

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

**REMOVAL OF ASBESTOS CONTAINING MATERIAL**

**BID NO: #0043-14**

**ADVERTISED: WEDNESDAY, JUNE 4, 2014**

**BIDS DUE: FRIDAY, JUNE 20, 2014 at 10:00 AM**

**INSPECTION DATE: WEDNESDAY, JUNE 11, 2014 at 9:00 AM**

TO APPEAR IN PAPER: WEDNESDAY, JUNE 4, 2014

## NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Monmouth County Board of Recreation Commissioners at the Monmouth County Park System HEADQUARTERS BUILDING, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey 07738, until **10:00 a.m.**, prevailing time on **FRIDAY, JUNE 20, 2014** and then publicly read aloud for the following:

### 1. REMOVAL OF ASBESTOS CONTAINING MATERIAL (BID #0043-14)

Bid Documents, including Instructions to Bidders, complete Plans and Specifications, and Proposal Forms may be obtained by qualified bidders on our website at [www.monmouthcountyparks.com](http://www.monmouthcountyparks.com); **“Do Business with Us;” “Request for Bids”** or at Monmouth County Park System, Headquarters, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey 07738 between the hours 8:00 a.m. and 4:30 p.m., Monday through Friday. If requested by potential bidders, the Monmouth County Park System will mail a bid packet to such bidders. The Monmouth County Park System only assumes the responsibility for email and /or fax notifications and for placing bid packet in the mail, and not for the proper and timely delivery of such notices or packets.

Bids must be submitted on the proposal form provided or an exact duplicate in the manner designated and required by the specifications. Bid submitted must be enclosed in sealed envelopes bearing the name and address of the bidder, the title of the bid, and the words “Sealed Bid.” Bids are to be addressed to the Purchasing Agent, Monmouth County Board of Recreation Commissioners, 805 Newman Springs Road, Lincroft, New Jersey 07738. Bids must be delivered at the place and before the hour mentioned above.

All bidders are required to comply with requirements of P.L. 1975, c.127, N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Affirmative Action), 42 U.S.C. 512101, et seq. (Americans with Disabilities Act), and N.J.S.A 40A:11-16 “Designated Subcontractors,” N.J.S.A. 52:32-44 (Business Registration) and N.J.S.A. 34:11-56.25, et seq. (Prevailing Wage), P.L.1999, s.238, as amended by P.L.2003, c.91 (Public Works Contractor Registration Act) and all other laws and regulations that apply to bidding and the performance of the proposed contract.

The Monmouth County Board of Recreation Commissioners reserves the right to waive any informality in, or to reject any or all bids, and to award contracts in whole or in part, if deemed in the best interest of the Board to do so.

The Monmouth County Board of Recreation Commissioners shall reserve the right to hold bids for sixty (60) days prior to award of contracts.

All inquiries are to be directed to the Purchasing Department at (732) 842-4000.

By order of the Board of Recreation Commissioners of the County of Monmouth.

Fred J. Rummel, Chairman  
James J. Truncer, Secretary-Director  
Stephanie Weise, Purchasing Agent

## GENERAL CONDITIONS

1. All bidders must submit their proposals on the enclosed forms and must furnish all required information. FAILURE TO PROPERLY EXECUTE THESE FORMS MAY BE CAUSE FOR REJECTION OF THE BID.
2. The bid must be enclosed in two (2) sealed envelopes, one inside the other. The word "BID" must be written on both envelopes. The outside envelope must bear the title of the bid, the date of the bid opening, and the name and address of the bidder.
3. Included with this specification is a true copy of the contract that will be the formal contract to be executed by the successful bidder.
4. The quality of items to be furnished is as set forth in detail in the proposal
5. Any brand names mentioned in the specification shall be deemed to include the words "or approved equal", and bids submitted on other brands must include detailed information and specifications that may be used for the purpose of making comparisons.
6. All bidders must indicate any variation to the specifications, terms, and conditions, no matter how slight. If no variances are indicated, it will be defined to mean that the specification will be fully complied with.
7. Items of foreign origin must be so indicated. Your signature to the bid proposal will be taken as your certification that all manufactured articles and materials not so indicated, have been made or produced in the United States (40 A:11-18)
8. The bidder, if awarded a contract, agrees to protect, defend and save harmless the contracting unit against any damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the contracting unit from suits or actions of every nature and description brought against it, for, or on account of any injuries or damages received or sustained by an party or parties by, or from any of the acts of the contractor, his servants or agents.
9. The Monmouth County Board of Recreation Commissioners reserves the right to reject any or all bids and to waive any minor defect or informality in any bid, should it be in the best interest of the Board to do so.
10. The Board of Recreation Commissioners has up to sixty (60) days to make the award. If addition time is required beyond sixty (60) days, the contracting unit may request permission to do so from any one of the three apparent lowest responsible bidders for an additional period of time to be agreed to by the contracting unit and bidders.
11. In the event that the bidder to whom the contract is awarded should fail to enter into a contract, the Board of Recreation Commissioners may, at its option, accept the proposal of the next lowest bidder.
12. Should the contractor fail to fulfill the terms of the contract within the specified time, the Board of Recreation Commissioners reserves the right to rescind the contract and secure the items or services elsewhere. The contractor is responsible for any additional cost incurred as a result of this action.
13. All items are to be delivered F.O.B. destination specified. The maximum of days allowable for delivery is indicated in the specification and must be adhered to.
14. The County of Monmouth and the Board of Recreation Commissioners are exempt from all Federal, State, and Municipal sales and excise taxes. The New Jersey Sales Tax Exemption Number is 69-0220842.

15. Following delivery, an invoice and a signed Monmouth County payment voucher must be submitted to the Board of Recreation Commissioners. Payment will be made upon approval of the voucher by the Monmouth County Board of Recreation Commissioners and the Monmouth County Board of Chosen Freeholders

16. MANDATORY BUSINESS REGISTRATION CERTIFICATE

**NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS  
NON-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. 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.

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. Certain 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:

	<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>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE FD 508 (2) TRENTON, N.J. 08646-0152</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		<i>James J. Quinonez</i> Acting Director New Jersey Division of Revenue
<small>FORM-BBC(05-01)</small>		<small>This certificate is NOT valid for interstate use. It is the responsibility of the user of this certificate to provide the correct address.</small>

17. Any proposal not meeting the requirements set forth herein may be rejected.
18. If this is an on-call supply contract for a stated period of time or a service contract, whether or not for a stated period of time, the County may cancel the contract or portions thereof, without cause, upon written notice to the contractor. If an on-call supply contract is cancelled or partially cancelled by the County under this provision, the contract shall be entitled to payment only for the goods called for by the County prior to the cancellation, at the contract rate(s), upon delivery of those goods to the County, but not for the overhead and profit associated goods not called for by the County. In the alternative, at its option, the County may also cancel any or all called for orders for goods, provided that the County will compensate the contractor for the contractor's reasonable overhead and profit related to such order, but not for the overhead and profit associated with any other goods not called for by the County. Likewise, a service contractor shall be entitled to payment for services duly requested by the County and rendered by the contractor prior to the cancellation, also at the contract rate(s), but not for the overhead and profit associated with services not performed. If a contract is partially cancelled, the remainder of the contract shall continue in effect, subject to reasonable adjustment to cover the contractor's actual increased costs, if any, in supplying the remaining goods and services.

**ALL BIDS SUBMITTED SHALL INCLUDE THE ATTACHED "BIDDER'S CHECKLIST" ALONG WITH A SIGNED PROPOSAL AND ALL REQUIRED DOCUMENTS LISTED ON THE CHECKLIST**

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

## GENERAL SPECIFICATIONS

### INTENT:

It is the intent of this specification to describe and govern the **REMOVAL OF ASBESTOS CONTAINING MATERIAL (BID #0043-14)** hereafter, referred to as the items.

### SCOPE:

The bidder is to furnish and deliver any or all items as called for in the specifications as instructed by the Agency.

### GENERAL:

The items shall be new and of the latest design. The items shall be furnished complete in every detail and ready for use when delivered to the Agency. Any item differing in minor details from these specifications may be considered, provided such differences are clearly noted and described in detail by the bidder and attached to the proposal and considered by the purchaser to be, in all essential respects in compliance with these specifications. If requested the bidder shall bring to the Agency, the items or a portion thereof, for a final inspection before the bid is awarded. The agency reserves the right to inspect manufacturing and warehouse facilities.

### EQUAL/TIE BIDS:

In the event of equal or tie bids, the agency reserves the right to award, at its discretion, to any one of the equal or tie bidders.

### PRICE DISCREPANCY:

If there is a discrepancy between the extended price and the unit price, the unit price shall prevail and the agency retains the right to recompute the extended price.

The agency also retains the right to check tie addition of all extended prices regardless of whether or not there is a discrepancy between the extended prices and the unit price. If the total sum of the extended price is incorrect, as a result of the bidders faulty arithmetic calculations, the agency will substitute the correct price and inform the vendor of the change.

### GUARANTEE:

The bidder shall guarantee that the items and all its parts shall comply with this specification.

### PRODUCT:

Only manufactured and farm products of the United States wherever available, shall be used in the performance of the specifications.

### QUANTITY:

Quantities stated in the specifications are approximate quantities only, and the agency reserves the right to increase or decrease the quantities without increase or decrease in price.

### PROPOSAL FORM:

Prices are to be quoted for each item to be bid upon by bidder. The Board of Recreation Commissioners reserves the right to accept or reject any or all items listed on the proposal and to award the contract in whole or in part as deemed in the best interest of the Board of Recreation Commissioners.

**SAMPLE ONLY - PAGE #1**

**CONTRACT**

This AGREEMENT, made and entered into this     day of A. D. Two Thousand and -     and between the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, a body corporate and politic of the State of New Jersey, party of the first: part; AND

party of the second part.

WITNESSETH: That in consideration of the payments hereinafter specified and agreed to be made by the party of the first part, the party of the second part hereby covenants and agrees to furnish and deliver  
to the Monmouth County Board of Recreation Commissioners, in strict and entire conformity with the specifications hereto annexed, which are made a part of the Agreement as fully with the same effect as if the same had been set forth at length in the body of this Agreement.

The party of the second part agrees to make payment of all proper charges and labor and materials required in the aforementioned work, and indemnify and save harmless the party of the first part, its officers, agents and servants and each and every name and description, including royalty fees and claims for the use of patented materials or payments and from all damages to which the said party of the first part or any of its officers, agents and servants may be put by reason or injury to the person or property of others resulting from carelessness in the performance of said work, or through any improper or defective machinery, implements or appliances used by the said party of the second part in the aforesaid work, or through any act or omission on the part of the said party of the second part, or his agent or agents.

It is also agreed and understood that the acceptance of the final payment by the contractor shall be understood as a release in full of all claims against, out of, or by reason of the work done and materials furnished under this contract.

If proposals received for this contract include unit prices, the party of the first part reserves the right to increase or decrease any or all quantities in each item at the unit price bid.

IN CONSIDERATION OF the premises, the party of the first part agrees to pay the party of the second part for the said furnishing and delivery of

**SAMPLE ONLY - PAGE #2**

the same payable at the time and in the manner set forth in the specifications and proposal in connection with the same, which are a part of this contract, the same as though specifically set forth herein and attached hereto and made a part hereof is a true copy of the advertisement for bids.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed by the Chairman and attested by its Secretary, with it's corporate seal hereto affixed, on *this* day and year first above written. The party of the second part Is required to tactfully execute and carry out all requirements of the Affirmative Actions of P.L. 1975 c. 127.

MONMOUTH COUNTY BOARD OF  
RECREATION COMMISSIONERS

BY: \_\_\_\_\_  
Fred J. Rummel, Chairman

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

ATTEST:

ATTEST:

\_\_\_\_\_  
James J. Truncer  
Secretary-Director

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

# 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.**

**PREVAILING WAGE:**

The Contractor and all Subcontractors will be required to comply with the requirements of Chapter 150 of New Jersey Laws of 1963, known as the "New Jersey Prevailing Wage Act."

Bidders, by submitting their Bids, pursuant to N.J.S.A. 34:11-56.38 (regarding the State of New Jersey list of debarred contractors and subcontractors), attest that neither they, their company, nor any of their proposed Subcontractors are prohibited from being awarded their Contracts for the Work for failure to pay Prevailing Wages.

Regulations of the New Jersey Department of Labor (N.J.A.C. 12:60-1) require the Contractor and its subcontractors to submit certified payroll records to the Owner within ten days of the payment of wages. A copy of the certified payroll form for submission of payroll records may be obtained by contacting the New Jersey Department of Labor, Division of Workplace Standards.

**PHONE: 609-292-2283.**

**SPECIFICATIONS FOR THE REMOVAL OF ASBESTOS CONTAINING MATERIAL  
AT HOMINY HILL GOLF COURSE AND PERRINEVILLE LAKE PARK**

FOR THE MONMOUTH COUNTY PARK SYSTEM,  
TO THE BOARD OF RECREATION COMMISSIONERS,

SCOPE: It shall be the purpose of this contract to make available to the Monmouth County Park System an authorized source for the complete removal of asbestos containing material (ACM) at the following locations:

1. Hominy Hill Golf Course, Bldg #1301 – Golf Administration Building  
92 Mercer Road, Colts Neck, NJ 07722  
Block 43, Lot 10
2. Perrineville Lake Park, Bldg #3326 – Collapsed chicken coop  
44 Pinehill Road, Millstone, NJ 08535  
Block 28, Lot 4
3. Perrineville Lake Park, Bldg #3330 – Residence  
44 Pinehill Road, Millstone, NJ 08535  
Block 28, Lot 4
4. Perrineville Lake Park, Bldg #3332 – Well Pit  
44 Pinehill Road, Millstone, NJ 08535  
Block 28, Lot 4

PROPOSAL: The attached proposal must be submitted in order for bidders to be considered. Awards will be made to the qualified bidder offering the lowest lump sum bid. The Purchasing Committee reserves the right to accept or reject any or all bids and to award in the manner deemed to be in the best interest of the Park System.

GENERAL DESCRIPTION OF WORK:

The work specified under this contract shall consist of the following:

Building #1301 – Golf Administration Building – Hominy Hill Golf Course:

1. Removal of bottom layer of linoleum – First floor Ladies' Room – 64 sq. ft.
2. Removal of bottom layer of linoleum – First floor Men's Room – 72 sq. ft.
3. Removal of bottom layer of linoleum – Kitchen – 120 sq. ft.
4. Removal of bottom layer of linoleum – Second floor Bathroom – 60 sq. ft.
5. Removal of 4" diameter transite pipe – Basement – 8 l.f. and approximately 20 small broken pieces. **Note:** Pipe is wrapped in plastic bags and set on shelves in the basement.

Building #3326 – Chicken Coop – Perrineville Lake Park:

1. Removal of transite siding from the slab of the collapsed chicken coop – 1600 sq. ft.

**NOTE:** The chicken coop collapsed more than 20 years ago, and is in an advanced stage of deterioration. The transite has become broken into smaller pieces, and most of it is not visible beneath a layer of leaves, dirt, vines and trees. The quantity is an estimate. Complete removal of all asbestos-containing material is required, using methods approved by the monitoring agency. Any trees that may be necessary to cut down and any debris disturbed in the course of abatement may be piled on site and left for eventual building demolition.

Building #3330 – Residence – Perrineville Lake Park:

1. Removal of transite siding that is under T-111 siding – 1310 sq. ft.

**NOTE:** The wood siding, trim and non asbestos-containing debris may be cleaned up, piled on site and left for eventual building demolition.

Building #3332 – Well Pit – Perrineville Lake Park

1. Removal of transite siding – 40 sq. ft.

**NOTE:** All quantities are approximate and are to be field verified by the Contractor. The Contractor shall remove all asbestos containing material, properly dispose of all materials, and clean up all disturbed areas.

#### SITE INSPECTION:

**A site inspection is mandatory.** All bidders are expected to visit the work sites to familiarize themselves with existing conditions, verify the nature of the work to be performed, and conduct the necessary inspections to prepare a complete and accurate bid.

A one time voluntary walk-through with a Park System representative will be held on **Wednesday, June 11, 2014 at 9:00 AM**. The Inspection will begin at the Thompson Park Headquarters Building. This is a voluntary walk-through to allow the bidders to familiarize themselves with the premises.

Failure to visit the sites will in no way relieve the successful bidder, to whom the contract is awarded, of performing all work and furnishing all materials necessary for the fulfillment of the contract in conformance with this specification.

**All bids shall be based upon the bidder's own findings**

#### CONTRACTOR REGISTRATION/CERTIFICATION:

Contractors and sub-contractors must be registered at the time of bidding under the New Jersey Contractors Registration Act.

Abatement contractors shall have a Gold Seal License and be certified by the New Jersey Dept. of Labor. Verification of certification must be submitted to MCPS.

#### GENERAL REQUIREMENTS:

Permits – The Contractor shall be responsible for meeting and obtaining all permits as required by the New Jersey Uniform Construction Code, local municipality, and/or EPA/DEP. Copies of permits shall be submitted to the Owner and the Monitoring Agency before any work

requiring that permit shall commence.

10 Day Notification – The Contractor is responsible for submitting the required 10 Day Notification to the State, and providing a copy to the Owner and the Monitoring Agency.

Safety Requirements – All work shall be done in conformance with O.S.H.A. regulations. State and local safety requirements must be met.  
The Contractor must maintain at least one fully charged, minimum 10 lb. multipurpose (ABC) fire extinguisher on site at all times in an accessible, visible location. **THERE IS ABSOLUTELY NO SMOKING WITHIN 25 FEET OF THE BUILDINGS.**

Asbestos Removal – All asbestos removal work shall be in accordance with all federal, state, and local asbestos abatement codes. The asbestos removal Contractor is responsible for obtaining an asbestos abatement plan and the complete removal of all asbestos material. Costs associated with all asbestos abatement work are the responsibility of the Contractor. In particular, NJAC 5:23-8 shall be completely and thoroughly complied with. Only NJ Dept. of Labor licensed Asbestos Abatement Contractors shall be employed. Furthermore, safety and air monitoring must be conducted by NJDCA certified Asbestos Safety Control Monitoring Firm.

Asbestos Monitoring – The Monmouth County Park System will be responsible for providing an asbestos safety control monitoring firm to approve the abatement plan (as submitted by the Contractor) and to oversee and monitor all phases of the abatement work. The Monitoring Firm will be: Environmental Tactics, 64 Broad Street, Matawan, NJ 07747. The asbestos abatement Contractor is responsible for coordinating the scheduling of asbestos removal with Environmental Tactics. Any costs incurred from failing to notify the Monitor in the event that the work will be delayed or rescheduled will be the sole responsibility of the asbestos abatement Contractor.

Superintendence – All work will be performed under the field supervision of a qualified English speaking Superintendent who is familiar with the specifications. The Superintendent shall consult with the Environmental Tactics representative regarding the Abatement Plan, and shall seek the Owner's advice on all matters on which the Owner's approval or direction is specified.

Starting Date – The successful bidder shall begin work within 20 calendar days of the date of the Notice to Proceed. The Contractor shall not begin any work without first scheduling jobs with the construction coordinator. All work shall be scheduled at least 3 working days in advance. Substantial Completion is expected by 15 calendar days from the commencement of work.

Work Times – All work shall be done Monday thru Friday, 8:00am to 4:30pm unless other arrangements are approved by the Owner. There is to be no working on weekends or holidays.

Clean Up – Upon completion of all contract work, the work site shall be left neat, clean and orderly.

## OWNER'S REPRESENTATIVE

If you have any questions regarding the work to be performed, please contact John Eisemann, MCPS Construction Inspector, at (732) 842-4000 ext. 4335.

## AWARD:

This contract will be awarded based on the lowest lump sum bid.

## INSURANCE:

The Contractor is required to provide a certificate of insurance to the amount indicated on the attached sheets before beginning the work. The County of Monmouth must be named as the additional insured.

## PREVAILING WAGES:

Please note: This contract is subject to New Jersey prevailing wage rates.

## CONDITIONS OF PAYMENT

No payments shall be made until the following conditions have been fulfilled:

1. All permits have been filed with the proper agencies and copies have been submitted to the Owner.
2. All asbestos has been removed from the above four buildings, and the proper reports have been submitted to the NJDEP and the MCPS.
3. The Contractor has submitted a letter to MCPS certifying that all asbestos material has been properly disposed of at an approved facility, accompanied with a copy of the dump manifest(s).
4. Any damage to the buildings or premises outside the scope of the project has been satisfactorily remedied.
5. The Owner's representative has inspected the site and has found that all conditions within the specifications have been completed to the Owner's standards.
6. The Monitoring Agency, Environmental Tactics, certifies that the project has been properly conducted and completed.
7. A Certificate of Approval has been issued for any/all required permits.
8. Upon completion of the project, an invoice and a signed Monmouth County payment voucher has been submitted to the Board of Recreation Commissioners. Payment will be made upon approval of the voucher by The Monmouth County Board of Recreation Commissioners and the Monmouth County Board of Chosen Freeholders.



## TABLE 2.1 ASBESTOS CONTAINING MATERIALS INVENTORY / ASSESSMENT

Name of Inspector: Michael Hoodak, AHERA # 26151  
 Property Name: Monmouth County Parks - Levechuk Property

Field Dates: 10/16/13  
 Briggs Project No.: 13114

Bldg #	Room Description	HSA #	Material Description	Quantity Estimate	Type of ACM	Material Category	ACM Assessment			Notes
							Fraility	Condition	Amount of Damage	
3321			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3322			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3323			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3324			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3326	Exterior	02-3326	Transite siding - on ground	1,600 sf	30% Chry	Misc	NF1	SD	2,400 sf	5
3327			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3328			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3329			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3330	Exterior	05-3330	Transite siding	1,310 sf	Assumed	Misc	NF1	D	100 sf	5
3331			NO ASBESTOS CONTAINING MATERIALS IDENTIFIED							
3332	Exterior	02-3332	Transite siding	40 sf	Assumed	Misc	NF1	D	40 sf	5

**TABLE KEY:**

- (a) HSA # is specific to each building
- (b) sf = square feet; lf = linear feet; ea = each
- (c) Ch = Chrysotile; Am = Amosite; Cr = Crocidolite; An = Anthrophyllite; Ac = Actinolite
- (d) TSI = Thermal Systems Insulation; Misc = Miscellaneous
- (e) F = Friable; NF I = Non-Friable Category I; NF II = Non-Friable Category II
- (f) Good = No Damage; D = Damaged = >10% Damage; SD = Significantly Damaged = >25% Damage
- (g) Potential for Disturbance / Human Exposure - Low; Mod = Moderate; High
- (h) Response Action - 1 = lowest priority; 5 = highest priority (abatement)

# CERTIFICATE OF ANALYSIS

**Client:** Monmouth County Park System  
805 Newman Springs Rd  
Lincroft NJ 07738

**Report Date:** 12/30/2013  
**Report No.:** 322002  
**Project:** Bldg #1301  
**Project No.:**

## BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b> 5196158	<b>Description / Location:</b> Off-White Floor Tile; 12x12 Kitchen Top Layer			
<b>Client No.:</b> 1				
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	2	Synthetic	98

<b>Lab No.:</b> 5196158	<b>Description / Location:</b> Clear Mastic Kitchen Top Layer	<b>Layer No.:</b> 2		
<b>Client No.:</b> 1				
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

<b>Lab No.:</b> 5196159	<b>Description / Location:</b> White Vinyl Sheet Flooring Kitchen Bottom Layer			
<b>Client No.:</b> 2				
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
50	Chrysotile	45	Cellulose	5

**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188  
*This confidential report relates only to those item(s) tested and does not represent an endorsement by NIST-NVLAP, AIHA or any agency of the U.S. government  
This report shall not be reproduced except in full, without written approval of the laboratory.*

**Analytical Method:** EPA 600/R-93/116, by Polarized Light Microscopy

**Comments:** Quantification at <0.25% by volume is possible with this method. (PC) Indicates Stratified Point Count Method performed. (PC-Trace) means that asbestos was detected but is not quantifiable under the Point Counting regimen. Analysis includes all distinct separable layers in accordance with EPA 600 Method. If not reported or otherwise noted, layer is either not present or the client has specifically requested that it not be analyzed (ex. analyze until positive instructions). Small asbestos fibers may be missed by PLM due to resolution limitations of the optical microscope. Therefore, PLM is not consistently reliable in detecting asbestos in non-friable organically bound (NOB) materials. Quantitative transmission electron microscopy (TEM) is currently the only method that can pronounce materials as non-asbestos containing.

**Analysis Performed By:** R. Caran

**Approved By:** 

**Date:** 12/30/2013

Frank E. Ehrenfeld, III  
Laboratory Director

**CERTIFICATE OF ANALYSIS**

**Client:** Monmouth County Park System  
805 Newman Springs Rd  
Lincroft NJ 07738

**Report Date:** 12/30/2013  
**Report No.:** 322002  
**Project:** Bldg #1301  
**Project No.:**

**BULK SAMPLE ANALYSIS SUMMARY**

**Lab No.:** 5196160 **Description / Location:** Beige Floor Tile; 12x12  
**Client No.:** 3 1stFloor Women's&Men'sBathrooms TopLayer

<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

**Lab No.:** 5196160 **Description / Location:** Clear Mastic **Layer No.:** 2  
**Client No.:** 3 1stFloor Women's&Men'sBathrooms TopLayer

<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

**Lab No.:** 5196161 **Description / Location:** White Vinyl Sheet Flooring  
**Client No.:** 4 1stFloor Women's&Men'sBathroomsBottomLayer

<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
40	Chrysotile	40	Cellulose	20

**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188

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**Analytical Method:** EPA 600/R-93/116, by Polarized Light Microscopy

**Comments:** Quantification at <0.25% by volume is possible with this method. (PC) Indicates Stratified Point Count Method performed. (PC-Trace) means that asbestos was detected but is not quantifiable under the Point Counting regimen. Analysis includes all distinct separable layers in accordance with EPA 600 Method. If not reported or otherwise noted, layer is either not present or the client has specifically requested that it not be analyzed (ex. analyze until positive instructions). Small asbestos fibers may be missed by PLM due to resolution limitations of the optical microscope. Therefore, PLM is not consistently reliable in detecting asbestos in non-friable organically bound (NOB) materials. Quantitative transmission electron microscopy (TEM) is currently the only method that can pronounce materials as non-asbestos containing.

**Analysis Performed By:** R. Caran

**Date:** 12/30/2013

# CERTIFICATE OF ANALYSIS

**Client:** Monmouth County Park System  
805 Newman Springs Rd  
Lincroft NJ 07738

**Report Date:** 12/30/2013  
**Report No.:** 322002  
**Project:** Bldg #1301  
**Project No.:**

## BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b> 5196164	<b>Description / Location:</b> White Vinyl Sheet Flooring			
<b>Client No.:</b> 7	2nd Floor Bathroom Bottom Layer			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
40	Chrysotile	40	Cellulose	20

<b>Lab No.:</b> 5196165	<b>Description / Location:</b> Off-White Insulation; Flue Sealant/Packing			
<b>Client No.:</b> 8	Around Thimble In Basement Flue			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

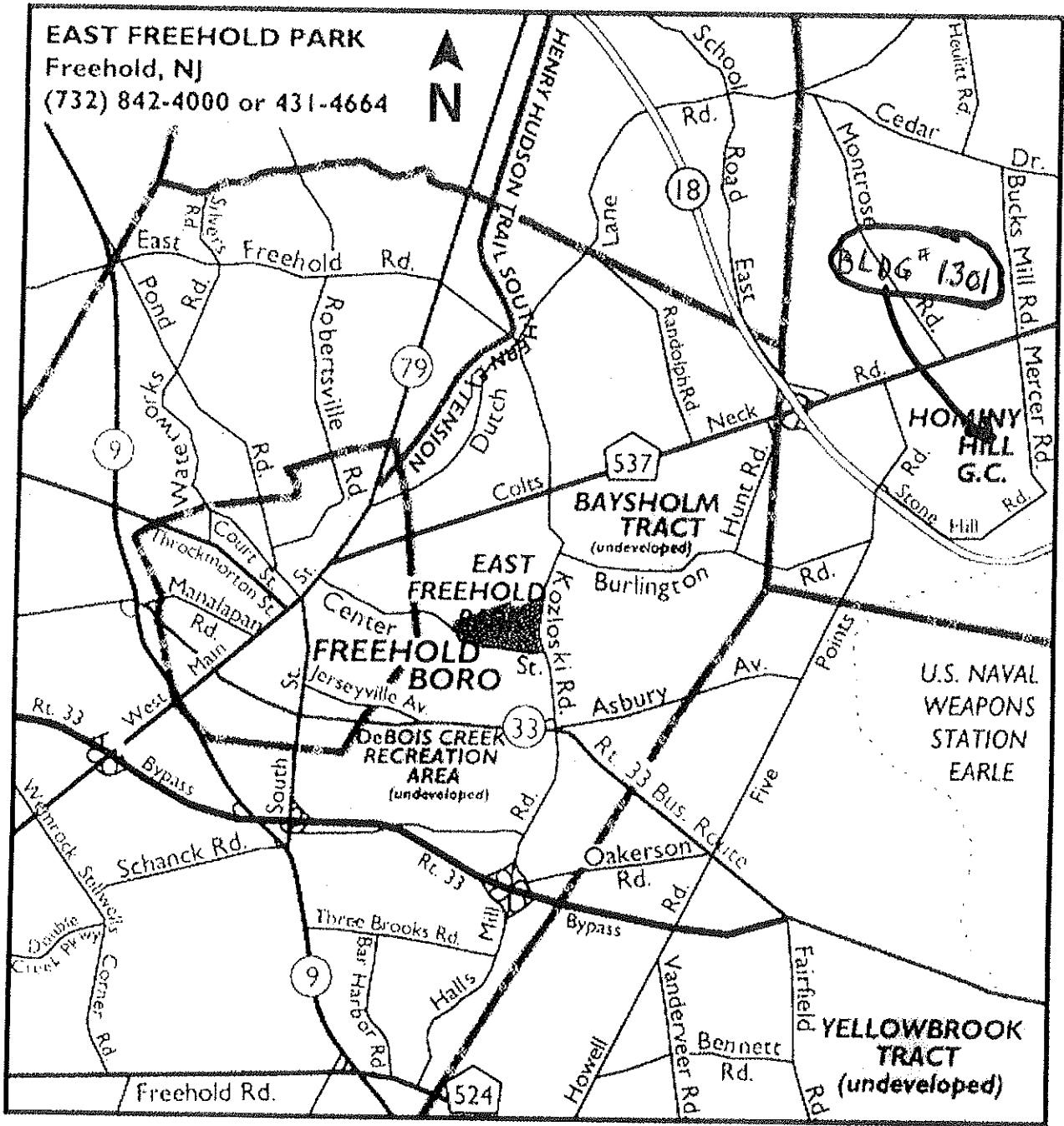
**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188  
*This confidential report relates only to those item(s) tested and does not represent an endorsement by NIST-NVLAP, AIHA or any agency of the U.S. government  
 This report shall not be reproduced except in full, without written approval of the laboratory.*

**Analytical Method:** EPA 600/R-93/116, by Polarized Light Microscopy

**Comments:** Quantification at <0.25% by volume is possible with this method. (PC) Indicates Stratified Point Count Method performed. (PC-Trace) means that asbestos was detected but is not quantifiable under the Point Counting regimen. Analysis includes all distinct separable layers in accordance with EPA 600 Method. If not reported or otherwise noted, layer is either not present or the client has specifically requested that it not be analyzed (ex. analyze until positive instructions). Small asbestos fibers may be missed by PLM due to resolution limitations of the optical microscope. Therefore, PLM is not consistently reliable in detecting asbestos in non-friable organically bound (NOB) materials. Quantitative transmission electron microscopy (TEM) is currently the only method that can pronounce materials as non-asbestos containing.

**Analysis Performed By:** R. Caran

**Date:** 12/30/2013

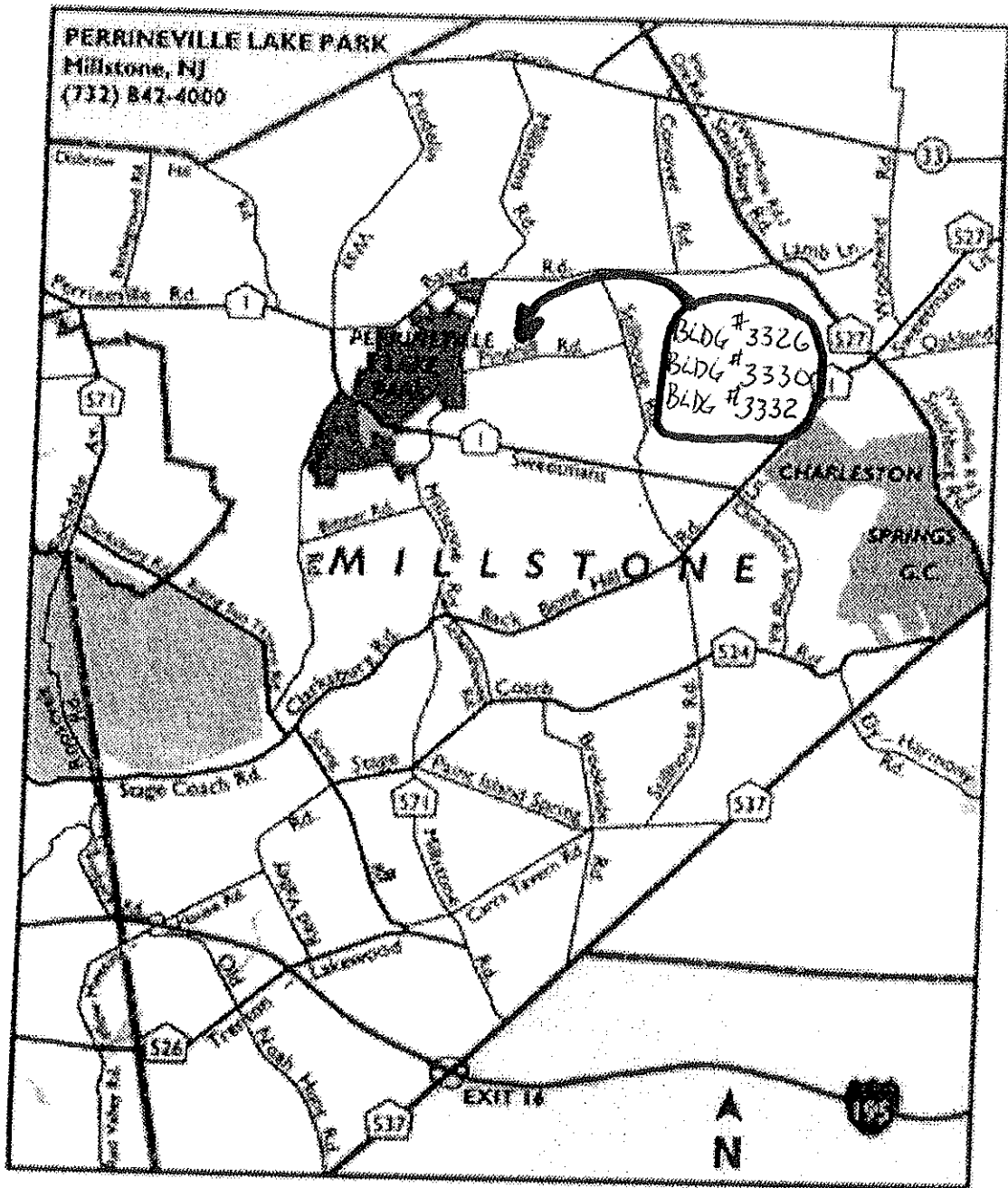


EAST FREEHOLD PARK  
Freehold, NJ  
(732) 842-4000 or 431-4664



# HOMINY HILL GOLF COURSE

Bldg #1301 – Golf Administration Building



## Perrineville Lake Park

- Bldg #3326 – Collapsed Chicken Coop
- Bldg #3330 – Residence
- Bldg #3332 – Well Pit

# BIDDER'S CHECKLIST

BID #: 0043-14

(Owner's checkmarks)  
↓

Items submitted with bid  
(Bidder's **INITIALS**)  
↓

**A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE BID IS  
MANDATORY CAUSE FOR REJECTION**

<u>  X  </u>	Proposal (Original)	_____
<u>  X  </u>	Statement of Ownership	_____
<u>  X  </u>	Non-Collusion Affidavit	_____

**B. ITEMS PREFERRED WITH THE BID, BUT MANDATORY PRIOR  
TO AWARD OF CONTRACT**

<u>  X  </u>	Copy of the N.J. Business Registration Certificate for the bidder and any designated subcontractors	_____
<u>  X  </u>	EEO/Affirmative Action Compliance Notice	_____
<u>  X  </u>	References / List of previous and/or active relevant work	_____
_____	Resume(s)	_____
<u>  X  </u>	Disclosure of Energy Sector Investment Activities in Iran	_____

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

PRINT NAME OF BIDDER: \_\_\_\_\_

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 REMOVAL OF ASBESTOS CONTAINING MATERIAL FOR THE MONMOUTH COUNTY PARK SYSTEM, TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, LINCROFT, NEW JERSEY.

The undersigned hereby declares that \_\_\_ he has carefully examined the advertisement, specifications, and form of contract and bond for furnishing the specified work and that they will complete the said contract in all respects according to the specifications, terms, and conditions with respect to the following:

**ASBESTOS REMOVAL IN ACCORDANCE WITH SPECIFICATIONS**

- |                       |  |          |
|-----------------------|--|----------|
| Item #1               | Hominy Hill Golf Course – Bldg. #1301 – Golf Administration Building<br>Linoleum in 4 rooms; wrapped transite pipe | \$ _____ |
| Item #2               | Perrineville Lake Park – Bldg #3326 – Collapsed Chicken Coop<br>Transite siding                                    | \$ _____ |
| Item #3               | Perrineville Lake Park – Bldg #3330 - Residence<br>Transite siding   | \$ _____ |
| Item #4               | Perrineville Lake Park – Bldg #3332 – Well pit<br>Transite siding  | \$ _____ |
| <b>Total Lump Sum</b> |  | \$ _____ |

**Please Note: N.J. Tax Exemption No. #69-0220842**

VARIANCE: IF ANY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Undersigned fully understands that if awarded this Contract, the Monmouth County Park System expects substantial completion of all work within (35) calendar days from the date of the Notice to Proceed. This Contract Time shall commence on the next day following the date of the Notice to Proceed from the Monmouth County Park System. It is agreed by all parties that the Contract Time may be adjusted for cause in accordance with the terms and conditions of the General Conditions of the Contract. Liquidated Damages (not penalty) shall be assessed at a rate of \$50.00 for each and every calendar day that substantial completion of the work overruns the Contract Time.

CONTRACTOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

DATED \_\_\_\_\_

## 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.

# STATEMENT OF OWNERSHIP

Name of Business: \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Stockholders:

Name:	Name:
Home Address:	Home Address:
<hr/>	
Name:	Name:
Home Address:	Home Address:
<hr/>	
Name:	Name:
Home Address:	Home Address:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & Title)

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

ss:

I, \_\_\_\_\_ of the City of \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_

of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ the bidder making the Proposal for the above-named project, and that I executed the said Proposal with full authority so to do; 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-named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in said Proposal 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 \_\_\_\_\_  
(Name of Contractor)

(N.J.S.A. 52:34-15)

Subscribed and sworn to \_\_\_\_\_

(Also type or print name of affiant under signature)

before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

Notary Public of My commission expires \_\_\_\_\_, 20\_\_\_\_

OFFICIAL SEAL OR STAMP REQUIRED.

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: \_\_\_\_\_

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31, et seq. N.J.S.A. (P.L. 1975, C. 127) N.J.A.C. 17:27

#### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

- a. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- b. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- c. The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.**, as amended and supplemented from time to time and the Americans with Disabilities Act.
- e. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**.

- f. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- g. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- h. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- i. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:
- Letter of Federal Affirmative Action Plan Approval
  - Certificate of Employee Information Report
  - Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))
- j. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

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