

INSTRUCTIONS TO BIDDERS—Continued

BIDDER'S CHECKLIST

BID# 0001-15

(Owner's checkmarks) Items submitted with bid
(Bidder's INITIALS)

- ⇓ **A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH
BID IS MANDATORY CAUSE FOR REJECTION** ⇓
- Bid Proposal (Original) _____
 - Bid Guarantee (bid bond or guaranteed funds-certified/cashier's check) _____
 - Surety Certificate (Consent of Surety) _____
 - List of Designated Sub-Contractors _____
 - Acknowledgement of Receipt of Addenda or Revisions (if any) _____
 - Statement of Ownership _____
 - Non-Collusion Affidavit _____
 - Other _____

- B. ITEMS PREFERRED WITH THE BID, BUT MANDATORY
PRIOR TO AWARD OF CONTRACT**
- Copy of Public Works Contractor Registration Act Certificate for the bidder and the designated subcontractors, effective on the date of bid, prior to award of contract _____
 - Copy of New Jersey Business Registration Certificate for the bidder and any designated subcontractors - prior to award of contract _____
 - EEO/Affirmative Action Compliance Notice Checklist _____
 - References / List of previous and/or active relevant work _____
 - A-901 License and Certificate of Public Convenience and Necessity _____
 - Iran Disclosure Form _____

THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:

PRINT OFFICIAL COMPANY NAME: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS

SUBMITTED BY: _____
 (Company Name)

PROPOSAL 1

FOR THE FURNISHING AND DELIVERY OF GARBAGE COLLECTION SERVICE TO THE MONMOUTH COUNTY BOARD OF RECREATION COMISSIONERS, LINCROFT, NJ 07738

The undersigned hereby declares that he has carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and will execute the contract according to the specifications, terms, and conditions with respect to the following:

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>MONTHS</i>	<i>MONTHLY RATE</i>	<i>TOTAL RATE</i>
1.	Bel-Aire Golf Course (Area 444)	6	1-4 cu. yd., 1 per week, 01/01- 03/31; and 10/01-12/31 \$ _____	\$ _____
2.	Bel-Aire Golf Course (Area 444)	6	1-4 cu. yd., 2 per week, 04/01- 09/30 \$ _____	\$ _____
3.	Charleston Springs Golf Course North Maintenance Yard (Area 434)	6	1-6 cu. yd., 1 per week, 01/01- 03/31; and 10/01- 12/31 \$ _____	\$ _____
4.	Charleston Springs Golf Course North Maintenance Yard (Area 434)	6	1-6 cu. yd., 2 per week, 04/01- 09/30 \$ _____	\$ _____
5.	Charleston Springs Golf Course South Maintenance Yard (Area 434)	12	1-6 cu. yd., 1 per week, 01/01-12/31 \$ _____	\$ _____
6.	Crosswicks Creek Park (Area 441)	12	1-4 cu. yd., 1 per week, 01/01-12/31 \$ _____	\$ _____
7.	Dorbrook Recreation Area (Area 432)	7	1-8 cu. yd., 1 per week, 01/01- 04/30; and 10/01- 12/31 \$ _____	\$ _____
8.	Dorbrook Recreation Area (Area 432)	5	1-8 cu. yd., 3 per week, 05/01- 09/30 \$ _____	\$ _____
9.	East Freehold Showgrounds (Area 414)	12	1-8 cu. yd., 1 per week, 01/01- 12/31 \$ _____	\$ _____
10.	Fort Monmouth Rec. Center (Area 453)	12	1-4 cu. yd., 1 per week, 01/01-12/31 \$ _____	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>MONTHS</u>	<u>MONTHLY RATE</u>	<u>TOTAL RATE</u>
11.	Hartshorne Woods Park (Area 417)	12	1-8 cu. yd., 1 per week, 01/01-12/31 \$ _____	\$ _____
12.	Holmdel Park (Area 407)	4	1-8 cu. yd., 1 per week, 01/01- 03/31; and 12/01- 12/31 \$ _____	\$ _____
13.	Holmdel Park (Area 407)	8	3-8 cu. yd., 2 per week, 04/01- 11/30 \$ _____	\$ _____
14.	Hominy Hill Golf Course (Area 421)	6	1-6 cu. yd., 1 per week, 01/01- 03/31; and 10/01/13 - 12/31 \$ _____	\$ _____
15.	Hominy Hill Golf Course (Area 421)	6	1-6 cu. yd., 2 per week, 04/01- 09/30 \$ _____	\$ _____
16.	Howell Park Golf Course (Area 410)	6	1-6 cu. yd., 1 per week, 01/01- 03/31; and 10/01- 12/31 \$ _____	\$ _____
17.	Howell Park Golf Course (Area 410)	6	1-6 cu. yd., 2 per week, 04/01- 09/30 \$ _____	\$ _____
18.	Manasquan Reservoir (Area 425)	5	1-8 cu. yd., 1 per week, 01/01- 03/31; and 11/01- 12/31 \$ _____	\$ _____
19.	Manasquan Reservoir (Area 425)	7	1-8 cu. yd., 2 per week, 04/01- 10/31 \$ _____	\$ _____
20.	Monmouth Cove Marina (Area 433) Area 433 x 1 dumpster Area 439 x 1 dumpster	5	2-8 cu. yd., 1 per week, 01/01- 03/31; and 11/01-12/31 \$ _____	\$ _____
21.	Monmouth Cove Marina (Area 433) Area 433 x 1 dumpster Area 439 x 1 dumpster	7	2-8 cu. yd., 2 per week, 04/01- 10/31 \$ _____	\$ _____
22.	Pine Brook Golf Course (Area 427)	6	1-4 cu. yd., 1 per week, 01/01- 03/31; and 10/01- 12/31 \$ _____	\$ _____
23.	Pine Brook Golf Course (Area 427)	6	1-4 cu. yd., 2 per week, 04/01- 09/30 \$ _____	\$ _____

ITEM	DESCRIPTION	MONTHS	MONTHLY RATE	TOTAL RATE
24.	Seven Presidents Park (Area 420)	8	1-8 cu. yd., 1 per week, 01/01- 04/30; and 10/1- 12/31 \$ _____	\$ _____
25.	Seven Presidents Park (Area 420)	4	5-8 cu. yd., 3 per week, 05/01- 09/30 \$ _____	\$ _____
26.	Shark River Golf Course (Area 416)	7	1-4 cu. yd., 1 per week, 01/01- 04/30; and 10/01- 12/31 \$ _____	\$ _____
27.	Shark River Golf Course (Area 416)	5	1-4 cu. yd., 2 per week, 05/1- 09/30 \$ _____	\$ _____
28.	Shark River Park (Area 406)	6	1-6 cu. yd., 1 per week, 01/01- 04/30; and 11/01- 12/31 \$ _____	\$ _____
29.	Shark River Park (Area 406)	6	2-6 cu. yd., 2 per week, 05/01- 10/31 \$ _____	\$ _____
30.	Sunnyside Recreation Area (Area 436)	12	1-4 cu. yd., 1 per week, 01/01-12/31 \$ _____	\$ _____
31.	Tatum Park (Area 415)	12	1-8 cu. yd., 1 per week, 01/01-12/31 \$ _____	\$ _____
32.	Thompson Park (Area 411)	12	2-8 cu. yd., 2 per week, 01/01-12/31 \$ _____	\$ _____
33.	Turkey Swamp Park (Area 409)	6	1-8 cu. yd., 1 per week, 01/01- 04/30; and 11/01- 12/31 \$ _____	\$ _____
34.	Turkey Swamp Park (Area 409)	6	2-8 cu. yd., 2 per week, 05/01- 10/31 \$ _____	\$ _____
35.	Wolf Hill Recreation Area (Area 443)	7	1-4 cu. yd., 1 per week, 04/01- 10/31 \$ _____	\$ _____
36.	Wolf Hill Recreation Area (Area 443)	5	1-4 cu. yd., 1 per month, 01/01-03/31 and 11/01-12/31 \$ _____	\$ _____
37.	4 cu. yd. container – five (5) additional on-call pick-ups:			\$ _____
38.	6 cu. yd. container – five (5) additional on-call pick-ups:			\$ _____
39.	8 cu. yd. container – five (5) additional on-call pick-ups:			\$ _____

SUBMITTED BY: _____
 (Company Name)

PROPOSAL 2

FOR THE FURNISHING AND DELIVERY OF ROLL-OFF CONTAINER SERVICE TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, LINCROFT, NJ 07738

The undersigned hereby declares that they have carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and will execute the contract according to the specifications, terms, and conditions with respect to the following:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PICKUPS</u>	<u>PICKUP RATE</u>	<u>TOTAL RATE</u>
1.	East Freehold Showgrounds (Area 414)	14	per pickup, on call basis, includes 5-ton disposal \$ _____ x 14 = \$ _____	
2.	East Freehold Showgrounds (Area 414)	14	overage per ton (estimated 3-ton overage per load) \$ _____ x 3 x 14 = \$ _____	
3.	Monmouth Cove Marina (Area 433)	12	per pickup, on call basis, includes 5-ton disposal \$ _____ x 12 = \$ _____	
4.	Monmouth Cove Marina (Area 433)	12	overage per ton (estimated 3-ton overage per load) \$ _____ x 3 x 12 = \$ _____	
5.	Seven Presidents Park (Area 420)	12	per pickup, on call basis, includes 5-ton disposal \$ _____ x 12 = \$ _____	
6.	Seven Presidents Park (Area 433)	12	overage per ton (estimated 3-ton overage per load) \$ _____ x 3 x 12 = \$ _____	

TOTAL LUMP SUM PRICE, ITEMS #1-6: \$ _____

N.J. TAX EXEMPTION NO. #69-0220842

VARIANCE IF ANY: _____

The undersigned is a partnership under the laws of the State, of _____
a corporation
an individual

having principal offices
at _____

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS: _____

FEDERAL ID NO. OR SOCIAL SECURITY NO. _____

BUSINESS PHONE: _____

FAX# _____

EMAIL ADDRESS: _____

DATED: _____

SUBMITTED BY: _____
 (Company Name)

PROPOSAL 3

FOR THE FURNISHING AND DELIVERY OF SINGLE-STREAM RECYCLING SERVICE TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, LINCROFT, NJ 07738

The undersigned hereby declares that they have carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and will execute the contract according to the specifications, terms, and conditions with respect to the following:

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>MONTHS</i>	<i>MONTHLY RATE</i>	<i>TOTAL RATE</i>
1.	Bel-Aire Golf Course (Area 444)	6	1-4 cu. yd., 1 per month, 01/01- 03/31; and 10/01- 12/31 \$ _____	\$ _____
2.	Bel-Aire Golf Course (Area 444)	6	1-4 cu. yd., 2 per month, 04/01- 09/30 \$ _____	\$ _____
3.	Charleston Springs Golf Course North Maintenance Yard (Area 434)	5	1-6 cu. yd., 1 per month, 01/01- 03/31; and 11/01- 12/31 \$ _____	\$ _____
4.	Charleston Springs Golf Course North Maintenance Yard (Area 434)	7	1-6 cu. yd., 1 per week, 04/01- 10/31 \$ _____	\$ _____
5.	Crosswicks Creek Park (Area 441)	12	1-4 cu. yd., 1 per month, 01/01-12/31 \$ _____	\$ _____
6.	Dorbrook Recreation Area (Area 432)	7	1-8 cu. yd., 1 per month, 01/01- 04/30; and 10/01- 12/31 \$ _____	\$ _____
7.	Dorbrook Recreation Area (Area 432)	5	1-8 cu. yd., 1 per week, 05/01- 09/30 \$ _____	\$ _____
8.	East Freehold Showgrounds (Area 414)	5	1-4 cu. yd., 1 per month, 01/01- 03/31; and 11/01- 12/31 \$ _____	\$ _____
9.	East Freehold Showgrounds (Area 414)	7	1-4 cu. yd., 2 per month, 04/01- 10/31 \$ _____	\$ _____
10.	Fort Monmouth Rec. Center (Area 453)	12	1-4 cu. yd., 1 per month, 01/01-12/31 \$ _____	\$ _____

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>MONTHS</i>	<i>MONTHLY RATE</i>	<i>TOTAL RATE</i>
11.	Hartshorne Woods Park (Area 417)	8	1-4 cu. yd., 2 per month, 01/01- 04/30; and 09/01- 12/31 \$ _____	\$ _____
12.	Hartshorne Woods Park (Area 417)	4	1-4 cu. yd., 1 per week, 05/01- 08/31 \$ _____	\$ _____
13.	Holmdel Park (Area 407)	4	1-6 cu. yd., 1 per month, 01/01- 03/31; and 12/1- 12/31 \$ _____	\$ _____
14.	Holmdel Park (Area 407)	8	1-6 cu. yd., 1 per week, 04/01- 11/30 \$ _____	\$ _____
15.	Hominy Hill Golf Course (Area 421)	5	1-4 cu. yd., 1 per month, 01/01- 02/28; and 11/01- 12/31 \$ _____	\$ _____
16.	Hominy Hill Golf Course (Area 421)	7	1-6 cu. yd., 1 per week, 03/1- 10/31 \$ _____	\$ _____
17.	Howell Park Golf Course (Area 410)	5	1-4 cu. yd., 1 per month, 01/01- 03/31; and 11/01- 12/31 \$ _____	\$ _____
18.	Howell Park Golf Course (Area 410)	7	1-6 cu. yd., 1 per week, 04/01- 10/31 \$ _____	\$ _____
19.	Manasquan Reservoir (Area 425)	4	1-6 cu. yd., 1 per month, 01/01- 03/31; and 11/01- 12/31 \$ _____	\$ _____
20.	Manasquan Reservoir (Area 425)	8	1-6 cu. yd., 1 per week, 04/01- 10/31 \$ _____	\$ _____
21.	Monmouth Cove Marina (Area 433)	5	1-6 cu. yd., 1 per month, 01/01- 03/31; and 11/01-12/31 \$ _____	\$ _____
22.	Monmouth Cove Marina (Area 433)	7	1-6 cu. yd., 2 per month, 04/01 - 10/31 \$ _____	\$ _____
23.	Pine Brook Golf Course (Area 427)	9	1-4 cu. yd., 1 per month, 01/01- 05/31; and 09/01- 12/31 \$ _____	\$ _____
24.	Pine Brook Golf Course (Area 427)	3	1-4 cu. yd., 2 per month, 06/01- 08/31 \$ _____	\$ _____

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>MONTHS</i>	<i>MONTHLY RATE</i>	<i>TOTAL RATE</i>
25.	Seven Presidents Park (Area 420)	8	1-8 cu. yd., 1 per month, 01/01- 04/30; and 10/01- 12/31 \$ _____	\$ _____
26.	Seven Presidents Park (Area 420)	4	4-8 cu. yd., 1 per week, 05/01- 09/30 \$ _____	\$ _____
27.	Shark River Golf Course (Area 416)	4	1-4 cu. yd., 1 per month, 01/01- 02/28; and 11/01- 12/31 \$ _____	\$ _____
28.	Shark River Golf Course (Area 416)	5	1-4 cu. yd., 2 per month, 03/01- 05/31; and 09/01- 10/31 \$ _____	\$ _____
29.	Shark River Golf Course (Area 416)	3	1-4 cu. yd., 1 per week, 06/01- 08/31 \$ _____	\$ _____
30.	Shark River Park (Area 406)	8	1-6 cu. yd., 1 per month, 01/01- 05/31; and 10/01- 12/31 \$ _____	\$ _____
31.	Shark River Park (Area 406)	4	1-6 cu. yd., 1 per week, 06/01- 09/30 \$ _____	\$ _____
32.	Sunnyside Recreation Area (Area 436)	12	1-4 cu. yd., 1 per month, 01/01-12/31 \$ _____	\$ _____
33.	Tatum Park (Area 415)	8	1-4 cu. yd., 1 per month, 01/01- 05/31; and 10/31- 12/31 \$ _____	\$ _____
34.	Tatum Park (Area 415)	4	1-4 cu. yd., 2 per month, 06/01- 09/30 \$ _____	\$ _____
35.	Thompson Park (Area 411)	12	2-8 cu. yd., 1 per week, 01/01- 12/31 \$ _____	\$ _____
36.	Turkey Swamp Park (Area 409)	5	1-6 cu. yd., 1 per month, 01/01- 03/31; and 11/01- 12/31 \$ _____	\$ _____
37.	Turkey Swamp Park (Area 409)	7	1-6 cu. yd., 1 per week, 04/01- 10/31 \$ _____	\$ _____

<i>ITEM DESCRIPTION</i>	<i>MONTHS</i>	<i>MONTHLY RATE</i>	<i>TOTAL RATE</i>
38. 4 cu. yd. container – ten (10) additional on-call pick-ups:			\$ _____
39. 6 cu. yd. container – ten (10) additional on-call pick-ups:			\$ _____
40. 8 cu. yd. container – ten (10) additional on-call pick-ups:			\$ _____

TOTAL LUMP SUM PRICE, ITEMS #1-40: \$ _____

**MONMOUTH COUNTY PARK SYSTEM
Single-Stream Recycling**

PRICE TABLE

Bidders must quote monthly rates in all 9 squares

Frequency →	Monthly Rate @ 1 per week	Monthly Rate @ 2 per month	Monthly Rate @ 1 per month
Size			
4 cu. yd.	\$ _____	\$ _____	\$ _____
6 cu. yd.	\$ _____	\$ _____	\$ _____
8 cu. yd.	\$ _____	\$ _____	\$ _____

****N.J. TAX EXEMPTION NO. #69-0220842****

VARIANCE IF ANY: _____

The undersigned is a partnership under the laws of the State, of _____
 a corporation
 an individual
 having principal offices
 at _____

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS: _____

FEDERAL ID NO. OR SOCIAL SECURITY NO. _____

BUSINESS PHONE: _____

FAX# _____

EMAIL ADDRESS: _____

DATED: _____

INSTRUCTIONS TO BIDDERS

MODEL CONSENT OF SURETY

The Consent of Surety that is to be submitted with the Bid must be prepared, signed and issued by the Bidder's bonding company or other authorized surety. Two sample wordings for the required Consent of Surety which are acceptable to the Owner appear below.

It is understood and agreed that (*insert name of surety*) will become surety on the bond of (*insert name of Bidder*), the principal, for the Contract for the (*insert title of Bid*) if the principal is the successful Bidder. If the Contract is awarded to the principal (*insert name of surety*) will issue a Performance Bond and a Labor and Material Payment Bond, each of which shall be for 100% of the amount of the awarded Contract, or a combined Performance and Labor Material Payment Bond in the amount of 200% of the awarded Contract Sum, and will issue a Maintenance Bond for 100% of the Final Contract amount, as amended during construction, upon substantial completion of the Work, all as more fully specified by the Bidding Documents.

It is understood and agreed that (*insert name of surety*) will become surety on the bond of (*insert name of Bidder*), the principal, for the Contract for the (*insert title of Bid*) if the principal is the successful Bidder. If the Contract is awarded to the principal (*insert name of surety*) will issue all bonds that are required by the Bidding Documents.

NOTE: A Surety Disclosure Statement and Certification may be required. See paragraph 16 of the Supplementary Instructions to Bidders.

MONMOUTH COUNTY PARK SYSTEM
805 NEWMAN SPRINGS ROAD
LINCROFT, NJ 07738
(732) 842-4000

ACKNOWLEDGMENT OF ADDENDA

BIDDER acknowledges receipt of the following listed Addenda that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda. (BIDDER must type or print acknowledged Addenda numbers and dates --- OR check the box indicating that NO ADDENDA WERE RECEIVED.

Addendum # _____ Date Received: _____
Addendum # _____ Date Received: _____
Addendum # _____ Date Received: _____

NO ADDENDA WERE RECEIVED

ACKNOWLEDGED FOR: _____
(Name of Bidder/Vendor)

Bid #: _____

Signature _____

Name: _____
(Please Print)

Title: _____

Date: _____

PLEASE SUBMIT THIS SHEET WITH YOUR BID PACKET

INSTRUCTIONS TO BIDDERS

CAUTION

REGARDING STATEMENT OF OWNERSHIP

The enclosed Statement of Ownership form must be properly completed. If it is not properly completed, your bid must be rejected, as required by N.J.S.A. 40A:11-23.2. **Mistakes cannot be cured after bids are received.**

For example, if your firm, bidder "A", is entirely owned by corporation "B", you must disclose the names and addresses of the owners of 10% or more of corporation "B". Furthermore, if corporation "C" owns 10% or more of corporation "B", you must disclose the names and addresses of the owners of 10% or more of corporation "C", and so on, until the names and addresses of all persons, i.e., human beings, in this "10%" chain of ownership have been disclosed.

The same procedure applies if any 10% or more owner is a partnership, limited liability company, estate or any other type of legal entity, as opposed to a corporation.

INSTRUCTIONS TO BIDDERS—Continued

COMPANY NAME _____

STATEMENT OF OWNERSHIP

BIDDER is (check one): Corporation Partnership Joint Venture

The BIDDER, in accordance with P.L. 1977, Chapter 33, effective March 8, 1977, declares and submits that herein below are the names and legal addresses of all persons and entities who own 10% or more of the Bidder corporation, or, if applicable, persons and entities who have a 10% or greater interest in the Bidder partnership.

NAMES:	ADDRESSES:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

NOTES:

- A. Attach additional sheets if needed and check here
- B. If a corporation, partnership, or joint venture owns a 10% or greater interest in the BIDDER entity, attach a separate Statement of Ownership for each such corporation, partnership or joint venture. Repeat the process of disclosure as is necessary until the name and address of each person who owns a 10% or greater interest in the Bidder has been revealed.

INSTRUCTIONS TO BIDDERS—Continued

NON-COLLUSION AFFIDAVIT

STATE OF _____)
) SS:
COUNTY OF _____)

(type or print affiant's name)

of full age, being first duly sworn according to law on my oath depose and say that I am a lawful representative of

(type or print name of Bidder)

the Bidder making the Bid for the above cited project, and that I executed the said Bid with full authority to do so; that said Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above cited project, and that all statements contained in said Bid and in this affidavit are true and correct, and made with full knowledge that the Monmouth County Board of Recreation Commissioners relies upon the truth of the statements contained in said Bid and in the statements contained in this affidavit in awarding the Contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Bidder.

*Sworn and Subscribed to
before me this _____ day*

of _____ 200_ /s/ _____

/s/ _____
(Title)

NOTARY PUBLIC OF _____
(state)

My commission expires _____

NOTICE

THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT (P.L.1999, s.238, as amended by P.L.2003,c.91)

Revision to Existing Law effective August 17, 2003:

34:11-56.51 Registration required for contractors, subcontractors.

No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963,c.150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act.

34:11.56.55 Submission of all subcontractor registration certificates by contractor.

Each contractor shall, after the bid is made and prior to the awarding of the contract, submit to the public entity the certificates of registration for all subcontractors listed in the bid proposal. Applications for registration shall not be accepted as a substitute for a certificate of registration for the purposes of this section.

L.1999,c.238,s.8; amended 2003,c.91., s4.

Registration now pertains to ALL ‘PUBLIC WORKS’ not just buildings with public access.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS - CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted for the bidder and any designated subcontractors (N.J.S.A. 40A:11-16, including plumbing, HVAC, electrical and structural steel). No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.


For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

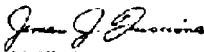
Sample Business Registration Certificates are attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** proof of Business Registration.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE
N.J. BUSINESS REGISTRATION CERTIFICATES:

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name: Trade Name: Address: Certificate Number: Effective Date: Date of Issuance:	
For Office Use Only:	

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		<small>DEPARTMENT OF TREASURY NEW JERSEY TAX REVENUE PO BOX 327 TRENTON, N.J. 08646-0327</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		 Acting Director New Jersey Division of Revenue
<small>FORM DEC-05-03 This certificate is not assignable or transferrable. It must be completed with the best of care.</small>		

INSTRUCTIONS TO BIDDERS

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Commission, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Commission as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a \$150.00 Fee and forward a copy of the Form to the Commission. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE

:

PRINT NAME: _____

TITLE: _____

DATE: _____

INSTRUCTIONS TO BIDDERS—Continued

County of Monmouth, State of New Jersey
Division of Purchasing
DISCLOSURE OF ENERGY SECTOR INVESTMENT ACTIVITIES IN IRAN
New Jersey Public Law 2012, Chapter 25

Solicitation Number: _____ **Bidder / Respondent:** _____

A. Bidder / Respondent: _____
OR

B. The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: _____

Relationship to Bidder / Respondent: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder / Respondent Contact Name: _____ Contact Phone Number: _____

Check here if additional pages are attached and state number of attached pages: _____ (Number of pages attached.)

CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2: I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) _____ Signature: _____

Title: _____ Date: _____
