City of Somers Point
Request for Proposal

This proposal is being solicited through a fair and open process, N.J.S.A.29:44A-20.5 et seq.

In conjunction with the Fair and Open Process of the Local Unit Pay-to-Play Law, the City of Somers Point hereby requests your proposal to provide the following goods or services:

2026 OFFICE SUPPLIES- Period January 1st 2026 to December 31st 2026

Proposals must be delivered to:

City of Somers Point
Administration Department
1 W. New Jersey Avenue
Somers Point, New Jersey, 08244

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Proposals must be clearly labeled on the outside of the envelope as

"OFFICE SUPPLIES CY 2026"

and be submitted prior to the time of opening which will be 2:00 PM on September 21, 2026 in the Office of Administration.

1 EMAILED COPY IN PDF FORMAT (Sent to JFROST@SPGOV.ORG) OR 1 DIGITAL COPY ON A USB FLASH DRIVE IN PDF FORMAT ARE REQUIRED

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Proposal will be evaluated by the City Council of the City of Somers Point on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field.
   Please indicate years in business and provide at least three references.

2. Knowledge of the City of Somers Point and the subject matter to be addressed under the contract.
   Please indicate approximate number of years doing business with the City of Somers Point.

3. Compensation proposal.
   Please indicate your basis for billing, so that it can be considered in this award. For example, this may be:
   a.) prices quoted for individual jobs
   b.) list price
   c.) cost plus a mark-up of xxx%
   d.) list less a discount of xxx%
   e.) etc.
   (or even some combination of methods)

4. Other factors if demonstrated to be in the best interest of the City of Somers Point.
   Please indicate other factors you believe should be considered.

Note: The City of Somers Point reserves the right to make multiple awards for similar goods and services in connection with this request for proposal. The City of Somers Point and/or its appropriate board or commission has the right to reject any and all responses in part or in their entirety. Also, the City of Somers Point and/or its appropriate board or commission expressly reserves the right to waive any informalities, irregularities or minor defects in the responses received.

By submitting a response, the Candidate acknowledges that, during the performance of the contract, the Candidate shall agree to comply with the Mandatory Equal Opportunity requirements of N.J.S.A. 10:5.31 et. Seq. (P.L. 1975, C.127). See Attachment A to the RFQ.

By submitting a response, the Candidate acknowledges that, during the performance of the contract, to the maximum extent allowed by law, the Candidate shall agree to indemnify and hold Harmless the City and/or its nominees, and their respective elected officials, officers, agents, volunteers and employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or part by the Candidate's negligent act or omission, or that of a subcontractor or anyone employed by them or for whose acts the Candidate or subcontractor of the Candidate may be liable. This indemnification and agreement shall apply in all instances whether the City and/or its nominees is made a direct party to the initial action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

As part of the review process, the City of Somers Point and/or its appropriate board or commission may ask selected candidates to provide a formal presentation to the City Council and/or its appropriate board or commission for consideration.

All questions concerning this notice must be addressed to Jason Frost, City Administrator/ QPA at JFrost@spgov.org

Posted: 2026 JF