IFB 14-73
Spheen Hall
Ornamental Fence
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Administrative Information

Institution Contacts:
For IFB and related questions are to be submitted via e-mail to bids@rowan.edu with the subject heading:

IFB 14-73 Spheen Hall Ornamental Fence

Inquiries will not be accepted by telephone. All questions submitted will be answered and posted on the date indicated below on the Procurement & Contracting Department website:

http://www.rowan.edu/adminfinance/controller/purchasing/bidads.html

Specifications and drawings are available and can be downloaded off the Purchasing Website at:

http://www.rowan.edu/adminfinance/controller/purchasing/bidads.html

Due Date:
IFB bid packets must be received by April 16, 2014 no later than 11:00 a.m. in the Rowan University Procurement Department located in Room 136, Linden Hall at Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.

In order to be considered for the award, all bid packets must be received at the appropriate location by the required time. Any bid packet not received on time at the noted location will be rejected.

Due Date:

Bids must be received no later than 11:00 A.M., 4/17/14. Refer to the Submissions Requirements section of this document for details.

Schedule of IFB Events:

- Invitation for Bids 4/3/14
- Pre-Bid Meeting 4/14/14 @ 11:00a.m.
- Questions Due 4/8/14
- Answers Posted to Website 4/10/14
- Bids Due 4/16/14 @ 11:00a.m.
Project Overview

Services Requested:

Rowan University is seeking to contract with a vendor for the Rowan University –IFB 14-73 Spheen Hall Ornamental Fence in accordance with the contract documents.

VENDOR PERSONNEL

A. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct. While on University property, employees shall be subject to control of the University but under no circumstances, shall such persons be deemed to be employees of the University. The vendor or his personnel shall not represent themselves or be considered as employees of Rowan University or the State of New Jersey.

B. CRIMINAL BACKGROUND CHECKS ARE MANDATORY for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.

C. No subcontractors are permitted for this project. All vendors must provide documentation to certify they are authorized dealers of the products submitted.

COMPLIANCE LAWS

The awarded vendor must 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:

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

B. If awarded a contract, winning vendor will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

C. Rowan University is committed to affirmative action and equal opportunity in all areas of operation. Those submitting bids must certify that their firm has an updated affirmative action/equal opportunity program.

D. This project is subject to requirements of the “New Jersey Prevailing Wage Act,” P.L. 1963, c. 150 (C.34:11-56.25 et seq.). Additional information regarding Prevailing Wage and Wage rates can be found at: http://lwd.dol.state.nj.us/labor/wagehour/lawregs/prevailing_wage_law.html
GENERAL

A. Rowan University may need to issue one or more addenda related to this IFB. Such addenda shall be added to the original IFB document and posted at:
   It will be the responsibility of the prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the IFB process for updated information or addenda related to this IFB.

B. **Bid as Public Information and Property of Rowan**
   The information submitted in each Bid may be subject to public disclosure pursuant to State and Federal law. All submissions will become the property of Rowan. Submitted packages will not be returned to respondents unless they are received late.

C. In submitting a bid, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case by case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:
   1. In any advertising, publicity, promotion;
   2. To express or imply any endorsement of agency’s services;
   3. To use the name of the State, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

D. The preparation of a Bid shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.

E. By responding to this IFB, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

F. Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the IFB or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

G. **Rowan University Terms and Conditions apply:**
   http://www.rowan.edu/adminfinance/controller/purchasing/required.html
Contract Deliverables and Requirements

Instructions:

Submit one (1) **MARKED** Original and two (2) copies of your bids no later than 11:00AM on the due date to:

Procurement Department  
Room 136, Linden Hall  
Rowan University  
201 Mullica Hill Road  
Glassboro, NJ 08028

Please label all Bid Packets: IFB 14-73 Spheen Hall Ornamental Fence

Evaluation and Selection Criteria:

Rowan University reserves the right to reject any and all bids and to award to multiple vendors if it is deemed advantageous to do so by the University.

It is anticipated that Rowan will award to the lowest responsible bidder.
V. BIDDER’S PROPOSAL:

Base Bid $______________________________

SCHEDULE OF ADD – ALTERNATES

Alternate #1:
Provide pricing for motorized gate. Electric supply 120 volt. To include all parts necessary for proper gate operation, horizontal travel, and radio controlled. Electric supply by others.

$_________________________________________________________

Bidders must initial and date any and all changes to their bid amount. No correction fluid or pen changes will be accepted without Bidder’s initials and date next to any and all corrections.

Bidder’s Signature___________________________________ Date: ______________________

Print Name and Title: ___________________________________________________________

Submitted by:  __________________________________________________________

(Vendor name – please print clearly)

Address:   __________________________________________________________________

__________________________________________________________________

Phone:              _______________________   E-mail: ___________________________________
CHECK LIST – THE ITEMS CHECKED FOR THIS OFFERING ARE REQUIRED TO BE SUBMITTED WITH BID PACKET

1. ☒ ROWAN UNIVERSITY TERMS AND CONDITIONS – Do NOT return with bid packet
2. ☒ Proposal Page
3. ☒ Non-Collusion Affidavit
4. ☒ Ownership Disclosure Statement
5. ☒ Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117 Instructions: Do NOT return with bid packet
6. ☒ Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117: Application
7. ☒ Subsequent Certification for Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117
8. ☒ Business Registration Certificate
9. ☒ Taxpayer Identification Request
10. ☒ Public Works Certificate
11. ☒ Affirmative Action Mandatory Language Exhibit B (N.J.S.A. 10.5-31 et seq.)
   • Construction Contracts Language "B"
   • Rowan University Minority, Female & Small Business Contractors
   • Affidavit of Outreach & Subcontractor Data Sheet
12. ☒ Procurement and Service Contracts Language A
13. ☒ Form of Bid Bond
14. ☒ Consent of Surety
15. ☒ New Jersey Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace Notice (Do not return with package)
16. ☒ Acknowledgement of Receipt for New Jersey State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace

ALL FORMS NOTED ABOVE ARE AVAILABLE AT THE ROWAN UNIVERSITY WEBSITE:
http://www.rowan.edu/adminfinance/controller/purchasing/forms/bid.html

OPTION DOCUMENTS – Rowan University Bidder's Application
   New Jersey Small Business Set-Aside Program Application