

BOARD OF RECREATION COMMISSIONERS  
COUNTY OF MONMOUTH  
NEW JERSEY

**NEW POTABLE WATER WELL**  
**AT**  
**BLDG. #301**  
**TURKEY SWAMP PARK**

BID No.: 0019-14

BID ADVERTISED: TUESDAY, JANUARY 14, 2014

BID DUE: TUESDAY, FEBRUARY 4, 2014 at 10:00 AM



Prepared By:

Monmouth County Park System  
805 Newman Springs Road  
Lincroft, New Jersey 07738  
(732)-842-4000

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MONMOUTH COUNTY  
NOTICE TO BIDDERS

ADVERTISED DATE: **TUESDAY, JANUARY 14, 2014**

**TAKE NOTICE** that sealed Bids for a proposed Contract for the project known as **NEW POTABLE WATER WELL AT BUILDING #301, TURKEY SWAMP PARK (Bid #0019-14)** will be publicly received, opened and read aloud by the Purchasing Agent for the Monmouth County Board of Recreation Commissioners, at the Monmouth County Park System Headquarters, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey on **TUESDAY, FEBRUARY 4, 2014 at 10:00 am** prevailing time.

**PRE-BID INSPECTION.** A pre-bid meeting is not scheduled for this Project.

**BIDDING DOCUMENTS AVAILABLE.** 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); **“Doing 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.

**STATUTORY REQUIREMENTS.** The successful Bidder will be required to comply with P.L. 1975 c.127 (N.J.A.C. 17:27) "Affirmative Action," (42 U.S.C.512101 et seq) "American with Disabilities Act," N.J.S.A. 40A:11-16 "Designated Subcontractors" Chapter 150 of New Jersey Laws of 1963 "Prevailing Wages," "The Public Works Contractor Registration Act" (P.L.1999, s.238, as amended by P.L.2003, c.91), New Jersey State Business Registration (N.J.S.A. 52:32-44), and all other laws and regulations that apply to bidding and the performance of the proposed Contract.

**FORM OF BID.** Bids must be made using the Proposal Form that is provided in these Bidding Documents, or on copy machine reproductions thereof. Each delivered Bid must be enclosed in a sealed opaque envelope bearing the prominent notations "Bid Proposal for **NEW POTABLE WATER WELL AT BUILDING #301, TURKEY SWAMP PARK (Bid #0019-14)**". The envelope must also bear the Bidder's name and address, and be directed to the Monmouth County Board of Recreation Commissioners, 805 Newman Springs Road, Lincroft, New Jersey 07738.

**BID GUARANTEE.** Each Bid must be accompanied by a Bid Guarantee payable to "Monmouth County Board of Recreation Commissioners." The Bid Guarantee shall be in the amount of "10% of the Base Bid (as called out in the Bid Form)" or \$20,000.00, whichever is the lesser amount. The Bid Guarantee shall be given by certified check, treasurer's check or bid bond at the Bidder's option.

NOTICE TO BIDDERS  
(Continued)

**FORMS TO ACCOMPANY BID.** Each Bidder shall complete and submit with its Bid the following: Statement of ownership, Non-Collusion Affidavit (blank copies included in the Bidding Documents), Consent of Surety (sample of acceptable work to be included in the Bidding Documents) and Bid Guarantee, Certificate of Registration with the New Jersey Department of Labor as required under "The Public Works Contractor Registration Act" (P.L. 1999, c.238), New Jersey State Business Registration (N.J.S.A. 52:32-44).

**CONSENT OF SURETY.** Consent of Surety must accompany each bid. The Consent of Surety shall provide that if the Contract is awarded to its principal, the Surety on behalf of its principal will post Performance, Payment and Maintenance Bonds, each of which shall be for 100% of the amount of the awarded Contract.

**RIGHTS TO REJECT BIDS.** The Monmouth County Board of Recreation Commissioners shall have the right to reject any or all Bids; to reject a Bid not accompanied by a Bid Guarantee, Consent of Surety, or any of the other documents called for by the Bidding Documents; to reject a Bid which is in any way incomplete or irregular; and to waive any informalities contained in the Bids.

**EQUAL OR TIED BIDS.** The Monmouth County Board of Recreation Commissioners shall have the right to award the Contract to any one of the lowest responsible Bidders whose Bids are equal to or tied.

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

BY ORDER OF THE BOARD OF RECREATION COMMISSIONERS  
COUNTY OF MONMOUTH

EDWARD J. LOUD, CHAIRMAN  
JAMES J. TRUNCER, SECRETARY-DIRECTOR  
STEPHANIE WEISE, PURCHASING AGENT

**BID DOCUMENT CHECKLIST**

**BID#** \_\_\_\_\_

Items required with bid  
(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 Certified/Cashier's Check) \_\_\_\_\_
- Certificate from a Surety Company (Consent of Surety) \_\_\_\_\_
- Statement of Ownership \_\_\_\_\_
- Acknowledgment of receipt of addenda \_\_\_\_\_
- \_\_\_\_\_ List of designated subcontractors \_\_\_\_\_
- Non-Collusion Affidavit \_\_\_\_\_
- References/List of previous and/or active relevant work \_\_\_\_\_
- \_\_\_\_\_ Contractor's Qualification Statement \_\_\_\_\_

**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 designed subcontractors, effective on the date of bid – prior to award of contract \_\_\_\_\_
- Copy of the New Jersey Business Registration Certificate or other acceptable proof of Business Registration for the bidder and the designated subcontractors – prior to award of contract \_\_\_\_\_
- EEO/Affirmative Action Compliance Notice Checklist \_\_\_\_\_

**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**



**PART A: BASE BID**

**ITEM #1 – General Requirements** - Includes all work associated with mobilization, demobilization, bonding, field engineering, temporary utilities, and permit fees. (Apparent lowest responsible bidder will be required to submit schedule of values for this item before award of contract.)

\$ \_\_\_\_\_  
LUMP SUM

**ITEM #2 – Sealing of Existing Well** – Decommissioning and sealing of a potable water well serving Building #301 “Turkey Swamp Park Campground Building” and salvaging of the existing plumbing and electrical service for re-installation in the proposed well.

\$ \_\_\_\_\_  
LUMP SUM

**ITEM #3 – Proposed Potable Water Well for Building #301** – Furnish and install a new potable water well for Bldg. #301 “Turkey Swamp Park Campground Building” to include a well, well casing, new well pump and motor, pitless adaptor, fittings, and all requisite plumbing and electrical components necessary to complete a potable water supply system.

\$ \_\_\_\_\_  
LUMP SUM

**ITEM #4 – Site Restoration** – Includes restoring the disturbed area with material similar to surrounding pre-construction grade.

\$ \_\_\_\_\_  
LUMP SUM

**TOTAL BASE BID PRICE (Items 1- 4 inclusive)....\$ \_\_\_\_\_**

**TOTAL**

**IN WORDS** \_\_\_\_\_

**PART B: OWNER'S EVALUATION OF BIDS**

The Owner will determine the Apparent Lowest Bidder based on the lowest amount of the **TOTAL BASE BID PRICE**

**“CONTRACTOR MUST SUBMIT A COMPLETE PROPOSAL PACKET”**

**PART C: CONTRACT TIME AND LIQUIDATED DAMAGES**

The CONTRACT TIME shall be **14 calendar days**, commencing on the day next following the Contractors receipt of the NOTICE TO PROCEED from the OWNER. It is agreed by the parties that this CONTRACT TIME subsequently may be adjusted for cause in accordance with the 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.**

**PART D: 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**

**PART E: BIDDER'S EXECUTION OF PROPOSAL**

The BIDDER, for good and valuable consideration, namely the privilege of bidding for the OWNER's proposed Contract, and the Owner's assurance that the Contract will be awarded to the lowest responsible BIDDER, provided that the cost thereof would be within the amount budgeted and funded by the OWNER for the Work, hereby offers this executed Proposal as a unilateral contract to perform all Work of the Project, with the understanding that it will become mutually binding if it is accepted by the OWNER.

BIDDER's Legal Name (as shown on page 1)

\_\_\_\_\_  
(type or prin)

\_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(type or print name signed above)

\_\_\_\_\_  
(date signed)

\_\_\_\_\_  
(title)

BIDDER's Legal Address:

\_\_\_\_\_

(street address)

\_\_\_\_\_

(city...town...state...zip)

BIDDER's Mailing Address (if different):

\_\_\_\_\_

(street address... P.O. Box...)

\_\_\_\_\_

(city...town...state...zip)

Federal Tax ID # or Social Security # \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**END OF PROPOSAL**

INSTRUCTIONS TO BIDDERS

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MODEL CONSENT OF SURETY

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

-----

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

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

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

## INSTRUCTIONS TO BIDDERS

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### CAUTION

#### REGARDING STATEMENT OF OWNERSHIP

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

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

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

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

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

# 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.**

4. 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.**

8. 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:**

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

**OR**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 322 TRENTON, N.J. 08646-0322
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		 Acting Director New Jersey Division of Revenue
FORM-BRC (09-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

## INSTRUCTIONS TO BIDDERS

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

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

#### Goods and General Service Vendors

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

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

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

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

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

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

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

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

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

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

## INSTRUCTIONS TO BIDDERS

---

1. **OWNER:** The Owner is the Monmouth County Board of Recreation Commissioners. The Board of Recreation Commissioner's representative prior to the execution of the proposed contract is the Monmouth County Park System's Purchasing Agent (see Notice To Bidders for address and telephone number).
2. **BIDDING DOCUMENTS:** The Bidding Documents consist of the Notice To Bidders, the Bid Form and other forms required to be submitted with the Bid, the Park System's standard Form of Agreement, these Instructions To Bidders, the General Conditions of the Contract, project drawings and/or written specifications, and all addenda which have been issued prior to the Park System's receipt of bids.
3. **ADDENDA:** Public Notice of Addenda shall be provided no later than seven days, Saturdays, Sundays and Holidays excepted, prior to the date of acceptance of bids, to any person who submitted a bid or who has received a bid package in any of the following ways: i) in writing by certified mail or ii) by certified facsimile transmission, meaning that the sender's facsimile machine produces a receipt showing date and time of sender's facsimile and that the transmission was successful or iii) by a delivery service that provides certification of delivery to the sender.
4. **SUBSTITUTIONS:** Bids shall not be based on the use of any substitutions for the materials, products and equipment described in the Bidding Documents, unless the use of substitutions have been authorized by the Park System. Any Bidder may propose substitutions to the Park System. Proposed substitutions must be in writing and be delivered to the Park System at least ten days before the bid receipt date. The Park System will issue to all Bidders an addendum for any approved substitution.
5. **FORM OF BID PROPOSAL:** Bidders must use the Park System's pre-printed Bid Form, or copy machine reproductions thereof, to prepare their bids.
6. **SALES AND EXCISE TAXES:** Bids must fully account for all costs imposed by applicable New Jersey Sales Tax and Federal Excise Tax laws. The County/Park System is exempted from paying New Jersey Sales Taxes on equipment and materials which are incorporated in the work, and on supplies and services that are used exclusively to alter, construct, improve or repair County-owned property. The County's sales tax exemption does not extend to the purchase, lease or rental of equipment used to prosecute the work.
7. **BID GUARANTEE:** Checks posted as the Bid Guarantee shall be payable to "Monmouth County Board of Recreation Commissioners," payable in U.S. Dollars, and be drawn on a bank which is authorized to conduct business in the United States. Bid bonds offered as the Bid Guarantee shall be by a surety which is licensed to conduct business and authorized to post such bonds in the State of New Jersey.
8. **RETURN OF BID GUARANTEES:** Bid Guarantees will be returned to the Bidders in accordance with the provisions of the New Jersey Local Public Contracts Law.
9. **DELIVERY OF BID:** Bids may be delivered by the Bidder in person, or by mail or commercial delivery service, to the Monmouth County Park System's Purchasing Agent (see Notice To Bidders for address). The Park System assumes no responsibility for bids which are received later than the time established by the Notice To Bidders for the receipt of bids. Late bids will be returned unopened to the Bidders.
10. **RELEASE OF BID:** Within a reasonable time after the opening of bids, a Bidder may request release of its Bid only if there is an excusable material error in the Bid price(s). Such requests must be in writing. The Park System shall have the sole right to determine if a Bidder will be released from its bid.
11. **MODIFICATION OF BID:** A bid may not be canceled, modified, or withdrawn during the 60 calendar day period after the bids are opened.
12. **AWARD OF CONTRACT:** Unless otherwise stated, the Monmouth County Board of Recreation Commissioners intends to award a single overall contract for the work to the lowest responsible Bidder, or to reject all bids, within 60 calendar days after the receipt of bids, unless the period for award is extended by mutual agreement of the parties.
13. **PERFORMANCE AND PAYMENT BONDS:** Performance and payment bonds, as described by the Model Consent of Surety elsewhere in the Bidding Documents, must be posted with the Park System within 21 business days of the Bidder's receipt notice that it has been awarded the contract.
14. **MAINTENANCE BOND:** The Notice To Bidders will indicate if the Park System will require Maintenance

## INSTRUCTIONS TO BIDDERS—Continued

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Bond to be posted upon completion of the work. In that event the Maintenance Bond shall be for a term of one calendar year from the date the work is completed, and shall be in the amount of 100% of the Contract Sum (as may be adjusted by Change Order)

15. **SURETY:** The surety who will post the bonds called for by the Bidding Documents must be licensed to conduct business and authorized to post such bonds in the State of New Jersey.

16. **SURETY DISCLOSURE STATEMENT.** A surety disclosure statement and certification in the form required by N.J.S.A. 2A:44-143 shall accompany the consent of surety at the time of the bid. The Park System may, however, at its discretion, allow submission of the security disclosure statement and certification after receipt of bids. Performance and payment bonds cannot be accepted by the Park System unless a surety disclosure statement and certification complying with N.J.S.A. 2A:44-143 has been provided.

17. **INSURANCE COVERAGE:** (see General Conditions of the Contract for Construction)

18. **ALLOWANCES:** The Bid Form will indicate if Allowances are to be included in the Total Base Bid. Allowance amounts which are pre-printed on the Bid Form do not include the Bidder's mark-ups; they must be factored into the lump sum bid item(s).

19. **UNIT PRICE BIDS:** When unit price bids are required, the unit prices entered on the Bid Form shall reflect the actual cost to be charged to the Park System for each item, including the Bidder's anticipated direct and other costs, overhead and profit directly related to each bid item. When the Bidder intends to bid zero for a unit price bid item, a "0" shall be entered for the unit price and the extended price.

20. **CORRECTION OF FAULTY ARITHMETIC:** The Park System shall have the right to check and correct the addition of all prices entered on any Bid Form, and will unilaterally substitute correct totals wherever a Bidder's entries are not correct. In the case of unit price bids, the Bidder's unit price shall prevail if the extended price entered on the Bid Form does not equal the Bidder's unit price multiplied by the quantity printed on the Bid Form. In any such instance the Bidder will be informed of the Park System's corrections.

21. **DESIGNATED SUBCONTRACTORS:** The Bid Form will provide for the Bidder to name its proposed Designated Subcontracts if the provisions of N.J.S.A. 40A:11-16 apply to the proposed Contract. Changing of such named Designated Subcontractors will not be permitted after the opening of Bids.

22. **PREVAILING WAGES & LABOR LAWS:** The New Jersey Prevailing Wage Act will apply to the proposed Contract (P.L. 1963, C. 150). By submitting its Bid the Bidder attests that neither they, their company, nor any of their intended subcontractors are prohibited from being awarded their contracts for failure to pay prevailing wages (N.J.S.A. 34:11-56.38). The Contractor and its subcontractors must submit certified payroll records to the Park System's designated representative within ten days of the payment of wages (N.J.A.C. 12:60-1). [Call N.J. Department of Labor at 609-292-2283 to obtain certified payroll form.]

23. **AFFIRMATIVE ACTION & EQUAL OPPORTUNITY:** The Affirmative Action Regulation of the State of New Jersey will apply to the proposed Contract. (P.L. 1975, C.127). A copy of the Mandatory Affirmative Action Language for Construction Contracts and EEO/Affirmative Action Compliance Notice Checklist is provided in the Bidding Documents to County's Form of Agreement. The Initial Project Manning Report must be submitted within three days of signing the Contract. Monthly Project Manning Reports must be filed with the New Jersey Affirmative Action Office, with copies to the Monmouth County Park System's Purchasing Agent.

24. **U.S. PRODUCTS REQUIRED:** Bid prices must fully account for the use and incorporation in the Work of only manufactured and farm products of the United State of America, wherever they are available (N.J.S.A. 40A:11-18). The Contract Sum will not be increased for any reasons that may stem from the Bidder's failure or neglect to account for this.

25. **FORM OF AGREEMENT BETWEEN COUNTY AND CONTRACTOR:** A copy of the Park System's standard form of Agreement is included in the Bidding Documents.

26. **AMERICANS WITH DISABILITIES ACT:** The Contractor shall comply with the provisions and requirements of the Americans With Disabilities Act, Equal Opportunity for Individuals With Disabilities, a copy of which is included in the Bid Documents.

## INSTRUCTIONS TO BIDDERS—Continued

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27. **PUBLIC WORKS CONTRACTOR REGISTRATION ACT:** Public Works Contractor Registration Act: The Public Works Contractor Registration Act (P.L.1999, c238 as amended by P.L. 2003, c91). 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 (C.34:11-56.48 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.

28. **NEW JERSEY BUSINESS REGISTRATION:** *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 - 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.

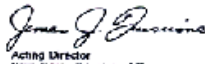
Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

## INSTRUCTIONS TO BIDDERS—Continued

**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 PO BOX 522 TRENTON, N. J. 08646-0252</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
 Acting Director New Jersey Division of Revenue		
<small>FORM-BBC(03-01)</small>		<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>

**INSTRUCTIONS TO BIDDERS—Continued**

**BID DOCUMENT CHECKLIST**

**BID#** \_\_\_\_\_

Items required with bid  
(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 Certified/Cashier's Check) \_\_\_\_\_
- Certificate from a Surety Company (Consent of Surety) \_\_\_\_\_
- Statement of Ownership \_\_\_\_\_
- Acknowledgment of receipt of addenda \_\_\_\_\_
- List of designated subcontractors \_\_\_\_\_
- Non-Collusion Affidavit \_\_\_\_\_
- References/List of previous and/or active relevant work \_\_\_\_\_
- Contractor's Qualification Statement \_\_\_\_\_

**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 the New Jersey Business Registration Certificate or other acceptable proof of Business Registration for the bidder and the designated subcontractors – prior to award of contract \_\_\_\_\_
- EEO/Affirmative Action Compliance Notice Checklist \_\_\_\_\_

**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**

**INSTRUCTIONS TO BIDDERS—Continued**

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**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
(type or print affiant's name)

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

\_\_\_\_\_  
(type or print name of Bidder)

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

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

*Sworn and Subscribed to*  
*before me this \_\_\_\_\_ day*  
of \_\_\_\_\_ 200\_ /s/ \_\_\_\_\_  
/s/ \_\_\_\_\_ (Title)

NOTARY PUBLIC OF \_\_\_\_\_  
(state)  
My commission expires \_\_\_\_\_

## INSTRUCTIONS TO BIDDERS

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### MODEL CONSENT OF SURETY

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

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

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

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

## INSTRUCTIONS TO BIDDERS

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### CAUTION

#### REGARDING STATEMENT OF OWNERSHIP

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

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

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

**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**

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found that any worker employed by the Contractor or any subcontractor covered by this Agreement has been paid a rate of wages less than required to be paid, the Park System may terminate the Contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages, and to prosecute the work to completion or otherwise. The Contractor and its sureties shall be liable to the Park System for any excess costs occasioned thereby. The Contractor and its subcontractors will post the prevailing wage rates in prominent and easily accessible places at the site of the work or at such place or places as are used then to pay workers their wages. The Contractor represents that it is not debarred from public works pursuant to N.J.S.A. 34:11-56.37; furthermore the Contractor agrees not to engage the services of any contractors or subcontractors for this project who are listed on the list of debarred contractors and subcontractors contained in Rider B. Before final payment is made to the Contractor, the Contractor and its subcontractors will file written certification as to any unpaid wages, pursuant to N.J.S.A. 34:11-56.33.

**IN WITNESS WHEREOF**, the parties have signed this agreement.

**A T T E S T :**

MONMOUTH COUNTY BOARD OF  
RECREATION COMMISSIONERS

\_\_\_\_\_  
JAMES J. TRUNCER  
Secretary-Director

By: \_\_\_\_\_  
EDWARD J. LOUD  
Chairman

**A T T E S T :**

[CONTRACTOR]

(Corporate Seal)

\_\_\_\_\_  
[Name and title of person attesting]

By: \_\_\_\_\_  
[Name and title of person signing]

## **INSTRUCTIONS TO BIDDERS**

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### **EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES**

#### **EXHIBIT A**

#### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31, et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

#### **CONSTRUCTION CONTRACTS**

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

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, up-grading, 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.

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.

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 or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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.

## INSTRUCTIONS TO BIDDERS—Continued

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When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by **N.J.A.C. 17:27-7.2**; provided, however, that the Division may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Division is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Division, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with **N.J.A.C. 17:27-7.2**.

The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- (A.) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et. seq.**, as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.
  
- (B.) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:
  - (1.) To notify the public agency compliance officer, the Division, and minority and women referral organizations listed by the Division pursuant to **N.J.A.C. 17:27-5.3**, of its workforce needs, and request referral of minority and women workers;
  - (2.) To notify any minority and women workers who have been listed with it as awaiting available vacancies;

## INSTRUCTIONS TO BIDDERS—Continued

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- (3.) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;
  - (4.) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
  - (5.) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;
  - (6.) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:
    - (i.) The contractor or subcontractor shall interview the referred minority or women worker.
    - (ii.) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Division. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.
    - (iii.) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Division, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.
    - (iv.) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Division.
  - (7.) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Division and submitted promptly to the Division upon request.
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## INSTRUCTIONS TO BIDDERS—Continued

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- (C.) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Division an initial project workforce report (Form AA 201) electronically provided to the public agency by the Division, through its website, for distribution to and completion by the contractor, in accordance with **N.J.A.C. 17:27-7**. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Division and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

- (D.) 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 Division 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 (NJAC 17:27)**.

## INSTRUCTIONS TO BIDDERS

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

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

#### Goods and General Service Vendors

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

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

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

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

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

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

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

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

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

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

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

**PRINT NAME:** \_\_\_\_\_

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

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

**INSTRUCTIONS TO BIDDERS—Continued**

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**PREVAILING WAGE RATE DETERMINATION**

An electronic copy of the current Prevailing Wage Rate Determination and list of debarred contractors is included with Bid Documents.

END OF INSTRUCTIONS TO BIDDERS

## GENERAL CONDITIONS OF THE CONTRACT

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1. **OWNER:** The Owner is the County of Monmouth, Monmouth County Board of Recreation Commissioners. The County's representative after execution of the contract is the Monmouth County Park System (PHONE: 732-842-4000 FAX: 732-842-4162).

2. **CONTRACT DOCUMENTS:** The Contract Documents include the Bidding Documents, the Contractor's completed Bid Form, the executed Agreement, executed Change Orders and Construction Change Directives, and approved product submittals and shop drawings.

3. **GOVERNING LAW:** The Contract shall be governed by the Laws of the State of New Jersey.

4. **DESIGN PROFESSIONAL:** "Design Professional" is the Monmouth County Park System's consultant or employee who prepared the plans and specifications of the work to be performed under the Contract.

5. **INTENT:** The Contractor's execution of the Agreement is a representation that the Contractor has visited the site, become familiar with local conditions, and correlated personal observations with requirements of the Contract Documents. The intent of the Contract Documents is to include all items which are necessary for the Contractor to complete the work. The Contractor shall not be entitled to make any claims for recovery of costs which arise from the Contractor's failure to fully understand the intent and content of the Contract Documents.

6. **PERMITS, FEES AND NOTICES:** The Contractor shall obtain all municipal, county and state permits needed to perform the Work. The Park System will pay any permit application fees which are not required to be waived by the provisions of the State Uniform Construction Code Act (N.J.S.A. 52:27D-119 et seq.). The Park System will not pay for permits needed to deliver materials or equipment to the site. The Contractor shall fully and properly coordinate its

work with all public utility companies and agencies which may be impacted by the Work. The Contractor shall be solely responsible for scheduling governmental agency inspections of the work, and to obtain all certificates of occupancy upon completion of the Work. The Contractor will notify the Owner's representative when such inspections are scheduled.

7. **SUPERVISION OF THE WORK:** The Contractor shall be solely responsible for supervising and coordinating the Work.

8. **USE OF SITE:** The Contractor shall confine its activities at the site to areas permitted by the Contract Documents, and public law, ordinances and regulations. The Contractor shall not unreasonably encumber the site with its equipment and materials, and shall maintain orderly and safe traffic conditions on any public thoroughfare impacted by the Work.. Utility shutdowns which will impact the Park System's operations must be scheduled and approved beforehand by the Park System.

9. **CUTTING AND PATCHING:** The Contractor shall be responsible for cutting, fitting and patching needed to complete the Work or to make its parts fit together.

10. **CLEANING UP:** The Contractor shall keep the site and surrounding areas free from inordinate accumulations of waste materials and rubbish caused by its operations. At completion of the Work the Contractor shall remove from the site and surrounding areas the Contractor's tools, equipment and machinery, and all rubbish, waste, and surplus materials.

11. **ACCESS TO THE WORK:** The Contractor shall not in any way hinder the Park System's and its Design Professional's access to the Work in progress.

12. **CONTRACTOR'S INDEMNIFICATION:** The Contractor shall indemnify and save harmless the County, its officers, servants and agents

General Conditions of the Contract - Continued

from all damages, claims, suits and costs, including counsel fees, to which they may be put by reason of (a) injury to persons or property due to the actual or alleged carelessness or negligence of the Contractor, its servants or agents, or (b) the Contractor's actual or alleged failure to pay its workers, suppliers or subcontractors for labor or materials provided to the Park System.

13. **INSURANCE:** The Contractor shall maintain the following insurance coverage, and provide the Park System a Certificate (ACORD<sup>®</sup>) of same, naming the Board of Recreation Commissioners as the Certificate holder, within 21 business days of the Contractor's receipt of notice that it has been awarded the Contract.

A. **Worker's Compensation and Employer's Liability**—covering all of the contractor's employees engaged in the performance of the contract in accordance with the requirements of the laws of the State of New Jersey, including voluntary compensation/all States endorsement.

B. **General Liability:** Bodily injury and property damage, including coverage for: premises / operations; products / completed operations; broad form property damage; independent contractors; blanket contractual and, if applicable, explosion, collapse and underground (XCU). Limits of not less than \$1,000,000 for both bodily injury and property damage are required. A combined single limit of \$1,000,000 is acceptable. The Contractor shall maintain completed operations insurance for at least two years after final payment.

C. **Comprehensive Automobile Liability:** Bodily injury and property damage with limits of not less than \$1,000,000 per person or occurrence. A combined single limit of \$1,000,000 is acceptable. Coverage must include hired and non-owned vehicles. A MCS-90 certificate shall be filed with the State if

hazardous materials or waste will be transported during the performance of the work.

D. **Builder's Risk Completed Value Form "All Risk":** The owner shall obtain and maintain Coverage for the entire Work at the site to the full insurable value thereof.

E. **County Additional Insured:** The County of Monmouth, Monmouth County Board of Recreation Commissioners, and their respective officers, servants and agents must be named as additional insureds on all policies except the Worker's Compensation policy.

F. **Subcontractors:** The Contractor's subcontracts shall impose and require its subcontractors to purchase and maintain insurance coverages identical to those set forth above.

14. **ADMINISTRATION OF THE CONTRACT:** The Park System will provide overall administration of the Contract. The Design Professional will provide day-to-day administration of the Contract, and will be the Park System's representative during construction. The Design Professional will:

A. Not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.

B. Have the authority to reject Work which does not conform to the Contract Documents.

C. Review and take appropriate action on the Contractor's submittals (shop drawings, product data, samples, etc.).

D. Prepare Construction Change Directive and Change Order documents which, from time to time, may be needed in the course of the Contractor's performance of the Work.

E. Conduct inspections of the Work to assure its compliance with the Contract Documents, to evaluate the Contractor's payment applications,

General Conditions of the Contract - Continued

and to determine the date of Substantial Completion of the Work.

F. Receive from the Contractor all required written warranties and related documents pertaining to the various elements of the Work.

G. Interpret and decide matters concerning performance and requirements of the Contract Documents.

**15. ALTERNATE DISPUTE RESOLUTION (NON-BINDING MEDIATION):** If a dispute between the Park System and the Contractor arises during the course of the contract, the parties will participate, in good faith, in non-binding mediation..

A. Mediation is intended to be an informal process for resolving disputes between the Contractor and Owner. Both parties shall act in good faith and exercise their best efforts to achieve a reasonable settlement of disputes.

B. Either party may demand such mediation by written notice to 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.

C. The other party shall designate its representative for mediation in writing no later than five business days after receipt of the demand for mediation.

D. 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 to the parties a list of at least five proposed mediators, along with a summary of each person's qualifications to serve as the mediator.

E. Each party shall rank the proposed mediators in order of preference. The fifth ranked person

on each party's shall be excluded from further consideration. Each party shall assign a score of "4" to their first choice, "3" to their second choice, "2" to their third choice, and "1" to their remaining fourth choice. The parties scores for each person shall then be added together. The person with the highest combined score shall be the chosen mediator. In the event of a tie, the mediator shall be chosen by lot.

F. The parties will not be bound by the Rules of Evidence in presenting their positions before the mediator.

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

H. Each party will bear its own costs of participation in mediation, and they will each pay one-half the costs of the mediator.

I. 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 the other party. In that event, either party may submit the dispute to the Superior Court of New Jersey, Monmouth County, for adjudication, which Court shall have exclusive original jurisdiction of the dispute.

**16. CONTINUING CONTRACT PERFORMANCE:** Pending resolution of a claim or dispute the Contractor shall proceed diligently with performance of the Contract, and the Park System shall continue to make payments in accordance with the Contract Documents, unless otherwise agreed to in writing by the parties.

**17. CONSTRUCTION BY PARK SYSTEM OR BY SEPARATE CONTRACTORS:** The Park System reserves the right to perform construction or operations related to the Project with its own

General Conditions of the Contract - Continued

forces, and to award separate contracts in connection with other portions of the Project.

18. **CHANGES IN THE WORK:** Changes in the Work may be accomplished after execution of the Contract, without invalidating the Contract, by Change Order, Construction Change Directive or order for minor changes in the Work.

A. **Construction Change Directive** (AIA Form G714): A Construction Change Directive (CDD) is a written order prepared by the Design Professional to direct a change in the Work which states a reasonable basis for adjustment of the Contract Sum and/or Contract Time. A CCD shall not be binding upon any of the parties unless and until it is signed by the Park System's designated representative. The Contractor shall proceed with the changed Work upon receipt of a CCD which has been signed by the Park System's designated representative. The Contractor shall not bill the Park System for CCD Work until the CCD is incorporated in an approved Change Order.

B. **Change Order** (AIA Form G701): A Change Order (CO), after signature by the Design Professional and the Contractor, and approved by the Monmouth County Board of Recreation Commissioners, is an amendment to the Contract which adjusts the Contract Sum and/or Contract Time to reflect additions to or deletions from the Work. A CO may incorporate one or more previously executed CCDs. CO costs (add and deduct) shall be properly substantiated by appropriate back-up documents which reveal all details of the transaction. A 10% markup (or markdown) of the Contractor's net direct costs, representing its combined overhead and profit, will be allowed for changes in the Work. Subcontractors' markups shall be likewise limited to 10% of their direct costs. Contract Time will not be extended beyond the date of Substantial Completion of the Work.

C. **Minor Change:** The Design Professional may, in writing, order minor changes in the Work which do not involve adjustment of the Contract Sum or Contract Time, and which are consistent with the intent of the Contract Documents.

19. **CONTRACT TIME:** Contract Time is the number of calendar days allotted in the Contract Documents for the Contractor to achieve Substantial Completion of the Work. Contract Time commences from the day next following the Contractor's receipt from the Park System's of its Notice To Proceed. Contract Time is of the essence of the Contract. The Contractor shall proceed expeditiously with adequate forces and exercise due diligence to achieve Substantial Completion within the Contract Time. The date of Substantial Completion shall be certified by the Design Professional.

20. **LIQUIDATED DAMAGES:** Liquidated Damages (not a penalty) shall be assessed at the rate of \$250/day for contracts in the maximum amount of \$500,000 and \$500/day for contracts in excess of \$500,000 for each and every calendar day that completion of the work overruns the CONTRACT TIME unless stated otherwise in the proposal page.

21. **CONSTRUCTION SCHEDULE:** The Contractor, promptly after being awarded the contract shall prepare and submit a construction schedule for the work. The schedule shall not exceed time limits current under the contract documents and shall be revised at appropriate intervals as required.

22. **SUBSTANTIAL COMPLETION:** Substantial Completion is the stage in the progress of the Contractor's performance of the Contract when the Work or a designated portion thereof is sufficiently complete that the Park System can occupy or use the Work for its intended purpose.

23. **CONTRACT SUM AND PAYMENTS:** The Contract Sum is stated in the Agreement

General Conditions of the Contract - Continued

between the Park System and the Contractor and, including approved adjustments, is the total amount payable by the Park System to the Contractor. The Contractor's application(s) for payment (using AIA Form G702 and G703 if required by the County) shall be submitted to the Design Professional for review and recommendation to the Park System.

A. The Contractor, by applying for payment, warrants that title to all Work covered by an application for payment will pass to the Park System no later than the time of payment.

B. Payment applications shall not include amounts for Work authorized by a CCD but not yet included in an approved Change Order.

C. Payment applications shall not include amounts the Contractor does not intend to pay a subcontractor or supplier because of dispute or other reason.

24. **PROMPT PAYMENT:** When the contractor 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 invoices (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 20<sup>th</sup> 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.

25. **PAYMENTS TO DESIGNATED SUBCONTRACTORS:** If, in accordance with N.J.S.A. 40A:11-16, the Bid Form requires the naming of particular subcontractors and their sub-bid amounts, the Park System's payments for Work completed by a Designated Subcontractor shall be by a two-party check payable to *Designated Subcontractor and Contractor*.

26. **RETAINAGE:** The Park System's payments to the Contractor (and Designated Subcontractors) shall be for not more than 98% of the value of the completed Work (i.e., the Park System's *retainage* shall be 2%).

27. **FINAL COMPLETION:** Final Completion is achieved when the Contract is fully performed in accordance with the Contract Documents. This includes completion of punch list and submission of all closeout documents.

28. **FINAL PAYMENT:** Retainage held by the Park System shall not become due and payable until the Contractor provides the Park System's designated representative the following close-out documents in their complete and proper form:

A. **Contractor's Affidavit of Payment of Debts and Claims** (AIA Form G706).

B. **Contractor's Affidavit of Release of Liens** (AIA Form G706A).

C. **Consent of Surety to Final Payment** (AIA Form G707).

General Conditions of the Contract - Continued

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D. **Maintenance Bond** (if required by the Notice to Bidders; see Instructions To Bidders).

E. **Other** guarantees, warranties, as-built drawings, O&M manuals, other items as required by the specifications.

29. **ACCEPTANCE OF FINAL PAYMENT:** Acceptance of Final Payment by the Contractor, subcontractor or material supplier shall constitute waiver of claims by that payee.

30. **SAFETY PRECAUTIONS AND PROGRAMS:** The Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall give notices and comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property, and their protection from damage, injury or loss.

31. **SUCCESSORS AND ASSIGNS:** The Park System and the Contractor respectively bind themselves, their partners, successor, assigns and legal representatives to the other party in respect to covenants, agreements and obligations contained in the Contract Documents.

32. **RIGHTS AND REMEDIES:** Duties and obligations imposed by the Contract Documents, and rights and remedies thereunder, shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

33. **TERMINATION BY CONTRACTOR:** Upon providing a 10-day written notice of intent to the Park System and the Design Professional, the Contractor may terminate the Contract if the Work is stopped for a 60-day period through no act or fault of the Contractor, subcontractor, or their agents, employees, or other persons performing portions of the Work under the Contract. If the Park System fails to remedy the matter within the said 10-day notice period the

Contractor will be entitled to recover from the Park System payment for completed Work, and proven loss with respect to materials, equipment, tools and machinery, including reasonable overhead and profit.

34. **TERMINATION BY PARK SYSTEM FOR CAUSE:** Upon providing a 10-day written notice of intent to the Contractor, the Park System may terminate the Contract if the Contractor (a) has repeatedly failed to properly man the Work or supply proper materials; (b) failed to make payments to subcontractors or material suppliers; (c) persistently disregarded laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or (d) is otherwise guilty of substantially breaching the provisions of the Contract Documents. In that event, the Park System, without prejudice to any other rights or remedies, and subject to any prior rights of the surety, may take possession of the site and all materials, tools, equipment and machinery thereon owned or leased by the Contractor, and finish the Work by whatever reasonable method the Park System may deem expedient. When the Park System terminates the Contract for cause:

A. The Contractor shall not be entitled to receive any further payment until the Work is completed.

B. If the cost of completing the Work, including compensation to the Design Professional for services and expenses attendant to termination of the Contract, exceeds the unpaid balance of the Contract Sum, the Contractor shall pay the difference to the Park System.

C. If the unpaid balance of the Contract Sum exceeds the costs of completing the Work, including compensation to the Design Professional for services and expenses attendant to termination of the Contract, such excess shall be paid by the Park System to the Contractor.

General Conditions of the Contract - Continued

**35. SUSPENSION FOR COUNTY'S CONVENIENCE:**

The Park System, without cause, may suspend, delay or interrupt the Contractor's Work in whole or part for such period of time as the Park System may determine. In that event, the Park System will compensate the Contractor for actual increased costs incurred in performing the Contract, including reasonable overhead and profit, arising from the suspension, delay or interruption of the Work. The Contractor will not be entitled to additional compensation if its performance of the Contract is, was, or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible.

**36. ELECTRICAL & MECHANICAL EQUIPMENT:**

The following provisions apply to all electrical and mechanical equipment incorporated in the Work, but are not intended to supersede the warranty, guarantee, maintenance or training requirements of the technical specifications for the Work where the latter are greater, or more comprehensive, particular or stringent.

**A. Warranties:** The Contractor shall provide special warranties, signed by the Contractor, installers and manufacturers, whereby they individually and collectively agree to replace, repair, or restore defective materials or workmanship during the 12-month period following the date of Substantial Completion of the overall Contract.

**B. Extended Warranties:** If a manufacturer offers warranties which extend beyond the warranty requirements of the Contract Documents, the Contractor shall offer a proposed extended warranty agreement to the Park System for its consideration. The proposed agreement shall be delivered to the Park System as soon as possible after execution of the Contract Agreement, but not later than the time limit established by the manufacturer. If the Park System elects to accept an extended warranty agreement it will enter into and pay for

the extended agreement directly with the manufacturer.

**C. Maintenance:** The Contractor shall provide skilled competent workers who are authorized by the manufacturer to maintain and service the equipment during the 12-month warranty period, including required warranty maintenance and all other routine maintenance, repairs, cleaning and testing which normally should be performed by a prudent owner.

**D. Training:** Prior to the date of Substantial Completion of the Work, the Contractor shall arrange for the manufacturer's representatives to provide appropriate in-service training of Park System personnel in the operation and maintenance of the equipment.

**37. PROPOSED SUBSTITUTIONS:** The Contractor warrants that the awarded Contract Sum includes the cost and use of all products, equipment and materials which are specified by the Contract Documents. However, at any reasonable time after award of the Contract, the Contractor may propose the use of material, product or equipment substitutions, subject to the following:

**A.** The Contractor's substitution proposal must be in writing to the Design Professional and the County, and shall provide feature-by-feature comparisons between the specified and substitute items, and be accompanied by pertinent manufacturer's literature for each. The Contractor's substitution proposal must also provide a factual in-place cost comparison of the specified and substitute items.

**B.** The Park System retains the sole right to accept or reject the Contractor's proposed substitutions. The Park System's acceptance of a proposed substitution will not be unreasonably withheld.

**C.** A substitutions which is accepted by the Park System will constitute a change in the

General Conditions of the Contract - Continued

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Work which must be implemented by a Construction Change Directive and Change Order. The executed Change Order shall include an appropriate dollar credit to the Park System as reimbursement of the cost of additional services of the Design Professional or others for evaluating, inspecting and testing the substitute item.

**38. DIRECTED SUBSTITUTIONS:** If the Contractor, through no fault of its own, is unable to provide any of the specified materials, products or equipment in a timely manner, the Park System and the Design Professional may direct the use of substitutions. In that event, the Contract Sum will be adjusted by an appropriate Change Order to incorporate reasonable increased (or decreased) costs to the Contractor which arise from the directed substitution.

**SPECIFICATIONS FOR  
A NEW POTABLE WATER WELL FOR BUILDING No. 301  
Turkey Swamp Park Campground Building  
200 Georgia Road, Block 93/Lot 39, Freehold Township, NJ 07728**

**SCOPE:** The purpose for this request for contract is hire a well installation contractor who will perform all work associated with the construction of a new potable water well, the supply and installation of a new submersible well pump and motor, the salvaging and re-installation of the existing plumbing and electrical service, and the decommissioning/closure of the existing well. The contractor should understand that he is to provide all materials and labor required for construction and installation for a full and functioning potable water system servicing the above referenced Park System facility. It shall be the purpose of this contract to make available to the Monmouth County all as more fully described herein.

**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 total sum bid per Proposal. 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 agency.

**DESCRIPTION OF PROJECT:** Park System area staff have reported that the flush valves in the restrooms of the Campsite Building No.301 at Turkey Swamp Park have been occasionally clogging with sand. The incidents of clogging is unfortunately proportional to the frequency of use of the facilities which coincides with when they are needed the most.

Our records indicate that the well was originally constructed in 1966. The Park System requested a record search from the Freehold Area Health Department and the N.J.D.E.P.. Neither authority could find records on the well. Attached to this request for a proposal are the Park Systems internal maintenance records for the well.

Given the age of the well and the observed sand contamination, the Park System concluded that the well screen has been compromised and a replacement well is warranted. Ideally, Park System preference would be to construct a new well identical to the existing well, have the identical yield as the original and utilize as much of the existing mechanical, plumbing, and electrical equipment as possible.

**REQUIRED CONTRACTOR CERTIFICATION:** A New Jersey licensed Master Well Driller shall be on-site and directly supervise each well drilling operation.

**OWNER'S REPRESENTATIVE:** If you have any questions regarding the work to be performed, please contact James Mowczan (732) 842-4000, ext. 4299.

**PREVAILING WAGES:** This Contract is subject to New Jersey Prevailing Wage Rates

**CONTRACTOR REGISTRATION:** Contractors and sub-contractors must be registered at the time of bidding under the "NEW JERSEY CONTRACTORS REGISTRATION ACT"

**CONDITIONS OF FINAL PAYMENT:** When the Park System determines that the Work is acceptable under the Contract Documents, and that all submittals required by the Park System or its representatives/consultants are in order and approved, final payment will be approved.

**METHOD OF AWARD:** The Park System will determine the Apparent Lowest Bidder based on the lowest total amount of the TOTAL SUM PRICE.

**GENERAL REQUIREMENTS:**

1. Site Inspection – All bidders are required to visit the work site 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. Failure to visit the site 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. The Monmouth County Park System, thereafter referred to as “the Owner”, does not guarantee that the site conditions and the conditions and contents of structures will be the same at the time of starting the work as they were when bidders inspected the site and prepared their bids. The Owner assumes no responsibility for destruction or loss due to fire, theft, vandalism, or act of nature which may occur prior to the time demolition takes place. The Contractor shall accept the site in the condition prevailing at the time it is made available by the Owner for demolition. The Owner shall not be held responsible for any additional construction debris, or refuse material, that may have been discarded on site from the time the bidders inspected the site to the time of demolition removal.
2. Safety Requirements – Where required the Contractor shall erect and maintain guard railings, fencing, warning signs, & lighting necessary for the protection of the work.
3. Cordon off open excavation to the public in accordance with State and Local regulations. Work areas shall be roped off, flagged, or barricaded as required to protect them from trespassing. The Contractor shall plan and execute the work in such a way as to minimize interference with vehicular and pedestrian traffic. All work shall be done in conformance with O.S.H.A. regulations. State and Local safety requirements must be met. It shall be the Contractor’s responsibility to keep all building sites secure from the time contract is awarded.
4. Starting Date – The successful bidder shall begin work within 15 days of Notice-to-Proceed. The Contractor shall not begin any work without first scheduling with the Park System Representative. All site work shall be scheduled at least 3 working days in advance.
5. Work Times – All demolition work shall be done Monday thru Friday, 8:00am to 4:30pm unless other arrangements are approved by owner. No work allowed on holidays.

6. Completion Times – All work (unless otherwise specified) shall be substantially completed within 14 days of beginning of said work, weather permitting. ONCE SITE WORK HAS BEGUN, THERE SHALL BE NO DELAYS IN COMPLETING ALL WORK PERTAINING TO THAT SITE.
7. **Permits – The Contractor shall be responsible for obtaining all federal, state or local permits and/or licenses required to perform the work. Prior to the start of work, the Contractor shall submit a copy of all federal, state, and local permits required for the project. The Contractor shall also be solely responsible for scheduling all required inspections and receiving all required approvals.**
8. Utilities –The Contractor shall take all precautions necessary to protect, in operating condition, all active utilities crossing or bounding the work site. The Contractor is required by law to call 1-800-272-1000 to request a mark out to locate and identify underground facilities in advance of demolition. The Contractor is responsible for providing confirmation in writing to the Park System representative. stating the date, time, and notification number of mark out utility request prior to work. Any utility damaged during the execution of this contract shall be repaired or replaced at the Contractor’s expense and to the satisfaction of the utility owner.
9. Site Protection – The Contractor shall take all precautions necessary to protect trees and shrubs on the site, and shall be responsible for any damage done to them. All existing roadways and walkways which are to remain shall be protected by whatever means is agreed upon by the Owner. Any damage done to property shall be repaired by the Contractor, at the Contractor’s expense, to the satisfaction of the Owner.
10. At a minimum, the Contractor shall submit the following as project close-out documentation:
  - a. The well driller shall test the completed well for yield and shall complete and submit a well report, on a well record form provided by the NJDEP.. The well record form includes the following information: well permit number, well owner, name and address, well location address, well use, date constructed, well construction details (that is, depth, borehole diameter, casing(s), grouting, screen(s), and gravel pack), pumping test records, permanent pumping equipment, geologic log, and certification by the well driller.
  - b. Upon completion of construction of a water system, the contractor shall sample and analyze the microbiological quality of the raw water from the system and submit a copy of the results of the analysis.
  - c. The contractor shall sample and analyze the raw water from the system for nitrates; iron; manganese; pH; lead; all volatile organic compounds with MCLs; and gross alpha particle activity, determined using the 48 Hour Rapid Gross Alpha Test, and submit a copy of the findings to the Park System Representative.

## **MATERIALS**

1. Well Casing - Seamless steel casing conforming to ASTM A-106 with a minimum wall thickness of .375" or P.V.C. Schedule 40 well casing having a minimum diameter of six (6") inches.
2. Well Screen - 304 Stainless steel or P.V.C. Schedule 40 well screen having a minimum pipe size of four (4") inches diameter. The length and slot size to be recommended by the Contractor based on the formation samples. The bid price shall be based on twenty (20') feet of screen.
3. Well Pump and Motor – Submersible electric motor driven pump with the necessary submersible cable and drop pipe The drop pipe is to be galvanized steel 4" in diameter Both pump and motor shall be completely submersible, water filled, water cooled, and water lubricated as manufactured by Goulds Pumps Inc., Model 40GS50 412 or approved equal.. Electrical characteristics shall be 5 hp, 230 volts, 23 amp, 3 wire, 1 phase.
4. Water Pipe - Piping from the well to the interior hydro-pneumatic tank shall be Schedule 40 galvanized steel pipe or Type "L" copper with threaded fittings.
5. Electrical Conduit and Wiring - Install Poly Vinyl Chloride (PVC) conduit at all exterior locations for feeders, size as shown on the Plan. All site power wire shall be type THW, or THHN, size per manufacturers recommendations. There shall be furnished under these Specifications a sufficient amount of power cable of proper size and voltage to reach from the motor terminal connection cable extend to the existing electrical panel. The cable shall comply in every respect to the Electrical Code.

## **METHODS OF CONSTRUCTION:**

1. Work shall be performed in a manner that will minimize the time that the existing building will be left without facilities.
2. Installation of the new well and sealing of the existing well must comply with the National Plumbing Code and with any other regulation and/or authority of jurisdiction.
3. Equipment furnished under this Contract shall be guaranteed by the Contractor to perform the service for which it is required, in full compliance with the specifications, for a period of one year from the date of the final completion of the project.
4. Any material found by the Owner to be unsuitable, and not in conformity with specifications, as to quality of workmanship or operation, shall be removed from the site of the work
5. The area surrounding the well during construction shall be maintained in a clean condition and surface drainage shall be diverted away from the well.

6. All parts of the water system shall be located and constructed to protect the water against freezing.
7. After completion of construction, all surfaces with which water may come into contact shall be disinfected in accordance with NJAC 7:10-12.1 1 before being placed into service.
8. Sealing of the Existing Well
  - a. The well shall be cleared of the pump, drop pipe and all obstructions.
  - b. The well shall be sealed with bentonite, concrete, cement grout, neat cement or cement-bentonite grout which shall be introduced through a pipe discharging at the bottom of the space to be filled in order to prevent dilution of the sealing material.
9. Well Construction:
  - a. The wells shall be drilled at the locations shown on the Contract Drawings and shall be constructed by the standard rotary drilling process for a single cased gravel packed well meeting all pertinent standards of the American Water Works Association and the New Jersey Department of Health.
  - b. The Contractor must guarantee a minimum water supply delivered to Building No.301 of 40gpm. The guarantee shall be in writing and state that the Contractor shall bear all costs associated with maintaining these minimum delivery rates for a period of one (1) year after the completion of the work.
  - c. The top of the well casing shall be cemented in place as required by the New Jersey Department of Health rules and regulations.
  - d. Water samples shall be taken for chemical analysis to determine potability. Test for bacteria and chemical analysis shall be in accordance with the requirements of Section 7:10-3.80 of the NJDEP Standard for Construction of Public Non-Community and Non-Public Water Systems.
10. Underground Piping:
  - a. The Contractor is responsible to set line and grade in the field according to information supplied on the plans. The Owner will assist the Contractor, as necessary, to accurately locate all construction items, both horizontally and vertically.
  - b. Mechanical excavation of the trench shall be stopped above the final invert grade elevation so that the pipe may be laid on firm, undisturbed, native earth bed. If over-digging occurs, all loosened earth must be removed and the trench bottom brought back to grade with tamped granular material as directed by the Owner. Trench width shall be made as narrow as existing conditions will permit to perform the placing and jointing of the pipe. The trench depth shall provide a minimum of 42 inches cover over the pipe.

- c. Pipe shall be protected during handling against impact shocks and free fall, and shall be kept clean and free of debris. Trench excavation and pipe laying shall commence at the lowest point. Trenches shall be kept water-free and dry as possible during bedding, laying and jointing of the pipe. After the joint is made, sufficient backfill material shall be placed along each side of the pipe to prevent movement of the pipe from line and grade. Joints shall be made in accordance with manufacturer's instructions.
- d. All trenches and excavations shall be backfilled immediately after pipe has been laid therein. The backfill material in the trench shall be placed in layers not more than 12 inches thick. Compaction shall be accomplished with approved vibratory compactors or flat-faced mechanical tampers.

#### 11. Pressure/Leakage Tests

- a. After the pipe has been, laid and the trench completely or partially backfilled, the entire pipeline, or any section thereof, shall be -subjected to hydrostatic pressure leak tests.
- b. The Contractor may, at his option, completely backfill the trench or partially backfill the trench over the center portion of each pipe section to be tested.
- c. The pipeline will be subjected to a hydrostatic pressure of no less than 100 psi above the normal operating pressure for operating pressures that do not exceed 200 psi. For operating pressures in excess of 200 psi, the pipeline will be subjected to a hydrostatic pressure that is 1.5 times the normal operating pressure, but no more than the design rating of the pipe.
- d. After installation of a tapping sleeve and valve but prior to making the tap into the main the tapping sleeve and valve assembly shall be tested. The required test pressure shall be determined in the same manor as for pipe but no pressure drop will be allowed during the test. Test pressure must be maintained for 30 minutes for acceptance.
- e. Each segregated section of pipeline will be slowly filled with water insuring that all air is expelled. Extreme care must be taken to insure all air is expelled from the pipeline during the filling of pipe with water. The line shall stand full of water for twenty-four hours prior to testing to allow all air to escape. If necessary, tap the main at points of highest elevation so that air can be expelled -as the pipe is filled with water. After successful completion of filling and air expulsion, but prior to testing, the corporation stops shall be removed and the taps tightly plugged.
- f. The specified test pressure, measured at the point of lowest elevation, will then be applied by means of a pump connected to the pipe in a manner satisfactory to the Owner. If the elevation of the high point of the pipeline being tested is such that the pressure during testing will be below 85% of the required test pressure the Owner will require a separate test to be performed on this section of pipeline. In lieu of a separate test the test pressure measured at the lowest elevation may be increased, within the pressure rating of the pipeline material, such that resulting pressure at the highest point exceeds 85% of the required test pressure. The test pressure will not vary by more than 5 psi and the test will be of at least two-hour duration.

- g. Leakage is defined as the quantity of the water measured as make-up water (volumetrically in a container or meter) that must be supplied into the newly laid pipeline to maintain pressure within 5 psi of the test pressure after the air in the pipeline has been expelled and the pipe filled with water.

## 12. Sterilization of Water Mains:

- a. Before being placed in- service, the new main shall be flushed and sterilized. The Contractor shall furnish all chlorine liquid (in accordance with AWWA B301-87) and injection equipment and/or calcium hypochlorite HTH (in accordance with AWWA B300-87) as needed to complete the disinfection of all pipeline.
- b. It is important to insure that debris or other foreign matter is removed from the interior of the pipe before it is installed in the line. The ends of the installed pipeline are to be protected against entrance of foreign matter or animals at all times.
- c. Prior to sterilization, the line shall be flushed as thoroughly as possible to remove foreign matter. Flushing shall be done after the pressure and leakage tests have been made.
- d. A chlorine gas-water mixture shall be applied by means of a solution feed chlorinating device, a hypochlorite solution injected or pumped into the line, or the gas may be fed directly through proper devices for regulating the rate of flow and providing effective diffusion of the gas into the water within the pipe. The chlorinating devices must provide means to prevent backflow of water into the chlorine cylinder.
- e. Water from an approved source of supply shall be controlled to flow slowly into the pipe to be sterilized during the application of chlorine. The chlorine dose applied to the water entering the pipeline shall be at least 25 ppm.
- f. If the above forms of applied chlorine cannot be used, the line may be sterilized by the use of hypochlorite tablets. The number of tablets in each length of pipe shall be as recommended by the tablet manufacturer. Fasten the required number of tablets to the top of the inside of each length of pipe, using a non-toxic water resistant adhesive which shall not cover the side or face of the tablet. Water from an approved source of supply shall be controlled to flow slowly into the pipe to be sterilized.
- g. Care shall be taken so that the sterilizing solution in the pipe being sterilized will not flow back into the line supplying the water.
- h. Treated water shall be retained in the pipe long enough to destroy all non-spore forming bacteria. This period should be at least 24 hours.
- i. After the chlorine treated water has been retained for the required time, the chlorine residual shall be at least 10 ppm.

- j. Following chlorination, all treated water shall be thoroughly flushed from the sterilized pipe at its extremities until the replacement water throughout its length shall upon test, be proved comparable to the quality of water served from the existing water supply system.
- k. Should the initial treatment, in the opinion of the Owner, prove ineffective, the chlorination procedure shall be repeated until satisfactory results are obtained.

13. Disposal of Heavily Chlorinated Water:

- a. After the applicable retention period, heavily chlorinated water should not remain in contact with pipe for more than 48 hours. In order to prevent damage to the pipeline or corrosion damage to the pipe itself, the heavily chlorinated water shall be flushed from the main until chlorine measurements show that the concentration in the water leaving the main is no higher than that generally prevailing in the system or is acceptable for domestic use.
- b. Contractor shall arrange for all of the chlorinated water to be pumped from the building's septic tank. The heavily chlorinated water shall be neutralized. The Contractor shall inform the septic pumping company that the water is heavily chlorinated.
- c. A reducing agent shall be applied to the chlorinated water to be wasted to completely neutralize the chlorine residual remaining in the water. (See Table I for neutralizing chemicals). Where necessary, federal, state and local regulatory agencies should be contacted to determine special provisions for the disposal of heavily chlorinated water.

Table I

Pounds of chemicals required to neutralize various residual chlorine concentrations in 100,000 gallons of water.

Residual Chlorine Concentration Mg/L	Sulfur Dioxide (SO <sub>2</sub> )	Sodium Bisulfate (NaHSO <sub>3</sub> )	Sodium Sulfite (NaSO <sub>3</sub> )	Sodium Thiosulfate (Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> ·5H <sub>2</sub> O)
1	0.8	1.2	1.4	1.2
2	1.7	2.5	2.9	2.4
10	8.3	12.5	14.6	12.0
50	41.7	62.6	73.0	60.0

14. Bacteriological Testing:

- a. After final flushing and before the water main is placed in service, a sample or samples will be collected from the end of the line by the Contractor and be tested by the Contractor for bacteriological quality in accordance with Standard Methods of the Examination of Water and Wastewater. At least one sample will be collected from the

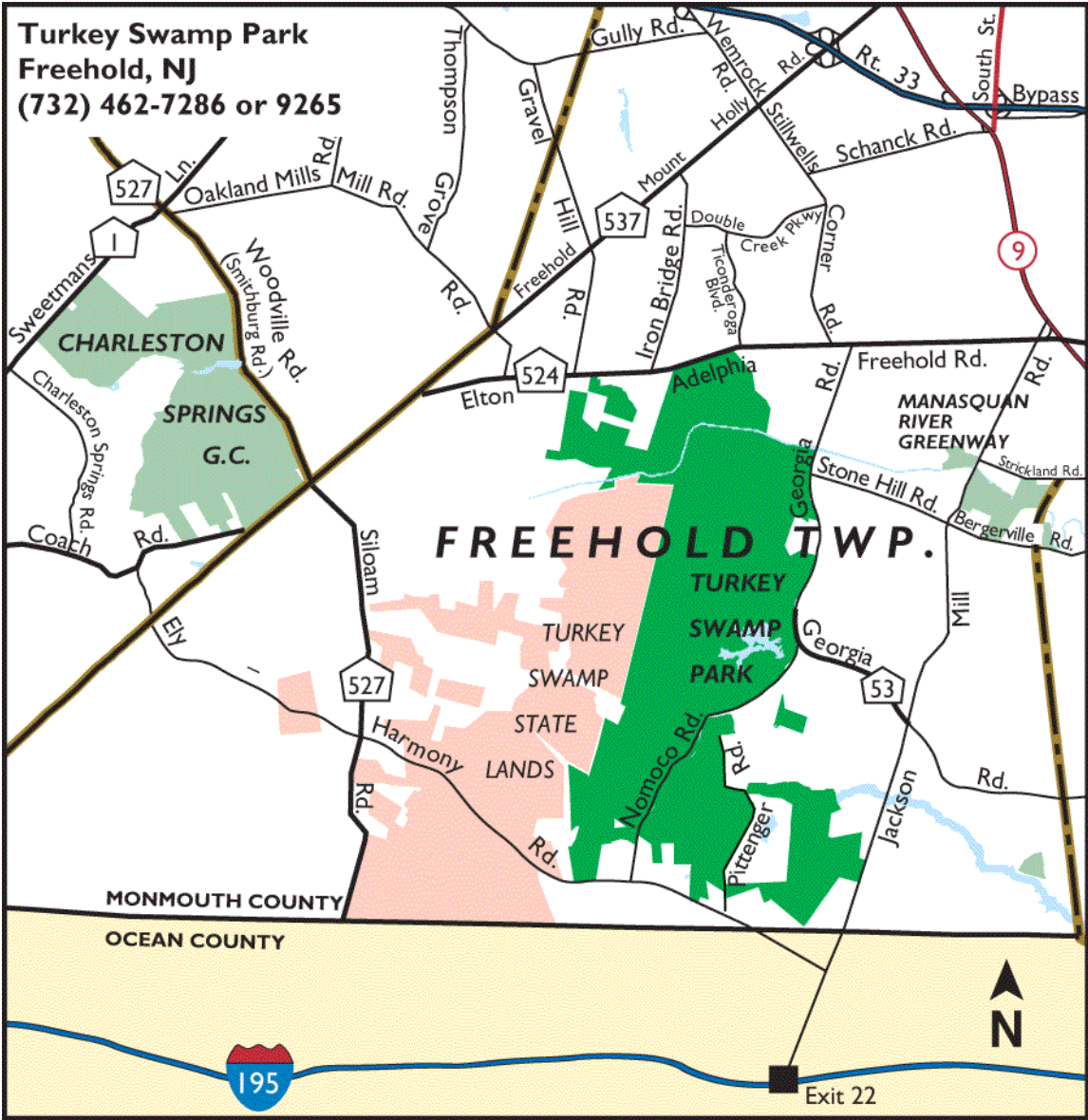
new main and one from each branch. In the case of mains greater than 2500 feet ' samples will be collected along the length of the line when possible as well as at it's end.

- b. Bacteriological tests must show complete absence of coliforms. If tests show presence of coliforms Contractor will be required to perform additional flushing and disinfection of the pipeline until such time acceptable tests are obtained, all at no cost to the Owner. The Contractor will not be charged for the additional testing performed by the Owner.

#### 15. Backfilling, Cleaning Up And Maintaining Surfaces

- a. Selected backfill material approved by the Owner, unfrozen and free from rock, large stones, boulders or other unsuitable substances, shall be deposited in the trench uniformly on both sides of the pipe for the full width of the trench. No layer shall be placed until the prior layer is thoroughly and fully compacted.
- b. Any deficiency in the quantity of material for backfilling the trenches or for filling depressions caused by settlement or washout shall be supplied and placed by the Contractor at his expense.
- c. The Contractor shall restore and/or replace paving, curbing, sidewalks, gutters, shrubbery, fences, or other disturbed surface or structure to a condition equal to that before the work began and to the satisfaction of the Owner, and shall furnish all labor and material incidental thereto.
- d. Tools, temporary structures, dirt, rubbish and excess earth from excavations shall be removed by the Contractor and the construction site shall be left clean to the satisfaction of the Owner. Any excess dirt is to be swept up and removed from the job site-daily in developed areas, and the construction site shall be left with a neat and clean appearance to the satisfaction of the Owner.

**END OF SPECIFICATIONS**











**WATER WELL DATA SHEET**

LOCATION: Turkey Swamp Park, Georgia Rd., Freehold Twp

SERVING AREA: Bldg. # 301 + entire campground

TYPE OF WELL :  IRRIGATION  INDUSTRIAL  MONITORING  DOMESTIC  
 PUBLIC  OBSERVATION  OTHER \_\_\_\_\_

INSTALLATION DATE: April 1, 1966 PERMIT NO. \_\_\_\_\_

CONTRACTOR: Peters Well Drilling

License # \_\_\_\_\_

DEPTH: 257 ft

STATIC LEVEL: 39 ft. (1980)

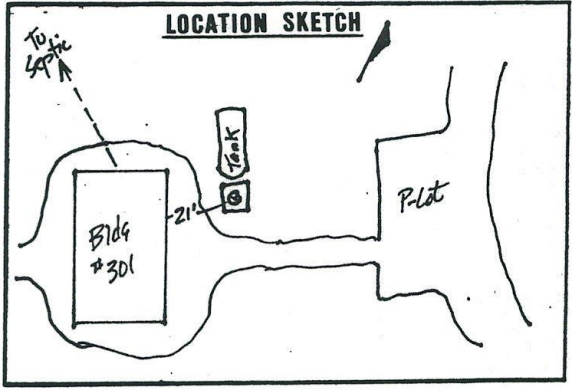
PUMP LEVEL: 189 ft.

SCREEN TYPE: 10 ft

PUMP TYPE: Red jacket Submersible Model 500FF

HP: 5

CASING SIZE: 4"



OTHER DATA: Well Pit? Yes Sump Pump? Yes

TYPE and SIZE of plumbing at pump: 3" copper

Septic:  Sewer: Distance from Well: 100 feet

TURKEY SWAMP COUNTY PARK  
 STATIC READING TEST ON BUILDING B  
 JULY 19, 1966

	11:00 A. M.	2:45 P. M.	6:00 P. M.
Starting level	159'	159'	164'
1st minute	130'	130'	138 1/2'
2nd	112'		119'
3rd	97'	99'	102'
4th	87'	87'	92'
5th	77'	78'	83'
6th	71'	74'	77'
7th	67'	66'	71'
8th	62'	63'	66'
9th	58'	60'	63'
10th	55'	57'	60'
11th	53'	55'	57 1/2'
12th	51'	52'	55'
13th	49 1/2'	51'	53 1/2'
14th	47'	50'	52'
15th	46'	49'	50 1/2'

**Pumping tests**

8:00 A. M. thru 5:00 P. M. pumping at 45 gallons per minute.

5:00 P. M. to 6:00 P. M. pumping at 50 gallons per minute.

at 50 gallons per minute lowered pumping level from 159' to 164'

Submitted by

William B. Stevenson

July 19th 1966

