

# BIDDER'S CHECKLIST

**BID# 0001-16**

(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 \_\_\_\_\_
- Contractor's Qualification Statement \_\_\_\_\_
- Iran Disclosure Form \_\_\_\_\_

**THE UNDERSIGNED BIDDER HERewith SUBMITS THE ABOVE REQUIRED DOCUMENTS:**

PRINT OFFICIAL COMPANY NAME: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

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

SUBMITTED BY: \_\_\_\_\_  
(Company Name)

**PROPOSAL**

**FOR FURNISHING AND DELIVERING HEATING AND AIR  
CONDITIONING MAINTENANCE, REPAIR PARTS, SERVICE AND  
INSTALLATIONS TO THE MONMOUTH COUNTY BOARD OF  
RECREATION COMMISSIONERS, LINCROFT, NEW JERSEY, 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:

(Note: Unit prices quoted shall not include work in crawl spaces and ceiling spaces, where applicable. No charges or surcharges shall be assessed for such work.)

**HEATING:**

**ITEM #1:** Oil-fired units, start-up and cleaning service – per unit: \$ \_\_\_\_\_

Variance: \_\_\_\_\_

**ITEM #2:** Natural gas units, start-up and cleaning service – per unit: \$ \_\_\_\_\_

Variance: \_\_\_\_\_

**ITEM #3:** Electric units, start-up and cleaning service – per unit: \$ \_\_\_\_\_

Variance: \_\_\_\_\_

**ITEM #4:** Normal Service Call -- First Half-Hour Rate: \$ \_\_\_\_\_

**ITEM #5:** Normal Service Call -- Hourly Rate (charged in half-hour increments): \$ \_\_\_\_\_

Variance: \_\_\_\_\_

**ITEM #6:** Emergency Service Call – Hourly Rate: \$ \_\_\_\_\_

Hours which emergency service rate is in effect are Mondays through Fridays, 5:00 p.m. – 8:00 a.m.; and Saturdays, Sundays, and Holidays (as specified)

Variance: \_\_\_\_\_

**AIR CONDITIONING:**

ITEM #7: Air conditioning annual start-up and cleaning service – per unit: \$ \_\_\_\_\_

Variance: \_\_\_\_\_

ITEM #8: Normal Service Call -- First Half-Hour Rate: \$ \_\_\_\_\_

ITEM #9: Normal Service Call -- Hourly Rate (charged in half-hour increments): \$ \_\_\_\_\_

Variance: \_\_\_\_\_

ITEM #10: Emergency Service Call – Hourly Rate: \$ \_\_\_\_\_

Hours which emergency service rate is in effect are Mondays through Fridays, 5:00 p.m. – 8:00 a.m.; and Saturdays, Sundays, and Holidays (as specified)

Variance: \_\_\_\_\_

**PERCENT DISCOUNT ON PARTS:**

ITEM #11: Parts (Heating/Air Conditioning)

Percentage discount from the Manufacturer's List \_\_\_\_\_ %

Estimated cost of parts: \$ \_\_\_\_\_

**CONSULTATION SERVICES:**

ITEM #12: Consultation Services – Hourly Rate: \$ \_\_\_\_\_

Variance: \_\_\_\_\_

**BID PRICE PER FACILITY:**

ITEM #13: Charleston Springs Golf Center \$ \_\_\_\_\_  
Annual heating start-up preventative maintenance

ITEM #14: Charleston Springs Golf Center \$ \_\_\_\_\_  
Annual air conditioning start-up preventative maintenance

ITEM #15: Manasquan Reservoir Environmental Center \$ \_\_\_\_\_  
Annual heating start-up preventative maintenance

ITEM #16: Manasquan Reservoir Environmental Center \$ \_\_\_\_\_  
Annual air conditioning start-up preventative maintenance

**ITEM #17:** Fort Monmouth Recreation Center \$ \_\_\_\_\_  
Annual heating start-up preventative maintenance

**ITEM #18:** Fort Monmouth Recreation Center \$ \_\_\_\_\_  
Annual air conditioning April start-up preventative maintenance

**ITEM #19:** Fort Monmouth Recreation Center \$ \_\_\_\_\_  
Three (3) monthly (May, June, July) operational inspections

**ITEM #20:** Fort Monmouth Recreation Center \$ \_\_\_\_\_  
Annual October air conditioning shut-down preventative maintenance

**ITEM #21:** Thompson Park Visitor Center \$ \_\_\_\_\_  
Annual heating start-up preventative maintenance

**ITEM #22:** Thompson Park Visitor Center \$ \_\_\_\_\_  
Annual April air conditioning start-up preventative maintenance

**ITEM #23:** Thompson Park Visitor Center \$ \_\_\_\_\_  
Three (3) monthly (May, June, July) operational inspections

**ITEM #24:** Thompson Park Visitor Center \$ \_\_\_\_\_  
Annual October air conditioning shut-down preventative maintenance

**TOTAL LUMP SUM BID:** \$ \_\_\_\_\_  
(total of all Items divided by 24)

PLEASE CHECK ONE:

1. Prices quoted are delivered prices (freight/postage included):
2. Freight/Postage to be added: \_\_\_\_\_

PLEASE NOTE: N.J. TAX EXEMPTION NO.#69-0220842

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
a corporation  
an individual

having principle offices at \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

PRINT NAME AND TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

FEDERAL ID NO. OR SOCIAL SECURITY NO. \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

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

WEB ADDRESS \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS**

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**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.*

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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.

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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.

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

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## INSTRUCTIONS TO BIDDERS

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### 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.

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**INSTRUCTIONS TO BIDDERS—Continued**

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**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 \_\_\_\_\_

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# 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.

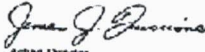
Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

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

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

OR

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 322 TRENTON, N.J. 08646-0322
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		 Acting Director New Jersey Division of Revenue
FORM-DBR(05-01)		This certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

## 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](http://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:** \_\_\_\_\_

## **CONTRACTORS QUALIFICATION AND REFERENCES**

*The Bidder must supply a minimum of three references. References must be from jobs similar to this project.*

### **References:**

1. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

2. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

3. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

4. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

**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:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:**

A.  I certify that neither the Bidder / Respondent nor any of the Bidder's / Respondent's parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the "Chapter 25 List" created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

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: \_\_\_\_\_