

**THE NEW JERSEY TURNPIKE AUTHORITY  
PROCUREMENT AND MATERIALS MANAGEMENT DEPARTMENT**

New Jersey Turnpike Administrative Offices

1 Turnpike Plaza

P.O. Box 5042

Woodbridge, New Jersey 07095-5042

Tel. - 732-750-5300 Ext. 8640

**REQUEST FOR BID**

TITLE: **WOODS MOWER PARTS**

BID NO: **RM-152819**

DUE DATE: **12/19/19**

TIME: **11:30 AM**

**SUBMIT BIDS BEFORE THE DUE DATE AND TIME STATED ABOVE TO THE ABOVE ADDRESS**

**BIDDER INFORMATION (PLEASE PRINT)**

\_\_\_\_\_  
NAME OF BIDDING ENTITY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
REPRESENTATIVE TO CONTACT-NAME & TITLE

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
FEDERAL TAX I.D. NO. or TAXPAYER I.D. NO.

\_\_\_\_\_  
FAX NO

## SECTION I

### A. INTRODUCTION

The New Jersey Turnpike Authority (the “Authority”) was created by an act of the New Jersey Legislature in 1948, known as the New Jersey Turnpike Authority Act (as amended and supplemented, “Act”). The Act authorizes the Authority to construct, maintain, repair, and operate the New Jersey Turnpike, to collect tolls, and to issue Turnpike Revenue Bonds or Notes, subject to the approval of the Governor, payable from tolls and other revenues of the Authority. On May 27, 2003, the Act was amended to empower the Turnpike to assume all powers, rights, obligations and duties of the New Jersey Highway Authority (the “Highway Authority”), which owned and operated the Garden State Parkway and PNC Bank Arts Center. On July 9, 2003, the Authority assumed all powers, rights, obligations and duties of the Highway Authority. The Authority currently operates both the Garden State Parkway (“GSP”) and the New Jersey Turnpike (“Turnpike”) (both roads are collectively referred to herein as the (“Roadways”).

The Authority is governed by an eight-member Board of Commissioners (“Board”). The Governor of New Jersey appoints each of its members and has the statutory authority to overturn an action of the Board by vetoing any Board action within 10 days of receiving the minutes of the meeting. The Board authorizes awards of all public contracts over \$100,000, except in cases where it has delegated authority to the Executive Director.

This bid solicitation is being conducted pursuant to the Authority’s enabling statute as found in *N.J.S.A. 27:23-6.1* and Executive Order number 37 (Corzine 2006) and the regulations and policies of the Authority with regard to public bid procurement.

**B. BIDDER GUIDELINES/CHECKLIST**

BIDS THAT FAIL TO CONFORM TO THE FOLLOWING REQUIREMENTS MAY BE REJECTED:

1. The Request for Bid (“RFB”), including specifications and related bid documents (“Bids”) must be received at or before the due date and time stated on the cover page at the following place: New Jersey Turnpike Authority, Administration Building, 1 Turnpike Plaza, Woodbridge, New Jersey 07095. **LATE BIDS WILL BE RETURNED UNOPENED. ELECTRONIC, EMAILED OR FACSIMILE BIDS WILL NOT BE ACCEPTED.** A public Bid Opening will take place at the New Jersey Turnpike Authority, Administration Building, 1 Turnpike Plaza, Woodbridge, New Jersey 07095.
2. **The entity submitting a Bid (“Bidder”) must provide one original and one copy of the Bid.** The Bid must include all price information. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Price quotes must be firm through issuance of contract.
3. All Bid prices must be typed or written in ink. Quote the specified unit of measure. If bidding an alternate, provide detailed specifications on the exception form attached.
4. All corrections, white-outs, erasures, re-striking of type, or other forms of alteration or the appearance of alteration, to unit and/or total prices must be initialed in ink by the Bidder.
5. The Bidder must attend the mandatory site inspection at the following date(s) and time(s) if applicable:
6. **IF CHECKED, THIS RFB REQUIRES THE FOLLOWING MANDATORY DOCUMENT(S). FAILURE TO COMPLY WILL RESULT IN REJECTION OF THE BID.**
  - (a) Bid Bond, Letter of Surety or a Cashier’s Check for 10% of the amount Bid
  - (b) Ownership Disclosure Statement (Exhibit C, Instruction to Bidders page 22)
  - (c) Vendor Disclosure Form (Exhibit G, Instruction to Bidders page 31)
  - (d) Disclosure of Investment Activities in Iran (Exhibit G-1, Instruction to Bidders page 32)
7. **TO FACILITATE THE CONTRACT AWARD PROCESS, THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH THE BID. IN THE EVENT THE DOCUMENTS ARE NOT SUBMITTED WITH THE BID, THEY SHALL BE SUBMITTED WITHIN THREE (3) BUSINESS DAYS FOLLOWING A VERBAL OR WRITTEN REQUEST FROM THE AUTHORITY.**
  - (a) Certification of Registration with the Secretary of State (only if non-NJ corporation)
  - (b) Acknowledgement of requirement for Disclosure of Political Contributions (ELEC)
  - (c) SBE/WBE/MBE Certificates and Form
8. Bidder must sign the Bid
9. **SEE THE AUTHORITY’S INSTRUCTION TO BIDDERS (ATTACHED) FOR A COMPLETE LIST OF THE AUTHORITY’S STANDARD CONTRACT TERMS AND CONDITIONS, AS WELL AS OTHER FORMS THAT ARE REQUIRED PRIOR TO THE AWARD OF CONTRACT(S).**

**THE RECOMMENDED LOW BIDDER(S) MUST SUBMIT THE FOLLOWING CHECKED DOCUMENTS PRIOR TO CONTRACT AWARD.**

  - (a) Mandatory Equal Employment Opportunity Language
  - (b) Affirmative Action Information Sheet with Certificate or Form AA302
  - (c) State Contractor Political Contributions Compliance Public Law 2005, Chapter 51 & EO 117
  - (d) Notice to All Bidders of Set-Off for State Tax
  - (e) Insurance Certificate
  - (f) State of New Jersey Division of Business Registration Certificate
  - (g) Instruction and agreement for Direct Payment (ACH)

## SECTION II

### A. INTENTION

1. **Sealed Bids (Paper Submission Only)** for RM-152819 must be received at the New Jersey Turnpike Authority Administrative Offices, 1 Turnpike Plaza, Woodbridge, New Jersey 07095-5042, by the due date and time stated on the cover page of this “RFB” at which time and place said Bid will be opened and read in public.
2. Bidders mailing Bids should allow for their normal mail delivery time to ensure timely receipt of the Public Bids. **Please be advised that using an overnight/next-day delivery service does not guarantee overnight/next-day deliveries to our location. The Authority will not be responsible for any Bid not being received by the required date and time.**
3. It is the intention of the Authority to issue a Purchase Order/ “NOA” for the procurement of WOODS MOWER PARTS.
4. Items purchased under this contract will be delivered as directed by the Authority.
5. The term of the contract shall be for “one year with the option to extend for two additional one-year terms at the Authority’s discretion and the vendor’s concurrence”.
6. Please contact CHRISTINE NOBLE with any questions regarding this procurement contract at noble@njta.com.

### B. BID SHEET INSTRUCTIONS

1. Bidders must follow all instructions in this RFB and in the Instructions to Bidders issued by the Authority, and any other documents issued by the Authority in connection with this RFB (collectively, “Bid Documents”).
2. Bidders must examine the bid documents carefully before bidding and must ask the Director of Procurement and Materials Management Department (“PMM”) in writing for any interpretation or correction of any apparent ambiguity, inconsistency or apparent error therein. If necessary, an interpretation or correction to the specifications in the form of an addendum shall be issued at least three (3) days prior to the bid opening by the Director of PMM to Bidders who have obtained the Bid Documents in accordance with *N.J.A.C. 19:9-2.2(a)(3)*. **Requests for interpretation or correction shall be considered only if received at least 5 business days prior to the Bid opening date.** Please contact Christine Noble with any questions regarding this procurement contract at noble@njta.com.
3. The submission of the Bid is conclusive evidence that the Bidder is fully aware of the conditions, requirements, and details as stated in the Bid Documents. If the Bidder, prior to submitting its Bid, fails to notify the Director of PMM of the existence of an ambiguity or inconsistency in the Bid Documents, a Bid will conclusively be presumed to have been based upon the Authority’s interpretation of such ambiguity or inconsistency.

4. All erasures, interpolations or other physical changes on the Bid form shall be signed or initialed by the Bidder. Bids containing any conditions, omissions, erasure's, alterations, or items not called for in this "RFB" or irregularities of any kind, may be rejected by the Authority, in its sole discretion.
5. The Bidder shall not attach conditions, limitations or provisos to its Bid.
6. **The Authority will accept Approved Equivalent items on this Bid.** If a Bidder is basing the RFB on items other than what is specified, and wishes the items proposed to be considered as an "Approved Equivalent", the Bidder shall enter a price on the Bid sheet then submit on the Exception Form in the exact format of the line item on the RFB contained herein, the item number, an item description including manufacturers name, model number, informational brochure(s), and packaging quantities of those items that the Bidder proposes to substitute.

### **C. BASIS OF AWARD**

1. Bidders must supply a price for every item listed. **Bids not having a price for all listed items may be rejected.**
2. Bidders must quote only one price per line item. **If a Bidder quotes multiple prices per line item, the Bid may be rejected.**
3. The Authority will purchase amounts of any given item as needed, at the sole discretion of the Authority and shall not be bound by any quantities listed. The Authority reserves the right to make reasonable increases to line item quantities.
4. All items are to be Bid FOB Destination. All shipping, handling, and other costs should be considered in the Bid price(s).
5. The Authority is tax exempt from New Jersey Sales and Excise Tax.
6. Award will be made to the lowest responsible and responsive bidder for the total line items Bid.

### **D. MISCELLANEOUS**

1. **ELECTRONIC PAYMENT: The Vendor will be required to accept payment(s) for goods or services via automatic deposit from the Authority. NO OTHER FORM OF PAYMENT WILL BE PROVIDED. See Exhibit M in the Instructions to Bidders on the Authority's website for the required electronic payment forms: <http://www.njta.com/doing-business/goods-and-services>**
2. **The initial contract period shall commence on the date stated in the Price Agreement and shall terminate one (1) year from the date of award of the Contract. The Authority, at its own discretion, may extend the original contract term for two (2) additional one (1) year terms. In the event that the Authority exercises its right to extend the Contract for the first one (1) year term, the original bid prices may be subject to renegotiation provided the maximum increase shall not result in any bid item exceeding six percent (6%), based on the approval by the Director of Procurement. In the event that the Authority exercises its right to extend the Contract for a second term, the original bid prices may again be subject to renegotiation provided the maximum increase shall not result in any bid item exceeding 10 percent (10%) of the original bid price based on the approval by the Director of Procurement.**

## E. BID QUOTATION SHEET

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL DOLLAR AMOUNT
1.	20	EA	Wheel & Tire, 5-Bolt 29X9X15 (WOODS 1017030/9019) or Authority approved equivalent. TP Item # 102269	\$	\$
2.	10	EA	Skid Shoe LH (WOODS 19803) or Authority approved equivalent. TP Item # 102290	\$	\$
3.	20	EA	Skid Shoe RH (WOODS 19802) or Authority approved equivalent. TP Item # 102291	\$	\$
4.	120	EA	Blade-Right or Center (WOODS 19160KT) 2 per box or Authority approved equivalent. TP Item # 102351	\$	\$
5.	10	EA	Blade Left Cut (WOODS 19161KT) 2 per Box or Authority approved equivalent. TP Item # 102357	\$	\$
6.	10	EA	PTO Assembly-Complete, Mower Woods Model BB840P (57417) or Authority approved equivalent. TP Item # 131344	\$	\$
7.	15	EA	H-Frame Assembly, Mower Woods Model BB840P (WOODS 7668) or Authority approved equivalent. TP Item # 131345	\$	\$
8.	5	EA	Front PTO Assembly Mower Woods Model BB840P (57429) or Authority approved equivalent. TP Item # 131348	\$	\$
9.	30	EA	Left Skid, Mower Woods Model BB840P (WOODS 57079) or Authority approved equivalent. TP Item # 131350	\$	\$
10.	27	EA	Right Skid, Mower Woods Model BB840P (WOODS 57078) or Authority approved equivalent. TP Item # 131351	\$	\$
11.	30	EA	Skid Shoe-LH-099 Woods Mower (WOODS 1034099) or Authority approved equivalent. TP Item # 134896	\$	\$
12.	30	EA	Skid Shoe-RH-098 Woods Mower (WOODS 1034098) or Authority approved equivalent. TP Item # 134897	\$	\$
13.	15	EA	CHERRY 57432 or Authority approved equivalent. TP Item # 136253	\$	\$
14.	5	EA	Assembly, Hub, Wood Mower Deck (WOODS 1017050) or Authority approved equivalent. TP Item # 136385	\$	\$
TOTAL ITEMS 1 THROUGH 14					\$

**BID QUOTATION SHEET CON'T**

15.	<p>Discount off Manufacturer's List Price. The discount given will be applied to all other items purchased by the Authority under this contract. This item does not figure in the award of the bid unless there is a tie among bidders; then the bidder giving the highest discount will be awarded contract. The above quoted discounts shall apply to all items and shall remain firm for the entire contract period.</p> <p style="text-align: center;">_____ %</p>
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**ANY INQUIRIES CONCERNING THIS BID MUST BE SENT VIA EMAIL TO NOBLE@NJTA.COM**

**PURSUANT TO N.J.A.C. 19:9-2.2 (a)(3), Addenda will be distributed and posted on the Authority's website at least three days prior to the bid opening.**

**NEW JERSEY TURNPIKE AUTHORITY**

Very truly yours,  
**Dale Barnfield, Acting Director**  
**Procurement and Materials Management**

\_\_\_\_\_/\_\_\_\_\_  
Name of Company / Authorized Signature of Bidder

**F. SIGNATURE PAGE**

1. **ADDENDA / INQUIRIES:** COMPLETE (if applicable) BEFORE SUBMITTING BID:  
Receipt of Addendum / Inquiries # \_\_\_\_\_ dated \_\_\_\_\_ is hereby acknowledged.  
Receipt of Addendum / Inquiries # \_\_\_\_\_ dated \_\_\_\_\_ is hereby acknowledged.

**CHECK BOX IF NO ADDENDA/INQUIRY ISSUED**

(All Addenda / Inquiries must be acknowledged as indicated above.)

2. **BID IRREVOCABLE:** This offer shall be irrevocable for ninety (90) working days after the date on which the Authority publicly opens this Bid except in those instances where an unsuccessful Bidder has filed a bid protest pursuant to *N.J.A.C. 19:9-2.12*. Upon notification of a protest, Bidders are required to hold their prices for an additional 90 days. All Bidders will be notified in writing of the action taken by the Authority.
3. **OFFER/CERTIFICATION:** The undersigned offers and agrees to furnish to the New Jersey Turnpike Authority the services and/or materials in compliance with all terms, conditions, specifications and addenda of the RFB, Bid Documents, and resulting contract. The undersigned further certifies understanding and compliance with the requirements of the standard terms and conditions as stated in the Instructions to Bidders included with the Bid Documents. The undersigned certifies that he or she executes this Bid with full authority so to do; and that all statements contained in this Bid and in this certification are true and correct, and made with full knowledge that the Authority relies upon the truth of the statements contained herein and in any statements requested by the Authority showing evidence of qualifications in awarding the contract.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

4. **AUTHORIZED SIGNATURE:** \_\_\_\_\_

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

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: # \_\_\_\_\_

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



**SECTION III**

**NO RESPONSE BID SURVEY**

**BID REQUISITION NUMBER: RM-152819**

**PROPOSAL TITLE: WOODS MOWER PARTS**

If you do not choose to respond to this Bid, please complete this form and email to noble@njta.com.

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

Reason you did not respond (Check all that apply)

- \_\_\_\_\_ Cannot supply product or service
- \_\_\_\_\_ Cannot meet technical specifications
- \_\_\_\_\_ Cannot meet delivery specifications
- \_\_\_\_\_ Cannot meet legal requirements  
(i.e. Bid/performance/security/insurance, etc.)
- \_\_\_\_\_ Cannot provide a competitive price at this time
- \_\_\_\_\_ Interested in receiving specifications for informational purposes only
- \_\_\_\_\_ Insufficient lead time to respond
- \_\_\_\_\_ Other:(please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to remain on our mailing list?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed :(optional) \_\_\_\_\_

Company: \_\_\_\_\_



## **Notice Of Electronic Bidding**

In an effort to make the bid solicitation process more efficient and cost effective for both vendors and the “Authority”, the “PMM” Department has adopted an electronic bidding process for the majority of its public bids. Receipt of bids via the electronic format will be required for designated procurement contracts. For these contracts, notifications, including advertisement to bidders, will state bids that will **only** be received electronically. The mandatory electronic bidding on selected contracts will commence in the fall of 2019.

In those instances, where electronic bids are required, the bidder must submit the bids to **bidexpress.com**. It is recommended that all vendors become familiar with the process to prepare for the Authority contracts that require electronic submission. All electronic bidders must **register on bidexpress.com and create a Free “Digital ID”** to the vendor and may take up to five (5) business days to process and an additional 48 hours once approved by Bid Express before bid submittal, the Authority recommends that a Digital ID be processed in advance, should a Digital ID not be established at the time of bid submission, electronic submittal may not be possible.

In lieu of paying the overnight delivery costs, Bid Express charges a fee of \$25.00 on a pay-per solicitation basis. Alternatively, you can participate in Bid Express’ monthly subscription (\$50.00) program (nationally) for unlimited electronic bid submission to all entities that post solicitations on the **bidexpress.com** website which gets daily email notifications by your companies commodity codes. Furthermore, Bid Express provides alerts to errors and omissions and not being able to submit an incomplete or inaccurate bid. Bid Express also has an optional electronic bid bond submission program, which the bid express team can guide you along with assistance from your insurance carrier; this service shall verify accurate bid bond submittal.

**For additional information on electronic bidding and FAQs, go to the <https://bidexpress.com> or contact the Bid Express team toll free at (888) 352-2439 (select option 1).**