185 Red, Screens, 1 full horizontal microperf, match sample exact, Includes future required notice/invoice of same design specifications	15	M		
25.0	**MTUD BILLS & NOTICES**	0	M		
25A	Water & Sewer Bill 8 1/2" x 11" 24# Bond, 2/1 Reflex blue & 185 Red, Screens, 2 full horizontal micro-perfs, 1/3 page vertical micro-perf, match sample exact, Includes future required notice/invoice of same design specifications	60	M		
25B	Reminder of Shut-off or Other Notice 8 1/2" x 11" 24# Bond, 1/1 185 Red, Screens, 1 full horizontal micro perforation, match sample exact, Includes future required notice/invoice of same design specifications	15	M		
TOTAL					