

INSTRUCTIONS TO BIDDERS—Continued

BIDDER'S CHECKLIST

BID# 0062-13

(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 (CQ&R-1) _____
 - _____ Contractor's Qualification Statement _____
 - _____ Other: _____

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: _____

PROPOSAL 1

FURNISHING OF BUILDING DEMOLITION, ASBESTOS REMOVAL, WELL SEALING AND ABOVE GROUND STORAGE TANK REMOVAL WORK TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY. TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS.

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

DEMOLITION, ASBESTOS REMOVAL, WELL SEALING AND ABOVE GROUND STORAGE TANK REMOVAL IN ACCORDANCE WITH THE SPECIFICATIONS

ITEM #1 – Bldg #1621 – Residence – Clayton Park \$ _____

ITEM #2 – Bldg #1622 – 3-Car Garage – Clayton Park \$ _____

ITEM #3 – Bldg #1623 – Storage Shed – Clayton Park \$ _____

ITEM #4 – Bldg #2311 – Residence – Manasquan Reservoir \$ _____

ITEM #5 – Bldg #3505 – Office/Warehouse – Union Transportation Trail \$ _____

TOTAL LUMP SUM \$ _____

The following items are to be bid for work as specified in the section itemized for "if and where directed by the Health Dept. Inspector". These items pertain strictly to the removal and replacement of contaminated soil in association with UST and AST removal.

Excavation, Classification and Disposal of Contaminated Soil

Includes excavation and stockpiling, laboratory classification, loading, transport and disposal of visibly contaminated soil.

\$ _____ PER TON

Supply Clean Replacement Soil

Includes supplying clean fill as required to replace contaminated soil only.

\$ _____ PER TON

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 (15) working days per building. This Contract Time shall commence on the next day following the Contractor's receipt of the Notice-to-Proceed from the Monmouth County Park System. It is agreed by all parties that this Contract Time may be adjusted for cause in accordance with terms and conditions of the General Conditions of the Contract.

LIQUIDATED DAMAGES (not a penalty) shall be assessed at the rate of \$250 for contracts in the maximum amount of \$500,000 and \$500 for contracts in excess of \$500,000 for each and every calendar day that completion of the work overruns the CONTRACT TIME.

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

Accompanying this proposal is a Certificate (Consent of Surety) from _____
_____ INSURANCE COMPANY that they will give a bond in the amount
called for in this specification, and () Certified Check, () a Cashier's check, or () Bid Bond
made payable to the order of the Monmouth County Board of Recreation Commissioners in the
sum of DOLLARS (\$ _____) must be at least ten percent (10%) of the total lump sum bid,
as liquidated damages and not as a penalty. If the contract is awarded to the undersigned, and the
undersigned shall fail to execute the contract for the project or furnish a bond required within a
stipulated time, otherwise the check will be returned to the undersigned.

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

having principle offices at _____

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS:

BUSINESS PHONE: _____ FAX#: _____

DATED: _____

SUBMITTED BY: _____

PROPOSAL 2

**FURNISHING OF BUILDING DEMOLITION, ASBESTOS REMOVAL AND UNDERGROUND STORAGE TANK REMOVAL WORK TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY.
TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS.**

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

DEMOLITION, ASBESTOS REMOVAL AND UNDERGROUND STORAGE TANK REMOVAL IN ACCORDANCE WITH THE SPECIFICATIONS

ITEM #1 – Bldg #3701 – Residence – Swimming River Greenway \$ _____
(Note: Includes pool and all debris in and around the house,
as per the Building Summary Report)

ITEM #2 – Bldg #3702 – Hillside Shed – Swimming River Greenway \$ _____

ITEM #3 – Bldg #3703 – Two Room Storage Shed (in Paddock Area) –
Swimming River Greenway \$ _____

ITEM #4 – Bldg #3704 – Two Stall Horse Shed (in Paddock Area) –
Swimming River Greenway \$ _____

ITEM #5 – Bldg #3705 – Two Stall Horse Shed (in Paddock Area) –
Swimming River Greenway \$ _____

ITEM #6 – Bldg #3706 – Small Storage Shed (in Paddock Area) –
Swimming River Greenway \$ _____
(Note: Includes 2 smaller sheds across the paddock and all paddock fencing)

TOTAL LUMP SUM \$ _____

The following items are to be bid for work as specified in the section itemized for "if and where directed by the Health Dept. Inspector". These items pertain strictly to the removal and replacement of contaminated soil in association with UST and AST removal.

Excavation, Classification and Disposal of Contaminated Soil

Includes excavation and stockpiling, laboratory classification, loading, transport and disposal of visibly contaminated soil.

\$ _____ PER TON

Supply Clean Replacement Soil

Includes supplying clean fill as required to replace contaminated soil only.

\$ _____ PER TON

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 (15) working days per building. This Contract Time shall commence on the next day following the Contractor's receipt of the Notice-to-Proceed from the Monmouth County Park System. It is agreed by all parties that this Contract Time may be adjusted for cause in accordance with terms and conditions of the General Conditions of the Contract.

LIQUIDATED DAMAGES (not a penalty) shall be assessed at the rate of \$250 for contracts in the maximum amount of \$500,000 and \$500 for contracts in excess of \$500,000 for each and every calendar day that completion of the work overruns the CONTRACT TIME.

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

Accompanying this proposal is a Certificate (Consent of Surety) from _____
_____ INSURANCE COMPANY that they will give a bond in the amount
called for in this specification, and () Certified Check, () a Cashier's check, or () Bid Bond
made payable to the order of the Monmouth County Board of Recreation Commissioners in the
sum of DOLLARS (\$ _____) must be at least ten percent (10%) of the total lump sum bid,
as liquidated damages and not as a penalty. If the contract is awarded to the undersigned, and the
undersigned shall fail to execute the contract for the project or furnish a bond required within a
stipulated time, otherwise the check will be returned to the undersigned.

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

Having principle offices at _____

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS: _____

BUSINESS PHONE: _____ FAX#: _____

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.

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 DEPARTMENT OF REVENUE PO BOX 322 TRENTON, N.J. 08646-0322</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		 Acting Director New Jersey Division of Revenue
<small>FCBM-BRC(03-01)</small>		<small>This Certificate is NOT an exhibit to a tax return. It must be conspicuously displayed at all times where</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: _____

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: _____