Request for Proposal # 1433

High Voltage Preventative Maintenance

Event	Date	Time
Request For Proposal	February 27, 2020	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.)	N/A	N/A
Questions Due	March 10, 2020	11:00 AM
Answers Posted (approximate date and time)	March 16, 2020	
Bid Submission Due / Public Bid Opening (Refer to RFP Section 4.0 for more information.)	March 24, 2020	10:00 AM

Dates are subject to change. All changes will be reflected in Addendum issued.

Small Business Set-Aside	Status	Category
(Refer to RFP Section 4.4.2.2 for more information.)	☒ Not Applicable ☐ Entire Contract ☐ Partial Contract ☐ Subcontracting Only	☐ **I** ☐ **II** ☐ **III**

RFP Issued By
Office of Procurement Services
Montclair State University
Overlook Corporate Center
150 Clove Road, Third Floor
Little Falls, New Jersey 07424

Assigned Procurement Services Buyer: Halyna Hotsko
Fax #: _(973) 655-5468_
E-mail: hotskoh@mail.montclair.edu_

Date: February 27, 2020

SIGNATURE PAGE: REQUEST FOR PROPOSAL # 1433	
FOR: High Voltage Preventative Maintenance	RETURN BID PROPOSAL TO: OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 Clove Road, Third Floor Little Falls, NJ 07424

PROCUREMENT SERVICES BUYER: Halyna Hotsko
FAX#: (973) 655-5468

1. BID PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF 10:00 AM ON 03/24/2020 AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE, EMAIL, OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED):

OFFICE OF PROCUREMENT SERVICES
MONTCLAIR STATE UNIVERSITY
150 CLOVE RD, 3RD FLOOR
LITTLE FALLS, NJ 07424

2. THE BIDDER MUST SIGN THIS REQUEST FOR PROPOSAL (RFP) SIGNATURE PAGE IN ADDITION TO THE ITEMS LISTED AS "APPLICABLE" IN APPENDIX #1 OF THIS REQUEST. HYPERLINKS TO EACH FORM HAVE BEEN PROVIDED WITHIN THE APPENDIX.
3. THE BID PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS. F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PROPOSAL PRICES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.
4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.
5. THE BIDDER IS STRONGLY ENCOURAGED TO ATTEND THE PRE-BID CONFERENCE(S) AND SITE VISIT(S). NO SPECIAL ARRANGEMENTS WILL BE MADE FOR THOSE NOT ATTENDING. INFORMATION ON PRE-BID CONFERENCE(S) AND SITE VISIT(S) CAN BE FOUND IN THE SCHEDULE OF EVENTS SECTION OF THIS REQUEST.
6. PROPOSALS SHALL REMAIN OPEN FOR ACCEPTANCE AND MAY NOT BE CHANGED OR WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS AFTER THE BID OPENING DATE.

TO BE COMPLETED BY BIDDER
BIDDER NAME:

ADDRESS:

BIDDER TEL#: _____ EXT:_____ BIDDER FAX#:	FEDERAL TAX IDENTIFICATION #_____ BIDDER E-MAIL:

SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT ADDENDA ISSUED, THE REQUEST FOR PROPOSAL, THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS (APPENDIX 1) AND THE RESPONSIVE BID PROPOSAL CONSTITUTE A CONTRACT UPON THE UNIVERSITY'S OPTION TO ISSUE A WRITTEN NOTICE OF ACCEPTANCE TO BIDDER FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER ADDENDA OR THE REQUEST FOR PROPOSAL DURING THE TERM OF THE CONTRACT SHALL CONSTITUTE A BREACH AND MAY RESULT IN DEFAULT BY THE CONTRACTOR AND/OR CONTRACT TERMINATION.

ORIGINAL SIGNATURE OF BIDDER	**DATE**
PRINT/TYPE NAME	**TITLE**

Table of Contents

1.0 INFORMATION FOR BIDDERS 4

1.1 SCHEDULE OF EVENTS 5

1.1.1 REQUEST FOR PROPOSAL 5
1.1.2 SITE VISIT / PRE-BID MEETINGS 5
1.1.3 QUESTIONS AND ANSWERS 5
1.1.4 QUOTES / PROPOSALS / BIDS DUE DATE 5

1.2 PURPOSE AND INTENT 5
1.3 BACKGROUND 6
1.4 JOINT VENTURE 6

2.0 DEFINITIONS 7

2.1 GENERAL DEFINITIONS 7
2.2 CONTRACT SPECIFIC DEFINITIONS 7

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK 8

3.1 STATEMENT OF QUALIFICATIONS 21

4.0 BID PROPOSAL PREPARATION AND SUBMISSION 21

4.1 QUESTION AND ANSWER PERIOD 21
4.2 ADDENDUM: REVISIONS TO THIS RFP 21
4.3 CONTENTS OF BID PROPOSAL 21

4.3.1 PRICE ALTERATION 22
4.3.2 BID ERRORS 22
4.3.3 BID DISCREPANCIES 22
4.3.4 PRICING 23

4.4 SUBMISSION OF BID PROPOSAL 23
4.5 BIDDER RESPONSIBILITY 23
4.6 COST LIABILITY 24
4.7 BID PROPOSAL DELIVERY AND IDENTIFICATION 24
4.8 NUMBER OF BID PROPOSAL COPIES 24
4.9 SUBMITTALS 24

4.9.1 SAMPLE TESTING 24
4.9.2 BID SECURITY 24
4.9.3 FINANCIAL CAPABILITY OF THE BIDDER 24

5.0 PROPOSAL EVALUATION 25

5.1 EVALUATION CRITERIA 25
5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL 25

6.0 CONTRACT AWARD 25

6.1 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT 26

7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS 26

7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS 26
7.2 CONTRACT TERM AND EXTENSION OPTION 26
7.3 CONTRACT TRANSITION 26
7.4 CONTRACT AMENDMENT 26
7.5 CONTRACTOR'S WARRANTY 27
7.6 ITEMS ORDERED AND DELIVERED 27
7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS 27

APPENDIX #1 28

REQUIRED SUPPORTING BID DOCUMENTS **28**

Attachment No. 1 Pricing Sheet

1.0 INFORMATION FOR BIDDERS

1.1 SCHEDULE OF EVENTS

Event	Date	Time
Request For Proposal	February 27, 2020	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.)	N/A	N/A
Questions Due	March 10, 2020	11:00 AM
Answers Posted (approximate date and time)	March 16, 2020	
Bid Submission Due / Public Bid Opening (Refer to RFP Section 4.0 for more information.)	March 24, 2020	10:00 AM

1.1.1 REQUEST FOR PROPOSAL

Bidders are requested to provide their proposals in accordance with the terms and conditions provided within this solicitation.

1.1.2 SITE VISIT / PRE-BID MEETINGS

The bidder is strongly encouraged to attend the pre-bid conference(s) and site visit(s). No special arrangements will be made for those not attending. The bidder is responsible for the full Scope of Work regardless of attendance to the pre-bid conference(s) and site visit(s).

1.1.3 QUESTIONS AND ANSWERS

Questions and inquiries regarding bidding information should be sent to hotskoh@montclair.edu or faxed to the number provided in the RFP Signature page. All questions submitted by the above due date and time will be answered on the Procurement Services website. Answers will be provided via addendum to this RFP and will be posted on Procurement Services webpage on or around the date provided in section 1.1. Additional instructions for question submittal must be in accordance with Section 4 of this solicitation.

1.1.4 QUOTES / PROPOSALS / BIDS DUE DATE

Bidders must be submit all information requested herein no later than the above referenced date and time in order to be considered for award. Incomplete proposals will be rejected. Bidder submissions must be in accordance with the instructions found in Section 4 of this solicitation.

NOTE: Bidders are not to contact the University using department directly, in person, by telephone or by email, concerning this RFP.

1.2 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Office of Procurement Services (Procurement Services), Montclair State University (University). The purpose of this RFP is to solicit bid proposals for the high voltage preventative maintenance on the University campus.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the University, price and other factors considered. However, the University reserves the right to separately procure individual requirements that are the subject of the

awarded contract during the contract term, when deemed by the University's Vice President for Finance and Treasurer to be in the University's best interest.

The University's Standard Contract Terms and Conditions (Appendix 1, Item 1), are part of the awarded contract. The University's Standard Contract Terms and Conditions are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them.

1.3 BACKGROUND

Montclair State University is a research doctoral institution ranked in the top tier of national universities. Building on a distinguished history dating back to 1908, the University today has 10 colleges and schools that serve approximately 21,000 undergraduate and graduate students with more than 300 doctorial, master's and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus in Passaic and Essex Counties just 14 miles from New York City and having a School of Conservation located in Sussex County, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment.

1.4 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the RFP Signature Page and the Source Disclosure Certification (Appendix 1, Item 3). A separate Ownership Disclosure Form (Appendix 1, Item 2) and Company Qualification Certification (Appendix 1, Item 4) must completed by each party to the joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of the contract awarded as result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the University's Vice President for Finance and Treasurer.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - Any addendum to this RFP, this RFP, the University's Standard Terms and Conditions (Appendix 1, Item 1), the awarded bidder's bid proposal and the University's form Agreement incorporating these documents.

Contractor - The contractor is the bidder awarded a contract.

Director – Director of Procurement Services.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

2.2 CONTRACT SPECIFIC DEFINITIONS

N/A

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

High Voltage Preventative Maintenance Scope.

This contract consist of the High Voltage Preventative Maintenance on the 26.4kV and 5kV electrical distribution system at Montclair State University (MSU) over a 5 year period.

The electrical power system at Montclair State University is fed from two (2) 26.4 kV utility services from PSE&G and extended to the outdoor main substation. The substation transformers T-1 and T-2 are outdoor oil filled type, and rated at 12/16/20 MVA, with primary voltage 26.4kV and secondary voltage stepped down to 4,160V Feeder buses from each of the secondary side of the transformers, T-1 and T-2 are extended to indoor 4.16kV switchgear, bus section "1" and bus section "2".

Buildings located on the Montclair State University Campus are fed from feeders derived from the 4,160V switchgear, located within the main substation/transformer compound. Each building has its own medium voltage double selector switch feeding (A/B Switch) an outdoor or indoor step down transformer. Through a series of duct banks and manholes, each medium voltage selector switch is fed by two (2) 4,160V radials – originating from two (2) circuit breakers located in the main substation – bus section "1" and "2".

1) GENERAL

a) All maintenance shall be performed as described in the attached specifications. Deviations will not be considered unless the bidder can explain in detail that the deviation is of material benefit to the University and provides service levels at least equal to or beyond what is specified here. The provisions of the National Electrical Code (NEC) and OSHA regulations shall govern the services and repairs made to all existing low and high voltage equipment.

b) Contractor shall provide all equipment, tools, ladders, labor, supervision, materials, transportation and all effort necessary to carry out the specifications herein.

c) High voltage shall be defined as 600V+/- to a maximum 26.4kV for all Montclair State University facilities. There are no voltage minimums/maximums for transformers.

d) Service and repairs will consist of the following:

(1) Maintenance and emergency services shall be made available to Montclair State University 365 days per year and/or scheduled through University Facilities Department, UFAC.

(2) Each perspective bidder must have the capability for repairing underground high voltage electrical transmission lines, substations, transformers and generators as the need should arise.
(3) The contractor shall be responsible for sourcing all electrical parts/components/fixtures necessary in the repair/replacement of high voltage distribution systems. Exceptions are, if in the best interest to Montclair State University, to utilize its own electrical commodity to source said supplies

e) Should the contractor determine at any time that the existing conditions make modifications in requirements necessary or that an existing system appears to have a deficiency; the contractor shall immediately report such matters to the Electrical Supervisor and Director of Facilities and Engineering.

f) During the period of the contract or any extension thereof, the University reserves the right to add or delete specific services and/or locations at the prevailing contract prices. Contractor will be given seven (7) business days notice to implement requested change.

g) The contractor, or his authorized representatives, may be required to meet monthly, as needed or requested with the Electrical Supervisor and Director of Facilities and Engineering or other MSU representatives to discuss all services.

h) There will be a meeting between the successful contractor and the University prior to the start of the contract. At this time the contractor will be required to submit a plan of operations.

i) By submitting a proposal, the bidder agrees that he has conducted an independent investigation and analysis of the conditions and required services, that he fully understands his obligations and that he will not make any claim for, or have a right to cancellation or relief without penalty due to any omission or lack of information by the MSU.

j) All contractor personnel are required to sign in and out at the log book located at the front desk of the Maintenance Building and must call the Electrical Supervisor and/or Director of Facilities and Engineering upon arrival. Invoices for all service calls where the technician failed to sign in or out may not be processed for payment.

2) SCOPE OF SERVICES

A. PROTECTIVE RELAYS

1. Protective Relays are located at:

- 26kV Substation.
- Co-Generation Plant.

2. The purpose of these units is to protect equipment located "Downstream" from the incoming Electrical Service in the event of a grid disturbance or equipment malfunction. Relays located at the Co-Generation Plant will "Divorce" the Turbine from the Electrical Grid in the event either the Turbine malfunctions or grid disturbance occurs.

3. Inspection of all Protective Relays should occur annually and be performed by a NETA (International Electrical Testing Association) Certified Testing contractor.

4. Inspections reports will be reviewed by the Electrical Supervisor and the Director of

Facilities and Engineering, subsequent to each inspection and corrective action taken based on the report recommendations. See attachment "A" for a comprehensive schedule.

5. The inspection scope will follow the manufactures testing specifications based on make and model of each unit.

6. The inspection scope is as follows:

- Visual and mechanical inspection
- Confirm relay style to system design requirements
- Set relays per the provided co-ordination study
- Verify functional operation and record test results
- Verify targets and flags
- Verify relay contact output operation of connected devices
- Calibrate as required

B. TRANSFORMERS

1. The Electrical Grid comprises of individual transformers located at each building, Co-generation Plant and 26kV Sub-Station. There are two types - oil filled and dry type.

2. The purpose of these units is to step down the 4160 voltage distributed through a series of underground duct bank to the 277/480 and 120/208 voltage needed to operate equipment and lighting throughout its dedicated building. Located in the main sub-station compound are two 26kV transformers.

3. Testing of all Building Transformers will occur once in a three year cycle with oil analysis being conducted in all three (3) years. The two (2) 26kV transformers and their associated tap changers - located at the main substation will be tested in year one (1) and three (3) with oil analysis being conducted all three (3) years. All testing will be performed by a NETA (International Electrical Testing Association) Certified Testing contractor. See attachment "B" for a comprehensive schedule.

4. Inspections reports will be reviewed by the Electrical Supervisor and the Director of

   Facilities and Engineering subsequent to each inspection and corrective action taken based on the report recommendations.

5. The inspection scope is as follows:

   a. OIL FILLED UNITS:

   - Visual and mechanical inspection of all bushings and connections
   - Thoroughly clean and inspect bushings prior to testing
   - Perform winding resistance test on the as found tap
   - Perform insulation resistance test of each winding to ground
   - Perform turns ratio on as found tap
   - Perform Doble power factor tests on each winding and bushings
   - Verify fans and controls when applicable
   - Verify proper operation of load tap changer if equipped
   - Procure oil samples from the main tank and load changer compartment and perform Screen and DGC analysis.

   b. DRY TYPE UNITS

   - Visual and mechanical inspection of windings and enclosure
   - Verify cleanliness prior to testing
   - Perform winding resistance test on each tap
   - Perform insulation resistance test
   - Perform turns ratio test on each tap and compare to calculated values
   - Perform Doble power factor tests on Primary and Secondary windings
   - Perform Excitation Current Test on each tap position.
   - Verify fans and controls when applicable
   - Verify proper core grounding as per the manufactures recommendation

The two 26kV transformers located in main Sub-Station compound are outfitted with automatic tap changers. The oil within the tap changers will require analysis.

It should be noted, certain individual tasks associated with transformer maintenance will require the unit to be de-energized.

D. 5kV SELECTOR SWITCHES

1. The Electrical Grid comprises of individual 5KV selector switches located at each building and Co-generation Plant.

2. The purpose of these units is to distribute 5kV to each associated building transformer. A primary and alternate 5kV radial is present at each switch – both radials are energized at all times.

3. Inspection of each switch will occur once in a three year cycle and be performed by a NETA (International Electrical Testing Association) Certified Testing contractor. See attachment "B" for a comprehensive schedule.

4. Inspections reports will be reviewed by the Electrical Supervisor and the Director of

Facilities and Engineering subsequent to each inspection and corrective action taken based on the report recommendations.

6. The inspection scope is as follows:

- Visual and mechanical inspection of enclosure and mechanism
- Verify equipment cleanliness
- Lubricate as required manufacture
- Perform a contact resistance test on each pole
- Perform insulation resistance from pole to ground and pole to pole
- Verify proper switch operation and alignment
- Record all fuse data. Verify rating as per provided drawings.

It should be noted, certain individual tasks associated with selector switch maintenance will require the unit to be de-energized.

E. 5kV CIRCUIT BREAKERS LOCATED AT MAIN SUB-STATION

1. The Electrical Grid comprises of 5kV circuit breakers located at the main 26kV Sub-Station and Co-Generation Plant.

2. The purpose of these units is to distribute 5kV to each associated building's selector switch through a series of underground duct banks.

3. Inspection of each breaker will occur once during a three year cycle and be performed by a NETA (International Electrical Testing Association) Certified Testing contractor.

4. Inspections reports will be reviewed by the Assistant Dir. – Electrical Services subsequent to each inspection and corrective action taken based on the report recommendations.

5. The inspection scope will follow the manufactures testing specifications based on make and model of the unit.

6. The inspection scope is as follows:

- Visual and mechanical inspection of breaker and cubicle
- Verify cleanliness prior to testing
- Lubricate as required by the manufacture
- Record counter readings as found and as left
- Perform a contact resistance test on each pole
- Verify proper breaker operation manually and electrically
- Perform insulation resistance of each pole to ground and pole to pole
- Perform vacuum bottle integrity test as per the manufactures instructions

It should be noted, certain individual tasks associated with circuit breaker maintenance will require the unit to be de-energized.

F. 26kV CIRCUIT BREAKERS LOCATED AT THE MAIN SUB-STATION

1. Located at the main sub-station compound are 5 – 26kV Vacuum Circuit Breakers.

Two (2) units serve as ends of a dual incoming feed through. One (1) unit serves a bus tie breaker normally operating closed. Two (2) units are situated in front of the 26kV transformers.

2. Inspection of each breaker will occur twice (year one and three) during a three year cycle and be performed by a NETA (International Electrical Testing Association) Certified Testing contractor.

4. Inspections reports will be reviewed by the Electrical Supervisor and the Director of Facilities and Engineering and subsequent to each inspection and corrective action taken based on the report recommendations.

5. The inspection scope is as follows:

- Visual and mechanical inspection of breaker and cubicle
- Verify cleanliness prior to testing
- Lubricate as required by the manufacture
- Record counter readings as found and as left
- Perform a contact resistance test on each pole
- Verify proper breaker operation manually and electrically
- Perform insulation resistance of each pole to ground and pole to pole
- Perform vacuum bottle integrity test as per the manufactures instructions

G. THERMAL IMAGING AT SUB-STATION AND CO-GENERATION PLANT

1. A complete visual and infrared inspection will be performed annually at both the main Sub-Station (indoor and outdoor) and Co-Generation Plant locations. Equipment should include: Panels, Cables, Bus, CT's, PT's Bus Duct, and all Medium Voltage Circuit Breakers.

2. The purpose of the inspection is to locate "Hot Spots" which would indicate possible loose connections and create load imbalances.

H. DIRECT CURRENT BATTERIES

1. Direct Current Batteries are located at both the Main Sub-Station.

2. Inspections will occur monthly be performed by a NETA (International Electrical Testing Association) Certified Testing contractor.

3. Batteries located at the Main Sub-Station are as follows:

LOCATION	QUANTITY	CELL TYPE	MANUFACTURER
SUB-STATION	92	NICKEL CADIUM	GAZ

4. The inspection scope will be as follows:

- Inspect, Clean, add distilled water if necessary
- Measure individual cell voltage
- Measure Bank voltage
- Inspect, Clean battery charger
- Verify output voltage
- Submit Report

ATTACHMENT “A”

MONTCLAIR STATE UNIVERSITY PROTECTIVE RELAY SCHEDULE

MAIN 26KV SUB-STATION

BREAKER CG	**TYPE**	**QUANTITY**
BASLER BE1-25	SYNC-CHECK	1
5kV BUS - A	**TYPE**	**QUANTITY**
BASLER BE1-47N	VOLTAGE PHASE SEQ.	1
BASLER BE1-87T	TRANSFORMER DIFF.	1
5kV BUS - B	**TYPE**	**QUANTITY**
BASLER BE1-47N	VOLTAGE PHASE SEQ.	1
BASLER BE1-87T	TRANSFORMER DIFF.	1

ATTACHMENT "B"

SUMMARY AND YEARLY SCHEDULE

TASK	**YEAR 1 (FY2020)**	**YEAR 2 (FY2021)**	**YEAR 3 (FY2022)**	**YEAR 4 (FY2023)**	**YEAR 5 (FY2024)**
PROTECTIVE RELAY					
MAIN SUB-STATION	YES	YES	YES	YES	YES
THERMAL IMAGING					
MAIN SUB-STATION	YES	YES	YES	YES	YES
DC BATTERY (MONTHLY)					
MAIN SUB-STATION	YES	YES	YES	YES	YES
26kV BREAKERS 5 Units					
MAIN SUB-STATION	YES	-	YES	YES	-
26kV TRANSFORMERS 2 Units					
MAIN SUB-STATION	YES	OIL ANALYSIS ONLY	YES	YES	OIL ANALYSIS ONLY
5kV SELECTOR SWITCH ↓					
5kV CIRCUIT BREAKER ↓					
BUILDING TRANSFORMER ↓					
CAMPUS POLICE – B1,B2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
OLD CO-GEN PLANT	5kV SS,CB	OIL ANALYSIS	OIL ANALYSIS	5kV SS,CB	OIL ANALYSIS

– B1,B2	&TRANS.	ONLY	ONLY	&TRANS.	ONLY
MAINT. BLDG. – B1,B2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
RED HAWK DECK – B1,B2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
SCIENCE HALL – E1,E2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
BOHN HALL – F1,F2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
STUDENT CENTER/ANNEX – F1,F2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
UNIVERSITY HALL – J1,J2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
COLLEGE HALL – K1,K2	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY
CALCIA – A1,A2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
PARTRIDGE – A1,A2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
FIELD HOUSE – A1,A2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
RECREATION CENTER – A1,A2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
CAR PARC DIEM – A1	OIL ANALYSIS	5kV SS,CB &TRANS.	OIL ANALYSIS	OIL ANALYSIS	5kV SS,CB &TRANS.

	ONLY		ONLY	ONLY	
RED HAWK DINER – A1	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
RICHARDSON HALL – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
WEBSTER HALL – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
STONE HALL – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
SPEECH (FOX THEATER) – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
FINLEY SOUTH – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
SCHMITT HALL – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
MALLORY HALL – D1,D2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
DICKSON HALL – H1,H2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
SBUS	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
SPRAGUE LIBRARY – I1,I2	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.
CALI , MUSIC – C1,C2	OIL ANALYSIS	OIL ANALYSIS	5kV SS,CB &TRANS.	OIL ANALYSIS	OIL ANALYSIS

	ONLY	ONLY		ONLY	ONLY
RUSS HALL – C1,C2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
PANZER – C1,C2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
FREEMAN – C1,C2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
KASSER THEATER – C1,C2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
BLANTON – G1,G2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
CELS BUILDING M1, M2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
MOREHEAD HALL M1, M2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
LIFE HALL M1, M2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY
MEMORIAL THEATER M1,M2	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY	5kV SS,CB &TRANS.	OIL ANALYSIS ONLY	OIL ANALYSIS ONLY

3.1 STATEMENT OF QUALIFICATIONS

Statements of Qualifications should be presented in the same order as listed below. Please restate the question as written and respond to each item completely and clearly. Attachments that amplify responses or provide relevant illustrations are welcome.

- Financial – provide documentation for 3 years prior to the date of this RFP demonstrating your financial ability to perform the scope of services during the term
- Business – provide documentation of your organizational structure and staffing that demonstrates you are able to perform the scope of services during the term
- Experiential – provide documentation demonstrating your experience handling matters that are identified in or similar to the scope of services in the RFP

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 QUESTION AND ANSWER PERIOD

Procurement Services will accept questions and inquiries from all potential bidders via e-mail or fax to the Procurement Services buyer identified in the cover sheet. Bidders are not to contact the University user department directly, in person, by telephone or by email, concerning this RFP. Answers will be provided via addendum to this RFP and will be posted on Procurement Services webpage after the question due date (see Section 1.1 of this RFP for question due date)

4.2 ADDENDUM: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ADDENDUM ISSUED WILL BE POSTED ON PROCUREMENT SERVICES WEBPAGE.

There are no designated dates for release of addendum. Interested bidders should check the Procurement Services' webpage on a daily basis from time of RFP issuance through bid proposal submission. It is the sole responsibility of the bidder to be knowledgeable of addendum issued relating to this RFP.

Notice of addendum issued will be faxed by the assigned Procurement Services buyer to any bidder who has picked up a copy of the RFP at Procurement Services and who provided Procurement Services with its fax number.

4.3 CONTENTS OF BID PROPOSAL

Bidders are instructed to supply all documentation identified in Appendix 1, with their bid proposal. Subsequent to bid opening, all information submitted by a bidder in the bid proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and/or other applicable law.

A bidder may designate specific information in its bid proposal as confidential and proprietary if the bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the bidder accordingly. Confidential and proprietary information

shall be clearly and prominently identified in the bid proposal and in a cover letter. The University will disregard any attempt by a bidder either to designate its entire bid proposal as confidential, proprietary and/or subject to copyright protection.

By signing the RFP Signature Page, the bidder waives any claims of copyright protection set forth within its proposal and any third party manufacturer's price list and/or catalogs. Price lists and/or catalogs cannot be kept confidential and must be accessible to University user departments.

The bidder is advised to thoroughly read and follow all instructions contained in this RFP.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid proposal's content changes as the referenced web pages change.

4.3.1 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

4.3.2 BID ERRORS

A bidder may request that its bid proposal be withdrawn prior to bid opening. Such request must be made, in writing, to the Director of Procurement Services.

If, after the opening of bid proposals but before contract award, a bidder discovers an error in its bid proposal, the bidder may make written request to the Director of Procurement Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the bid proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the bid proposal.

If, during the evaluation of bid proposals received, an obvious pricing error made by a potential contract awardee is found, the Director of Procurement Services shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the assigned Procurement Services buyer may seek clarification from the bidder to ascertain the true intent of the bid proposal.

4.3.3 BID DISCREPANCIES

In evaluating bid proposals:

Discrepancies between words and figures will be resolved in favor of words;

Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices;

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices;

Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total; and

Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

4.3.4 PRICING

The bidder must submit its pricing using the format set forth in the price sheet(s) attached to this RFP (Attachment #1). Failure to submit all information required will result in the bid proposal being considered non-responsive unless the University determines the information is not material and may be waived. Notwithstanding the Contract Effective Date on the RFP Signature Page, each bidder is required to hold its prices firm through issuance of the contract.

4.4 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by Procurement Services at the location and by the required date and time identified in this RFP in a sealed envelope marked with the bid proposal title and number.

If your proposal is being submitted by **US Mail**, it must be addressed to:

Montclair State University
Office of Procurement Services
1 Normal Avenue
Montclair, New Jersey 07042

If your proposal is being submitted **BY HAND OR OVERNIGHT DELIVERY (FedEx, UPS, etc.)**, please address it to:

Montclair State University
Office of Procurement Services,
150 Clove Road, 3rd Floor,
Little Falls, New Jersey 07424.

ANY BID PROPOSAL NOT RECEIVED BY THE DATE, TIME AND AT THE LOCATION NOTED IN THIS RFP WILL BE REJECTED.

Note: Bidders using US Regular or Express mail services should allow adequate time to ensure that bid proposals are received at Procurement Services on the date and time indicated on the cover sheet.

4.5 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

4.6 COST LIABILITY

The University assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

4.7 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at Procurement Services in accordance with the instructions on the RFP Signature Page.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. Late bid proposals are ineligible for consideration.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER'S NAME AND ADDRESS.

4.8 NUMBER OF BID PROPOSAL COPIES

The bidder must submit one (1) complete ORIGINAL bid proposal, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit two full, complete and exact copies of the original. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the University in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.9 SUBMITTALS

- Provide a written list of contracts similar in scope and size awarded to you for the last three (3) years. The list shall include client name, address and contract value. In addition, include the client's contact name, email address and telephone number. The University shall have permission to contact the clients to obtain references.

4.9.1 SAMPLE TESTING

N/A

4.9.2 BID SECURITY

N/A

4.9.3 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the University with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit its most recent annual audited or certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If a certified financial statement is not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief

Executive Officer and the Chief Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the period presented in the statement. In addition, the bidder should submit a bank reference.

If the financial information is not included with the bidder's response, the University may request the bidder to submit it, or deem the bid non-responsive. If the University requests it be submitted and the bidder fails to submit within seven (7) business days, the University may deem the bidder's proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its bid proposal.

The University reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

5.0 PROPOSAL EVALUATION

5.1 EVALUATION CRITERIA

Proposals will be evaluated on Price and other factors in accordance with the University's Procurement Policies. Additionally, the following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

- Experience of the bidder
- Contracts of similar scope and size
- References

5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

The University may request the highest ranking bidder(s) be required to give an oral presentation to the University concerning its bid proposal. The University may also require the bidder to submit written responses to questions regarding its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the University's discretion whether to require the highest ranking bidder(s) be required to give an oral presentation or require the highest ranking bidder(s) to submit written responses to questions regarding its bid proposal. The assigned Procurement Services buyer is the sole point of contact regarding any request for an oral presentation or clarification.

6.0 CONTRACT AWARD

The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the University, price, and

other factors considered. The University reserves the right to reject any or all bids, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any other bid requirement in their sole discretion when such waiver is in the best interest of the University and where such waiver is permitted by law.

6.1 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT

A bidder who submits a proposal in response to an advertised RFP may submit a written protest to the Director of Procurement of the University setting forth in detail the specific grounds for challenging the award. The protest shall be filed within ten (10) business days following the bidder's receipt of written notification, sent either by certified mail or facsimile transmission, that its bid was not accepted or of notice of the decision to award the contract. Any protest filed after the 10 day period may be disregarded. If the contract award is protested, the University may proceed to award the contract if the failure to award will result in substantial cost to the University or if public exigency so requires. All contract awards will be posted on the Procurement Services website

https://www.montclair.edu/procurement/awarded-contracts/

7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of addendum to this RFP, this RFP (including the University's Standard Contract Terms and Conditions (Appendix 1, Item 1), the contractor's bid proposal and the University's Agreement incorporating these documents and signed by the contractor and the University's Vice President for Finance and Treasurer.

In the event of a conflict between provisions within the contract documents, the contract documents shall have the following order of priority: Agreement, RFP Addendum in the order of the most recent issuance date, the RFP, the University's Standard Contract Terms and Conditions and the contractor's bid proposal.

7.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of (3) three years. The anticipated "Contract Effective Date" is provided on the Signature Page of this Request for Proposal. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of two (2), one-year periods, by the mutual written consent of the contractor and the University's Vice President of Finance and Treasurer.

7.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

7.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the University's Vice President for Finance and Treasurer.

7.5 CONTRACTOR'S WARRANTY

The contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the contractor under the contract. The contractor agrees to perform in a good, skillful and timely manner all services set forth in the contract.

The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the contract. The approval of interim deliverables furnished under the contract shall not in any way relieve the contractor of fulfilling all of its obligations under the contract. The acceptance or payment for any of the services rendered under the contract shall not be construed as a waiver by the University, of any rights under the agreement or of any cause of action arising out of the contractor's performance of the contract.

The acceptance of, approval of or payment for any of the services performed by the contractor under the contract shall not constitute a release or waiver of any claim the University has or may have for latent defects or errors or other breaches of warranty or negligence.

7.6 ITEMS ORDERED AND DELIVERED

The contractor is authorized to ship only those items covered by the contract resulting from this RFP. If a review of orders placed by University user departments reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the University's Vice President for Finance and Treasurer as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The University's Vice President for Finance and Treasurer may take such steps as are necessary to have the items returned to the contractor, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the University the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical University services. Any delay in delivery of these items would disrupt University services and would force the University to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the University's ongoing needs.

7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the University's Vice President for Finance and Treasurer may take steps to terminate the contract in accordance with the provisions herein and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the University by the defaulting contractor.

APPENDIX #1
REQUIRED SUPPORTING BID DOCUMENTS

	Document Title	Applicable?
1	MONTCLAIR STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS	Y
2	SOFTWARE AS A SERVICE TERMS AND CONDITIONS (PROVIDED AS ATTACHMENT)	N
3	MASTER LICENSE AGREEMENT (PROVIDED AS ATTACHMENT)	N
4	BUSINESS REGISTRATION CERTIFICATE	Y
5	POLITICAL CONTRIBUTION DISCLOSURE (CHAPTER 51)	Y
6	OWNERSHIP DISCLOSURE FORM	Y
7	SOURCE DISCLOSURE CERTIFICATION	Y
8	MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE	Y
9	MACBRIDE PRINCIPLES FORM	Y
10	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	Y
11	CONFLICT OF INTEREST	Y
12	NON-COLLUSION AFFIDAVIT	Y
13	EXCESS LIABILITY INSURANCE (PROVIDED IN STANDARD CONTRACT TERMS AND CONDITIONS)	Y
14	BID BOND (PROVIDED AS ATTACHMENT)	N
15	AGREEMENT OF SURETY (PROVIDED AS ATTACHMENT)	N

Please go to the Procurement Services Form Webpage at https://www.montclair.edu/procurement/forms/ should any of the above hyperlinks not work. If a form is unavailable on the webpage, contact the assigned procurement services buyer listed on the cover page for assistance.

NOTE: The documents listed above are required by State Law and University Policy. All documents listed as “Applicable” are required to be completed and included in bidder submissions in order to be considered responsive.