



Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738

www.monmouthcountyparks.com

Stephanie Weise, QPA

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NOTICE OF RFP Exempt Services

The Monmouth County Park System is soliciting proposals through a Fair and Open process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Purchasing Agent on **Wednesday, December 2nd, 2015 at 10:00 AM** at the Park System Purchasing Department located at the Monmouth County Park System Headquarters, 805 Newman Springs Road, Lincroft, NJ 07738 at which time and place responses will be opened for:

Furnishing and Delivery of a Potable Well-Water Monitoring Program (PS#02-16)

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, www.monmouthcountyparks.com.

Respondents shall comply with the requirements of Affirmative Action P.L. 1975 C127 (N.J.S.A. 17:27 et seq). Statement of Ownership (N.J.S.A. 52:25 – 24.2) is required with your proposal. A copy of your New Jersey Business Registration is preferred with the proposal but mandatory prior to award of contract.

Stephanie Weise, QPA
Purchasing Agent



THE NATION'S FIRST ACCREDITED PARK AND RECREATION AGENCY

Serving the Citizens of Monmouth County Since 1961
RECYCLED PAPER

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1. Introduction

The Monmouth County Park System invites you to submit a proposal for furnishing and delivery of a Potable Well-Water Monitoring Program.

2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Monmouth County Park System, hereinafter referred to as owners, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful Respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

2.1 Proposal Submission Information

Proposals must be accompanied by the completed "Proposal Checklist," and must be enclosed in a sealed envelope, bearing the project name and the name of address of the respondent on the outside.

Submission (On or Before) Date and Time:

WEDNESDAY, DECEMBER 2ND, 2015 @ 10:00 AM

Number of Original Proposals to be submitted: Two (2) Original Copies

***Please Note: Fax copies will not be accepted.**

Submission Office:

Stephanie Weise, Purchasing Agent
Monmouth County Park System Headquarters
805 Newman Springs Road
Lincroft, NJ 07738
(732) 842-4000 Ext. 4330
(732) 842-4162

Clearly mark the submittal package with the title of this RFP and the responding firm, addressed to the Purchasing Agent.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.2 Using Department Information

Please direct all questions in writing, by mail, e-mail, or fax:

Monmouth County Park System
Safety Coordinator
805 Newman Springs Road
Lincroft, NJ 07738
Attention: Brian Corrigan
732-975-9733, Ext. 5#
732-732-975-9741 (Fax)
E-mail: bcorriga@monmouthcountyparks.com

2.3 Statutory and Other Requirements

2.3.1 Compliance with Laws

Any contract entered into between the vendor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contract Law. The vendor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The vendor shall sign and acknowledge such forms and certificates as may be required by this section.

2.3.2 Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P.L. 1975, C. 127 as identified in the document attached.

2.3.3 Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Vendors are required to read Americans with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The vendor is obligated to comply with the Act and hold the owner harmless.

2.3.4 Statement of Ownership

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders who own ten (10) percent or greater interest therein. The vendor shall complete and submit the form of statement that is included in this RFP.

2.3.5 N.J. Business Registration Certificate

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

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:**

	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 DIVISION 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>FORM-BBC(09-01)</small>	<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>	

2.3.6 Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.3.7 Insurance

For the duration of this agreement, the vendor will procure and maintain insurance, at the vendor's expense, provided by insurance companies authorized to do business in the State of New Jersey, covering all services performed under this Agreement by the Professional or the Professionals subcontractors, as follows:

- (a) General Liability and Property Damage Insurance: The Professional shall maintain General Liability and Property Damage Insurance, in an amount of not less than \$1,000,000.00 combined single limit, covering the Professional and the Professional's subcontractors. The policy shall insure against claims for bodily injury, including accidental death, as well as claims for property damage which may arise from the services rendered under this Agreement, whether performed directly by the Professional or by the Professional's subcontractor or by anyone directly or indirectly employed by either.
- (b) Business/Personal Automobile Coverage: The Professional shall maintain Comprehensive Automobile Liability Insurance, in an amount of not less than \$1,000,000.00 combined single limit, covering all vehicles used by the Professional in furtherance of this contract, prior to commencement of work under this Agreement.
- (c) (For Professional Services Contract only) Professional Liability (Errors & Omissions) Insurance: The Professional shall maintain Professional Liability Insurance in an amount of not less than \$1,000,000.00 combined single limit covering the Professional and the Professional's sub-contractor.
- (d) Workers' Compensation Insurance: The Professional shall maintain Workers' Compensation Insurance in accordance with the Laws of the State of New Jersey.
- (e) **Prior to award the lowest responsible bidder will provide the Park System with a copy of their Certificate of Liability Insurance in the amounts stated in the specifications. Bidder must supply the Certificate of Liability Insurance within five days of notification by the Agency. Failure to provide such Certificate within this time period will be grounds for rejection of bid. The certificate for Public Liability/Property Damage and Business/Personal Automobile coverage must name the County of Monmouth, Monmouth County Board of Recreation Commissioners, and their respective officers, servants and agents as additional insured on all policies except the Worker's Compensation policy.**

2.3.8 Indemnification

The vendor hereby agrees to indemnify and hold harmless the Board of Recreation Commissioners and the County of Monmouth, their agents, servants, and employees from and against all loss, damage, claims, actions, liability and expense, in connection with the loss of life, bodily injury, and/or property damage, if occasioned in whole or in part by any negligent act or omission of the professional or the professional's agent's, servants, employees, and subcontractors limited to services performed under the terms and conditions of this contract. This obligation shall include the provision of a defense for the County of Monmouth and the Board at all stages of the claims or judicial process.

2.3.9 Alternate Dispute Resolution

Non-Binding Mediation: If a dispute between the County and the Contractor arises during the course of the contract, the parties will participate, in good faith, in non-binding mediation.

Either party may demand such mediation by written notice of the other party. The written notice shall contain at least (a) a brief statement of the nature of the dispute, and (b) the name, address and phone number of that party's designated representative for the purposes of mediation. The other party shall designate its representative for mediation in writing no later than five business days after receipt of the demand for mediation. The respective designees shall thereupon, and promptly, with due regard for the need for timely action, choose a mediator. If the parties cannot agree on a mediator, or if they prefer, they shall choose a reputable mediation firm. Any mediation firm so chosen shall present a list of at least five proposed mediators to the parties and shall provide the parties with a summary of each person's qualifications to serve as the mediator. Each party shall rank the proposed mediators in order of preference.

The fifth person on each list will be excluded from further consideration. The chosen mediator shall be the person who is the combined highest-ranking mediator on both preference lists excluding the fifth person on each list. In the event of a tie, the mediator shall be chosen by lot. The parties will not be bound by the Rules of Evidence in presenting the positions before the mediator.

The mediation shall be conducted in such reasonable and efficient manner as may be agreed between the parties and the mediator or, the lack of such an agreement, as may be determined by the mediator.

Each party will bear its own costs of participation in mediation and they will divide the costs of the mediations equally.

If, after a good faith effort to resolve the dispute through mediation, the dispute is not resolved, either party may terminate the mediation by written notice to the mediator and to the other part, whereupon either party may submit the dispute to the Superior Court of New Jersey, Monmouth County, for adjudication, which Court shall have exclusive original jurisdiction over the dispute.

2.4 Addenda

All addenda will be posted on the Monmouth County Park System website (www.monmouthcountyparks.com). It is the responsibility of the vendor to check the website prior to submission of proposal.

2.5 Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.6 Failure to Enter Contract

Should the vendor, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another vendor.

2.7 Commencement of Work

The vendor agrees to commence work after receipt of a Purchase Order and upon notice from the using department to proceed.

2.8 Termination of Contract

If, through any cause, the vendor shall fail to fulfill in a timely and proper manner obligations under the Contract if the vendor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the vendor of such termination at least 30 days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the vendor any sum or sums set forth in the Contract.

The vendor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision. In case of default by the vendor, the owner may procure the articles or services from other sources and hold the vendor responsible for any excess cost occasioned thereby.

2.9 Notice of Award

The successful vendor will be notified of the award of contract upon a favorable decision by the governing body. The Purchasing Agent will then send a Purchase Order and Voucher to the vendor.

2.10 Prompt Payment of Construction Contracts P.L. 2006, c. 96 (if applicable)

When the Professional has performed in accordance with the provisions of the contract, and the invoice (bill) including a properly prepared, dated and signed voucher for the work has been approved and certified by the Monmouth County Board of Recreation Commissioners and the Monmouth County Board of Chosen Freeholders, the board shall pay the amount due to the contractor for each payment not more than 30 days after the date received. The invoice shall be deemed approved and certified 20 days after the board receives it unless the board, before the 20 day period, informs the contractor in a written statement of the amount withheld and the amount to be paid, the reason for withholding the payment and how the deficiency can be cured.

Approved (bills) with a properly prepared, dated and signed voucher will be approved for payment by the Board of Recreation Commissioners at the first public meeting after the 20th day. After the board approves payment of invoices (bills) with properly prepared, dated and signed voucher, invoices will be forwarded to the Board of Chosen Freeholders for their approval. All payments will be released in accordance with the attached payment schedule and will be mailed unless other arrangements have been made with our Accounts Payable Department.

In the event that Alternate Dispute Resolution is needed, mediation is the method that shall be used.

2.11 Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the vendor for the purpose of assisting the vendor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the owner or permitted by the owner to be used by their parties at any time except in the performance of the resulting contract. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The vendor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000 or MacIntosh System 10.

SPECIFICATIONS FOR THE *FURNISHING AND DELIVERY OF A POTABLE WELL-WATER MONITORING PROGRAM TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, LINCROFT, NEW JERSEY*

INTENT:

It is the intent of this specification to describe the furnishing and delivery of a potable well-water monitoring program to the Monmouth County Park System (MCPS).

SCOPE:

The contractor shall provide all water sampling, laboratory testing and regulatory drinking water reporting for the MCPS.

GENERAL:

The contractor shall comply with all regulations for water sampling for the MCPS. The contractor is responsible for filing lab results electronically to the New Jersey Department of Environmental Protection - Bureau of Safe Drinking Water (BSDW) using the E2 reporting system. A copy of the lab report will also be supplied to both representatives for the MCPS and Monmouth County Board of Health (see page 6) as specified. Positive test results will be followed up at each site as required by regulations.

METHOD of Award:

The contractor must submit a price on all items to be considered. Sampling quantity listed in Item# 1 includes any Routine, Repeat Sample as outlined in the section titled, "WELL-WATER SAMPLING FREQUENCY" or MCPS additional request. Award will be made to the contractor offering the lowest total sum of Item #1. Item #2 will also be taken into consideration in making the award. The Purchasing Committee reserves the right to accept or reject any or all proposals and to award the contract in the best interest of the Park System. The MCPS will only pay for services provided. Amount of contract award not to exceed \$6,000.00.

Period of Contract:

The contract will be in effect from January 1, 2016 through December 31, 2016.

CONDITIONS:

The MCPS provides transient non-community public water systems, and non-public water systems within park areas as specified herein. All items listed below shall be followed and complied with by the contractor:

GENERAL

1. The testing laboratory (Contractor) must provide evidence of certification by the NJDEP. A copy of this Certification must be supplied with the proposal to be considered.
2. The monitoring program shall include water sampling, water analysis and required reporting to the NJDEP, the Board of Health and the MCPS. The monitoring program must ensure that the MCPS is in compliance with the New Jersey Safe Drinking Water Act and incorporated Federal Regulations.
3. The Contractor must be willing and able to perform the well-water monitoring program for all of the sites listed under the heading, "LOCATIONS, BUILDING DESCRIPTIONS, BUILDING NUMBERS,

ADDRESSES, AND CONTACTS”. No partial awards will be made. The MCPS reserves the right to increase or decrease the number of wells in the monitoring program.

4. The Contractor must accommodate the scheduling needs of the MCPS. Work will normally be performed between Monday and Friday during business hours. Arrangements for access to buildings, facilities, and residences must be made in advance with the respective contacts.
5. The testing laboratory will be responsible for collecting water samples at all locations. MCPS employees will not collect water samples for the contractor. No supplies will be stored on MCPS property.
6. Should the contractor fail to deliver the services as described herein, the MCPS may rescind the contract and award the contract to the next lowest submitted proposal or solicit new proposals.

REPORTS

1. The testing laboratory is responsible to complete and submit the required reporting forms to the NJDEP for all wells that have an assigned Public Water System Identification Number (PWSID#) no later than 10 days of the close of the sampling or as specified in the regulations using the E2 filing system
2. Copies of analysis reports for PWSID locations shall be submitted to the Board of Health listed under the heading, “CONTACT AGENICIES AND INDIVIDUALS” within the required time period.
3. Copies of all well-water analysis reports for the MCPS shall be sent to Brian Corrigan the Compliance Manager (contact information is available on page 6).
4. Well-water analysis reports must include the following:
 - Park location, building description, building number, and sample location
5. The testing laboratory shall notify Brian Corrigan by phone or email the quarterly schedule of locations to be sampled and also upon completion of the sampling.

WELL-WATER SAMPLING FREQUENCY

1. One sample each calendar quarter for total coliform bacteria. One sample each calendar year for nitrates/nitrites during the second quarter at the same time the quarterly sample is taken. The schedule for sampling the MCPS locations will be completed by the following deadlines:

First Quarter-February 28

Second Quarter-May 29 (nitrate also)

Third Quarter-August 31

Fourth Quarter-November 15

2. Turkey Swamp has three seasonal wells and will be tested on a monthly basis according to new regulation. The startup and shutdown period is based on the weather and the Compliance Manager will communicate with the lab when the monitoring will begin and end. The following are the locations of seasonal wells at Turkey Swamp:

Location	Building #	PWSID #	Monitoring Period
Campground Restroom	301	1316301	4/1-12/31
Sandy Run Restroom	305	1316338	4/1-9/30
Nomoco - Pumphouse	333	1316312	4/1-9/30

3. Testing at Manasquan Reservoir Visitor Center Bldg. 2305 (PWSID# 1319454) as follows:
 - Twice each month
 - Nitrate once annually during the second quarter

4. Testing at Dorbrook Park Visitor Center Bldg. 2001 (PWSID# 1309409) as follows:

<u>First Quarter</u>		<u>Third Quarter</u>	
January	Twice	July	Three times
February	Twice	August	Three times
March	Twice	September	Three times
<u>Second Quarter</u>		<u>Fourth Quarter</u>	
April	Twice	October	Twice
May	Twice	November	Twice
June	Three times	December	None
Nitrate	Once		

5. If sample results are positive, the contractor will immediately inform Compliance Manager, Brian Corrigan (see page 6) by telephone and make arrangements to resample with the area contact (see page 4-5). The contractor will make arrangements to meet with area Compliance Manager or designee to conduct required repeat sampling.
6. The testing laboratory will sample from non-public water systems on a quarterly basis with the Nitrate sample taken during the second quarter. Any sample with results exceeding the Maximum Contamination Level will trigger a repeat sample similar to the requirement for Public Water Systems however only three samples will be taken, a raw water source sample and two other samples designated by the area supervisor or ranger resident.

SAMPLING PROCEDURE FOR WELL-WATER TESTING:

Safety Concerns

Before taking samples, all technicians must have received proper training in handling hazardous chemicals, and proper safety precautions as required by O.S.H.A. regulations. Sample bottles that have preservatives in them shall be labeled accordingly. Furthermore, any hazardous chemical shall be identified on the label of the container, as well as the hazards associated with that chemical.

Sampling Location

1. Select a location according to the Water Sampling Plan (provided to successful bidder). The Water Sampling Plan was created to avoid sampling from locations that increase the likelihood of a false positive. Some examples of unsuitable sites are:
 - Well-water samples from outside water spigots.
 - Swivel-type faucets
 - Faucets with a single valve for hot and cold water.
 - Faucets that have leaky packing material around the stem.
 - Faucets close to or below ground level.
 - Faucets that have threads on the inside of their spouts.
 - Faucets that have aerators that cannot be removed.
 - Unsanitary conditions near water connection.
 - Water connection with unsteady water flow.

Sample Collection Procedure

1. Do not contaminate the sterile sample bottle or cap with fingers.
2. Samplers shall not wear bug repellents or sunscreen.

3. Remove aerator, screen and all attachments from the faucet. Water taps used for sampling are to be free of aerators, hose attachments, mixing type faucets and purification devices.
4. Wipe the faucet rim or tap with an alcohol swab or lint free cloth dampened with bleach and water.
5. Turn on cold water tap and run for four minutes *and* until water temperature has stabilized. Reduce flow so a stream of water is no greater than 1/8 inch in diameter. Do not change water flow once you have started sampling.
6. Wash hands thoroughly with a hand sanitizer or other sanitizing method. Be careful not to touch your face, ground, or anything but the bottles.
7. Remove container cap. Hold the bottle in one hand and cap with other. Do not put cap face down or in pocket. Do not allow inside of cap, inside of container or bottle threads to be touched by any object or fingers. Do not breathe toward cap or bottle.
8. Do not rinse the bottle or remove any preservative liquid or tablets in the bottom of the container.
9. Fill the container.
10. Carefully replace cap on container and tighten securely.

BILLING:

Billing will be submitted quarterly. Payments shall be made on a quarterly basis based on the work performed during the billing period. An itemized invoice and a signed voucher must be submitted prior to payment.

LOCATIONS, BUILDING DESCRIPTIONS & NUMBERS, ADDRESSES, AND CONTACTS:

Charleston Springs Golf Course – Ryan Ponnwitz (732) 431-2651, Tim Mariner (732) 625-1239,
Alan Roberts (732) 409-7227

1. Charleston Springs - North Maintenance Bldg. 2513, 201 Sweetman's Lane, Englishtown
Lawrence Cunningham or Ryan Ponnwitz (732) 431-2651
2. **Charleston Springs - Golf Center Bldg. 2514 (PWSID# 1332358)** 101 Woodville Road, Freehold,
Alan Roberts (732) 409-7227
3. Charleston Springs - Ranger Residence Bldg. 2525, 42 Stagecoach Road, Freehold,
Ryan Ponnwitz - Work (732) 431-2651, Home (201) 304-9548, rponnwit@monmouthcountyparks.com
4. Charleston Springs - South Maintenance Bldg. 2530, 77 Woodville Road, Freehold
Chris Brawley or Tim Mariner (732) 625-1239

Crosswicks Creek Greenway – William O'Shaughnessy (609) 259-5794

1. Crosswicks Creek – Maintenance Bldg. 1723, 91 Walnford Road, Allentown
2. Perrineville Lake – Ranger Residence Bldg. 3302, 163 Millstone Road, Englishtown
Dan Bisti - Work (732) 842-4000 ext. 4293, Home (732) 618-0704
dbisti@monmouthcountyparks.com

Dorbrook Recreation Area – Nick Podsvirow (732) 542-1643 or Paul McCue (732) 542-1642 x28

1. **Dorbrook - Visitor Center Bldg. 2001 (PWSID# 1309409)** 209 County Road 537 East, Colts
2. Dorbrook – Ranger Residence Bldg. 2035, 200 County Road 537 East, Colts Neck
Rick Royle - Work (732) 842-4000 ext. 4293, Home (732) 389-1312
rroyle@monmouthcountyparks.com

Hartshorne Woods Park - Tom Dillon (732) 872-0336 or Ryan Rochelle (732) 872-2670

1. Hartshorne - Maintenance Bldg. 1103, 254 Hartshorne Road, Locust (Middletown Twp.)

Hominy Hill Golf Course - Mark Foulks (732) 462-9225 or Eric Kaplan (732) 462-9223

1. **Hominy Hill - Clubhouse Bldg. 1303, PWSID# 1309310**, 92 Mercer Road, Colts Neck
Eric Kaplan (732) 462-9223 or Jeremy Schaefer (732) 462-9224
2. Hominy Hill - Maintenance Bldg. 1311, 92 Mercer Rd., Colts Neck,
Mark Foulks (732) 462-9225 or Jeremy Schaefer (732) 462-9224

Howell Park Golf Course - Dave Mishkin (732) 938-5843 or Vern Hasselbrock (732) 938-4771

1. Howell Park - Maintenance Bldg. 409, 225 Southard Road, Farmingdale,
Eric Cadenelli or Dave Mishkin (732) 938-5843
2. **Howell Park - Golf Center Bldg. 410, PWSID# 1319334**, Preventorium Road, Farmingdale,
Vern Hasselbrock (732) 938-4771

Manasquan Reservoir - Jeff Willever (732) 938 6760 or Matt Ruding (732) 919-0996

1. Manasquan – Ranger Residence Bldg. 2302, 233 Windeler Road, Howell Twp.
Thomas Fobes – Work (732) 919-7544, Home (732) 256-4264
tfobes@monmouthcountyparks.com

2. Manasquan - Maintenance Bldg. 2303, 239 Windeler Road, Howell Twp.
 3. **Manasquan - Visitor Center Bldg. 2305, PWSID# 1319454**, 311 Windeler Road, Howell Twp.,
 4. **Manasquan - Environmental Center Bldg. 2308, PWSID #1319479**, 331 Georgia Tavern Road, Howell Twp.,
 5. Manasquan – Ranger Residence Bldg. 2701, 180 West Farms Road, Farmingdale
- Joe Sardonía – Work (732) 842-4000 ext. 4264, Home (732) 938-6490
jsardoni@monmouthcountyparks.com

Shark River Park – Michael Dollear or Drew D’Apolito (732) 922-4080

1. Shark River – Ranger Residence Bldg. 104, 1012 Gully Road, Neptune (Wall Twp.)
Drew D’Apolito – Work (732) 922-4080, Home (732) 280-2991
ddapolit@monmouthcountyparks.com
2. Shark River - Ranger Residence Bldg. 122, 1200 Schoolhouse Road, Wall Twp.
Chris Davidson – Work (732) 495-2115, Home (908) 309-1394
cdavidso@monmouthcountyparks.com
3. Shark River - Theileman Property Bldg. 142, 1202 Schoolhouse Road, Wall Twp.

Thompson Park – Travis Bryan (732) 842-4000 x4280 or Daniel Bisti (732) 842-4000 x4293

1. Thompson - Historical Services Bldg. 541, 53 Longbridge Road, Holmdel
Cheryl Stoeber-Goff (732) 975-9747
2. Thompson - Training Center Bldg. 544, 53 Longbridge Road, Holmdel
Brian Corrigan (732) 975-9733, ext.5#
3. Thompson – Ranger Residence Bldg. 570, 29 Longbridge Road, Holmdel
Joe Smith – Work (732) 842-4000 ext. 4248, Home (908) 461-2671
smitty@monmouthcountyparks.com

Turkey Swamp - Scott Schaaf (732) 462-9265 or Chris Plantamura (732) 462-5343

1. **Turkey Swamp - Restroom Bldg. 301, PWSID #131601**, 200 Georgia Road, Freehold Twp.,
 2. **Turkey Swamp - Shelter Bldg. 303, PWSID #1316315**, 200 Georgia Road, Freehold Twp.,
 3. **Turkey Swamp - Sandy Run Restroom Bldg. 305, PWSID #1316338**, 200 Georgia Road, Freehold Twp.,
 4. Turkey Swamp - Maintenance Bldg. 306, 66 Nomoco Road, Freehold Twp.
 5. Turkey Swamp – Ranger Residence Bldg. 319, 86 Nomoco Road, Freehold Twp.
- Scott Schaaf – Work (732) 462-9265, Home (732) 462-1247
sschaaf@monmouthcountyparks.com
6. **Turkey Swamp - Pool House Bldg. 333, PWSID #1316312**, 143 Nomoco Road, Freehold Twp.,

Walnford - Sarah Bent (609) 259-6275 or William O’Shaughnessy (609) 259-5794

1. **Walnford - Restroom Bldg. 1710, PWSID# 1351323**, 78 Walnford Road, Allentown,

Ranger Residence Contact Information

Charleston Springs G.C Ryan Ponnwitz - Work (732) 431-2651, Home (201) 304-9548,
rponnwit@monmouthcountyparks.com
Perrineville Lake Park Dan Bisti - Work (732) 842-4000 ext. 4280, Home (732) 618-0704
dbisti@monmouthcountyparks.com

Dorbrook Recreation Rick Royle - Work (732) 842-4000 x4293, Home (732) 389-1312

rroyle@monmouthcountyparks.com

Manasquan Reservoir Thomas Fobes – Work (732) 919-7544, Home (732) 256-4264

tfobes@monmouthcountyparks.com

Joe Sardonia – Work (732) 842-4000 x4264, Home (732) 938-6490

jsardoni@monmouthcountyparks.com

Shark River Park Drew D’Apolito – Work (732) 922-4080, Home (732) 280-2991

ddapolit@monmouthcountyparks.com

Chris Davidson – Work (732) 495-2115, Home (908) 309-1394

cdavidso@monmouthcountyparks.com

Thompson Park Joe Smith – Work (732) 842-4000 x4248, Home (908) 461-2671

smitty@monmouthcountyparks.com

Turkey Swamp Park Scott Schaaf – Work (732) 462-9265, Home (732) 462-1247

sschaaf@monmouthcountyparks.com

CONTACT AGENCIES AND INDIVIDUALS:

The following is the contact information as indicated in the above specifications for notification of test results:

New Jersey Department of Environmental Protection

Division of Water Supply - Bureau of Safe Drinking Water

P.O. Box 426

Trenton, NJ 08625-0426

Office (609) 292-2957, Fax (609) 633-1231

Monmouth County Park System

Attn. Brian Corrigan

805 Newman Springs Road

Lincroft, NJ 07738

bcorriga@monmouthcountyparks.com

Telephone:

Monday – Friday 7:00am – 3:30pm

Office (732) 975-9733 ext. 5#, Fax (732) 975-9741

After hours - Cell (732) 337-7592

BOARD OF HEALTH DEPARTMENTS

Monmouth County

Monmouth County Board of Health

Attn: Dave Sorensen

3435 Highway # 9 North

Freehold, NJ 07728

Office (732) 431-7456 ext.7669

David.Sorensen@co.monmouth.nj.us

Colts Neck

Colts Neck Health Department

Thomas Frank, H.O.

P.O. Box 249

Colts Neck NJ 07722

(732) 431-3173

Freehold Boro, Freehold Township, Upper Freehold, Cream Ridge

Freehold Twp. Health Dept.

Margaret Jahn, H.O.

Municipal Plaza, Schanck Road,

Freehold NJ 07728

(732) 294-2060

PROPOSAL FORMS CHECKLIST

(PS # 02-16)

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

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

- Respondent's Proposal (two copies requested) _____
- Statement of Ownership _____
- Non-Collusion Affidavit _____

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

- Copy of Respondent's N.J. Business Registration Certificate _____
- Copy of subcontractors N.J. Business Registration Certificate _____
- EEO/Affirmative Action Compliance Notice _____
- Reference/List of previous and/or active relevant work _____

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

Proposal

(PS # 02-16)

SUBMITTED BY: _____
(Company Name)

FURNISHING AND DELIVERY OF FURNISHING AND DELIVERY OF A POTABLE WELL-WATER MONITORING PROGRAM TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NJ

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:

Furnishing of specified services for the calendar year 2016.

<u>Item</u>	<u>Anticipated</u>			
	<u>Amount</u>	<u>Unit Cost</u>	<u>Subtotal</u>	
1. Routine Samples				
Coliform Analysis	260	x _____	= _____	
Annual Nitrate/Nitrite Analysis	32	x _____	= _____	
		Sum Total 1 =	_____	
 2. 24-Hour Testing				
		<u>Unit Cost</u>	<u>Total</u>	
Sample	5	x _____	= _____	

TAX EXEMPT # 69-0220842

VARIANCE IF ANY:

The undersigned is (check one): _____ an individual _____ a partnership _____ corporation

under the laws of the State of _____

having principle offices at: _____

Vendor Name (print): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Signature: _____ Date: _____

Email: _____ Website: _____

FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. _____

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:

Name:	Name:
Home Address:	Home Address:

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.

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)
- 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.

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: _____