

REQUEST FOR QUOTATION

**PURCHASE OF A 4 CUBIC YARD COMPACTOR
FOR THE TOWNSHIP OF PITTSBORO**

**QUOTE OPENING:
9:00 AM PREVAILING TIME
SEPTEMBER 14 2009, AT THE
OFFICE OF THE TOWNSHIP ADMINISTRATOR
PITTSBORO TOWNSHIP MUNICIPAL BUILDING
989 CENTERTON ROAD, PITTSBORO, NEW JERSEY**

**DEBORAH TURNER-FOX
TOWNSHIP ADMINISTRATOR**

NOTICE TO PROVIDERS

Quotations will be received by the Pittsgrove Township Public Works Manager for a compactor for the Township of Pittsgrove until 9am September 14 2009 prevailing time, at which time the quotes will be opened.

The quotations will be opened in the Office of the Public Works Manager, Pittsgrove Township Municipal Building, 1004 Centerton Road, Pittsgrove, New Jersey, on the appropriate date and time as shown in this notice. The Township will not be responsible for the late delivery of quotations, regardless of the method of delivery. Quotations received after the designated date and time will not be considered.

Information on this Request for Quotation is on file in the Office of the Public Works Manager, Pittsgrove Township Public Works Department, 1004 Centerton Road, Pittsgrove, New Jersey, and may be inspected during regular business hours. Potential respondents will be furnished with copies of the same upon request.

Quotations must be submitted on Official Quotation Sheets provided in the manner designated. Return all pages of this Request for Quotation as they will be the contract documents between the Township of Pittsgrove and the successful vendor (contractor).

Quotes are to be delivered to:

Office of the Public Works Manager
Pittsgrove Township Public Works Annex
1004 Centerton Road
Pittsgrove, New Jersey, 08318
Phone: (856) 358-6641 x 4
Fax: (856) 358-0439

Quotes will not be accepted by e-mail.

Indicate on the envelope for mailed quotations or the fax cover sheet the subject of the quotation.

The Pittsgrove Township Public Works Manager reserves the right to reject any and all quotations when it is deemed in the best interest of the Township.

Any questions regarding this Request for Quotation prior to the opening may be addressed to the Office of the Public Works Manager, Pittsgrove Township Public Works Annex, 1004 Centerton Road, Pittsgrove, New Jersey, 08318; telephone (856) 358-6641, extension 4.

By order of the Pittsgrove Township Committee
Deborah Turner-Fox
Township Administrator

PURCHASE OF A COMPACTOR FOR THE TOWNSHIP OF PITTSGROVE

1.0 INTENT

The intent and purpose of this specification is to adequately describe the requirements for purchase of a 4 cubic yard stationary compactor for the Township of Pittsgrove, and to list all requirements necessary for entering into a contract for providing the services described herein or as mutually agreed upon.

1.1 SUBMISSION OF MANDATORY FORMS

All pages of this packet, including the necessary forms to be signed, must be returned with the quote. Failure to return all pages of this packet may be cause for rejection of your quotation.

1.2 AWARD OF CONTRACT/TERMS OF THE AGREEMENT

If terms and funding is satisfactory, the contract/purchase order shall be awarded by Pittsgrove Township on or before September 18, 2009. All required documentation as specified herein must be submitted to the Township Public Works Manager, and the compactor must be delivered on or before November 6, 2009. If the contractor has not completed the transaction prior to November 6, 2009 as specified and defined herein, then the amount of \$100 per day shall be deducted or at the discretion of the Pittsgrove Township Administrator the contract shall be terminated. The deduction for non-performance, if any, shall be deducted from the original quotation contract amount submitted by the respondent.

1.3 CANCELLATION FOR UNSATISFACTORY PERFORMANCE

Vendor's are hereby notified that any contract/purchase order awarded as a result of this request for quotation may be voided without recourse, with ten (10) calendar days written notification, by certified mail, if services provided under this contract are not complete and satisfactorily performed. The Pittsgrove Township Administrator and Township Clerk shall be the sole judges as to what constitutes incomplete and/or unsatisfactory performance.

1.4 VENDOR INQUIRIES

All inquiries from vendors with respect to this request for quotation shall be directed to the Pittsgrove Township Public Works Manager, Pittsgrove Township Public Works Annex, 1004 Centerton Road, Pittsgrove, New Jersey, 08318; telephone (856) 358-6641, extension 4.

1.5 BUSINESS REGISTRATION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall submit with their quotation proof of their valid Business Registration with the Division of Revenue, Department of the Treasury, State of New Jersey, and, if applicable, proof of the valid registration of each prime contractor. Questions regarding Business Registration may be directed to the Division of Revenue at (609) 292-1730. Online filing is available at www.state.nj.us/treasury/revenue/taxreg.htm.

1.6 TIE QUOTATIONS

The Township of Pittsgrove reserves the right to award at their discretion to any one of the tie quotations.

TECHNICAL SPECIFICATIONS

2.0 SCOPE AND DESCRIPTION OF SERVICES/MATERIALS

The Township is interested in entering into a contract/purchase order with a qualified vendor who is able to furnish a 4 cubic yard stationary compactor for the Township of Pittsgrove, within the jurisdiction of the Township, as detailed and described herein.

The contractor shall be required to deliver and install the compactor at the Convenience Center located at 1050 Porchtown Road between the hours of 07:00 am and 3:30 pm Monday through Friday. Forty eight hours advance notice is required for delivery.

The contractor shall be responsible for removal and disposal/recycling of existing compactor and associated items and providing the Township with any required disposal certifications.

The Township reserves the right to award the contract/purchase order for the performance of these services/materials in the manner which is most advantageous to the Township.

Once awarded, this contract/purchase order shall be managed and enforced by the Pittsgrove Township Administrator. The Township Clerk will cooperate and participate in the process relative to license verification. All inquiries, invoices and all paperwork submitted for payment shall be directed to the Pittsgrove Township Administrator Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318 or at (856) 358-2300 x 29.

Respondents shall provide on the Official Quotation Form their total, all inclusive price that they shall charge the Township to furnish a compactor for the Township as detailed and described herein.

Services/materials to be provided by the contractor within the jurisdiction of Pittsgrove Township shall include but not be limited to the following:

- A. The contractor shall provide one 4 cubic yard stationary compactor and associated equipment.
- B. The contractor shall remove the existing compactor and associated equipment.
- C. The contractor shall deliver and install the compactor unit in a manner which complies with all relevant safety standards.

2.1 PAYMENT

A purchase order will be issued from the Township of Pittsgrove for these services. With each purchase order a voucher will be submitted for a Claimant Signature. The vendor will sign the voucher and return it, along with their invoice, to the Pittsgrove Township Administrator. Promptness in submitting vouchers is of advantage to the vendor.

OFFICIAL QUOTATION SHEET

The Respondent agrees to furnish one (1) 4 cubic yard stationary compactor for the Township of Pittsgrove's Convenience Center located at 1050 Porchtown Road for the price submitted below and in accordance with the "General and Technical Specifications" as detailed and described herein.

My total, all inclusive, cost to provide the services detailed and described herein shall be:

\$ _____.

Please furnish the detailed item pricing as follows:

Base 04 cubic yard stationary compactor unit (Including 15' satellite control)	\$ _____
80% full light	\$ _____
Guide Rails	\$ _____
Oil heater with thermostat	\$ _____
Three sided feed hopper with safety gate and interlock switch (Sized appropriately to match current unit height and width)	\$ _____
Hunter Green Color	\$ _____
Delivery (Between the hours of 7:00 am-3:30 pm Monday-Friday only)	\$ _____
Installation	\$ _____
Removal of Old Unit (s)	\$ _____

QUOTE SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

BID BY: _____
(PLEASE PRINT OR TYPE NAME)

TITLE: _____

DATE: _____

TELEPHONE: _____

FAX: _____

TAXPAYER IDENTIFICATION NUMBER: _____

Do you have any exceptions to the quote specifications? Yes _____ No _____. If yes, the respondent shall list all exceptions on a **separate sheet** clearly marked "Exceptions" and attach to the front of this Quotation Document.

QUESTIONNAIRE

Please answer the following questions.

List two (2) public agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact name and telephone number.

1. _____

2. _____

How many years have you been providing this service? _____

Have you ever failed to complete any contract with regard to any of the services herein described? Yes____ No____. If yes, provide details here: _____

Name and telephone numbers of personnel who can be contacted if problems or emergencies arise: _____

Name and telephone number of an individual who can be contacted at all times if service information is requested: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, _____ agrees
(Name of Contractor)

to defend, pay on behalf of, indemnify, and hold harmless the Township of Pittsgrove, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Township of Pittsgrove against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Township of Pittsgrove, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Township of Pittsgrove, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with _____ and all

(Name of Contractor)

persons employed and/or associated with the contractor while engaged in the completion of the contract to install a 4 cubic yard compactor for the Township of Pittsgrove.

By: _____
(Signature for the Contractor)

(Notary)

VENDOR INFORMATION SHEET

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments, the following information must be provided with this Request for Quotation:

Name of Business: _____

Correspondence Address, including zip code:

Purchase Order Address, including zip code:

Payment Address, including zip code:

Telephone Number: _____

Facsimile Number: _____

Cellular Number: _____

Pager Number: _____