



State of New Jersey

AGENCY REQUEST FOR PROPOSAL



VENDOR NAME AND ADDRESS:	RETURN THIS PROPOSAL TO: Gregory S. McLaughlin NJ Forest Fire Service Mail code: 501-04 PO Box 420 Trenton, NJ 08625 Gregory.mclaughlin@dep.nj.gov Fax: 609-984-0378	DELIVERY GOODS/SERVICES TO:
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NOTE: THIS PROPOSAL MUST BE RETURNED BEFORE THE CLOSE OF BUSINESS ON THE FOLLOWING DATE: 4 pm on November 3, 2017	AGENCY PERSON TO CONTACT: Gregory S. McLaughlin: (609) 577-1159
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FISCAL YEAR YEAR 2017	ACCOUNT NUMBER BFY 15 / 100 042 4870 028 2WRRXXXX	AGENCY REF. NO.	COMM. CODE NO.
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IMPORTANT INSTRUCTIONS TO BIDDERS: Read the entire bid proposal, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alternations to unit and/or total prices must be initiated by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered. Faxed and emailed proposals are acceptable and will be dated at the time they are received.

ITEM NO.	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
			<p>Administer, monitor and oversee several statewide wildfire preparedness programs (see attached SOW) the attached SOW shall be considered the workplan for this project.</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. The work period begins when the contract is awarded and ends on December 31, 2019. All final work products are to be delivered no later than December 31, 2019. 2. The total project cost is not to exceed \$50,000, with payments distributed over the work period – see SOW. 3. To ensure continuity of work products, all deliverables must be completed as one project, thus this RFP will be awarded in its entirety to one Contractor. 4. To be considered, all Contractors must submit a one-page summary listing their relevant education and experience for this project. Contractors must also submit a relevant sample/example CWPP. All RFP's will be scored based on the following criteria: <ol style="list-style-type: none"> a. Education; b. Experience; c. resident of NJ; d. knowledge of NJ Fire history; e. report preparation and research skills; f. cost. 5. The successful bidder must also comply with Section VII. General Requirements of the SOW. <p>This RFP must be submitted in the form of a sealed bid, e-mail or fax, no later than 4 pm on November 3, 2017 to the address above.</p>		

*PRICES ARE FIRM UNTIL THE FOLLOWING DATE:	*TOTAL: \$ _____
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CASH DISCOUNT	DATE OF DELIVERY	VENDOR'S FEDERAL I.D. NUMBER	VENDOR'S TELEPHONE NO.: _____
			FAX NO.: _____

X VENDOR'S SIGNATURE (Must be Signed): _____	PRINT OR TYPE NAME BELOW: _____	DATE: _____
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