



Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738
www.monmouthcountyparks.com

Jennifer Kaczala, QPA, Purchasing Agent
Phone: (732) 842-4000 Ext. 4217
Fax: (732) 842-4162

NOTICE OF RFP Exempt Services

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

Sealed RFP responses will be received by the Purchasing Agent on **Wednesday January 15, 2025, at 10:00 AM** at the Park System Purchasing Department located at the Monmouth County Park System Headquarters, 805 Newman Springs Road, Lincroft, NJ 07738 at which time and place responses will be opened for:

SAMPLING, TESTING, AND REPORT PREPARATION FOR NJPDES PERMIT FOR CHARLESTON SPRINGS GOLF COURSE CLUBHOUSE FOR 2025 (PS #66-24)

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

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

Jennifer Kaczala, QPA
Purchasing Agent



THE NATION'S FIRST ACCREDITED PARK AND RECREATION AGENCY

Serving the Citizens of Monmouth County Since 1961
RECYCLED PAPER

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1. Introduction

(PS#66-24)

The Monmouth County Park System invites you to submit a proposal for providing Professional Sampling, Testing, and Report Preparation for New Jersey Pollution Discharge Elimination System (NJPDES) Permit for Charleston Springs Golf Course Clubhouse for the period January 1, 2025, through December 31, 2025.

2. Administrative Conditions and Requirements

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

2.1. Proposal Submission Information

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

Submission (On or Before) Date and Time: Wednesday January 15, 2025, at 10:00am.

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

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

Submission Office:

Jennifer Kaczala, QPA
Purchasing Agent
Monmouth County Park System Headquarters
805 Newman Springs Road
Lincroft, NJ 07738
(732) 842-4000 Ext. 4217
(732) 842-4162

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

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

2.2. Using Department Information

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

**Monmouth County Park System
Acquisition & Design Department
805 Newman Springs Road
Lincroft, NJ 07738
Attention: Scott Johnston
732-842-4000, Ext. 4323
732-842-3640 (Fax)
E-mail: Scott.johnston@co.monmouth.nj.us**

2.3. Statutory and Other Requirements

2.3.1. Compliance with Laws

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

2.3.2. Mandatory Affirmative Action Compliance

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

2.3.3. Americans with Disabilities Act of 1990

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

2.3.4. Statement of Ownership

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

2.3.5. N.J. Business Registration Certificate

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

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS GOODS, SERVICES, AND CONSTRUCTION* CONTRACTS

Proof of valid business registration (a Business Registration Certificate) with the New Jersey Department of Treasury, Division of Revenue must be submitted to the contracting agency prior to the award of any contract, including purchase orders. No contract will be awarded without proof of such business registration. N.J.S.A. 52:32-44 imposes the following requirements on contractors and on all subcontractors that knowingly enter into a contract, or construct a construction project, with a contractor in the fulfillment of a contract with a contracting agency. *In the case of a construction contract, "subcontractor" shall mean only designated subcontractors who are required by N.J.S.A. 40A:11-16 to be named in the submission of a bid.

A subcontractor named in a bid or other proposal made by a contractor to a contracting agency shall provide a copy of its business registration to the contractor who shall provide it to the contracting agency. The contractor shall provide the contracting agency with the business registration of the contractor and that of any named subcontractors prior to the time a contract is awarded.

The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. Before final payment of the contract is made by the contracting agency, the contractor shall submit a complete and 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 taxable sales of tangible personal property delivered into this state.

A business organization that fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

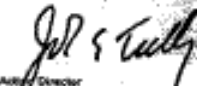
Sample Business Registration Certificates are attached for convenience. Questions on obtaining a Business Registration Certificate or on the law and its requirements can be directed to the Division of Revenue at (609) 292-9292.

(Revised 5/2017)

THESE ARE SAMPLES OF BUSINESS REGISTRATION CERTIFICATES.

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

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 282 TRENTON, N.J. 08646-0282
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(03-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

2.3.6. Non-Collusion Affidavit

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

2.3.7. Insurance

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

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

2.3.8. Indemnification

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

2.3.9. Alternate Dispute Resolution

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

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

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

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

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

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

2.4. Addenda

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

2.5. Multiple Proposals Not Accepted

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

2.6. Failure to Enter Contract

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

2.7. Commencement of Work

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

2.8. Termination of Contract

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

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

2.9. Notice of Award

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

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

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

Approved (bills) with a properly prepared, dated and signed voucher will be approved for payment by the Board of Recreation Commissioners at the first public meeting after the 20th day. After the board approves payment of invoices (bills) with properly prepared, dated, and signed voucher, invoices will be

forwarded to the Board of County Commissioners for their approval. All payments will be released in accordance with the attached payment schedule and will be mailed unless other arrangements have been made with our Accounts Payable Department.

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

2.11. Ownership of Material

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

3. Specifications

(PS#66-24)

3.1 Project Description

Since 1997, the Park System has been developing a 619-acre golfing facility. As part of the site development, a NJPDES-DGW permit was required to build and operate the six (6) planned septic disposal systems. Presently, only three of the six septic systems are in operation, the Golf Course Clubhouse, the North Maintenance Facility, and the South Maintenance Facility. No other septic system is planned to go into operation during the duration of this proposed contract.

Since issuance, all sampling, testing, and reporting required by the permit has been performed by an outside consultant contracted on an annual basis. Accordingly, the Monmouth County Park System invites you to submit a proposal to perform all sampling, testing and preparation of reports for the 2025 calendar year required by the attached New Jersey Pollution Discharge Elimination System - Discharge to Groundwater Permit. The permit also requires a S1 licensed operator. The contract will require an operator to be assigned to this site.

In August of 2015, a sludge quality exemption permit was issued by the NJDEP deactivating all sludge monitoring requirements of the initial NJPDES-DGW permit.

For your reference a copy of NJPDES Permit NJ0133353 (issued August 24, 2017, effective 09-01-2017 to 08-31-22) and a copy of NJPDES Permit NJG0236047 (issued September 17, 2020, effective 01-01-21 to 12-31-25) have been attached to this request.

3.2 Sampling Scope of Work

- a. Periodically obtain from Park System professional staff the blank NJDEP formwork for submitting all monthly, quarterly, and annual reports as required by the permit. MCPS will submit monthly usage reports, so this is not part of the scope of services requested.
- b. Coordinate with both golf course personnel and Park System professional staff to perfect a procedure of obtaining/reporting the monthly quantity of disposal, to gain access to the sites to perform all requisite testing, and to submit completed reports to the Park System for signature and forwarding to the NJDEP.
- c. Sample, test and prepare reports for submission to the NJDEP for the septic system servicing the golf course Clubhouse to include:
 1. On a quarterly basis, sample, test and prepare reports on the effluent for pH. Sample, test and prepare reports on two existing monitoring wells for pH, ammonia, fecal coliform, and nitrate analyses. Field measurements are to be obtained and recorded in conjunction with the well testing. All testing shall be performed by a New Jersey-certified laboratory. MCPS engineering staff will continue to submit monthly usage reports and the consultant will not be responsible for this permit requirement will also be available if any issues arise.
- d. All reports will be submitted to Park System staff for appropriate endorsement.
- e. Inform Park System staff of any irregular or peculiar results and provide an opinion of explanation.
- f. Assist Park System staff in preparing annual residuals transfer report.

3.3 Sewer Operator Scope of Work

Requirements: The consultant shall possess a valid New Jersey S1 wastewater treatment license.

a. Scope of Services:

The consultant shall perform monthly on-site visual inspections of treatment system components, including disposal field, dosing tank, two septic tanks and control panel. Inspection reports shall be kept on-site and available for review by NJDEP inspectors, in accordance with permit requirements.

The consultant shall be available to perform on-call inspections of the treatment system in case of system failure. They shall work with MCPS staff to ensure that the system is returned to working order, assume (5) hours per year.

The consultant shall be available to consult with MCPS staff regarding operations and permit requirements, if necessary, assume (2) hours per year.

3.4 Site Access and Inquires

a. Site Access

1. This site is located in an area open to the public during regular golf course hours of operation. However, the golf course access is restricted/controlled by the golf course staff.
2. Should the respondent require access prior to the proposal date, contact Dan McSorley or Melvin Sarmiento, Superintendents – Charleston Springs Golf Course (732) 409-7227 to arrange an appointment.

b. Inquiries

1. **All questions are to be in writing** and either mailed, emailed or faxed to:

Monmouth County Park System
Acquisition & Design Dept., Attn: Scott Johnston
805 Newman Springs Road
Lincroft, NJ 07753
(732) 842-3640 (fax)
Scott.johnston@co.monmouth.nj.us

2. Inquiries not in writing will not be entertained.

3.5 Schedule

The Park System intends to award a professional services contract based upon its review of your proposal at a 2025 meeting of the Monmouth County Board of Recreation Commissioners. After the award, the Park System anticipates that the consultant will prepare the first quarter 2025 discharge monitoring reports and continue to prepare them throughout the calendar year. This contract will continue until December 31, 2025.

3.6 Content of Proposal

In addition to the Monmouth County Park System supplied Proposal Form, the respondent shall also submit the following:

a. The Firm's and Testing Laboratories' Experience and Qualifications

1. Discuss and demonstrate the firm's success in directly providing services for projects similar in nature and scope to the project described in this RFP.
2. Identify no more than five (5), no less than three (3) previous projects that the firm has performed which are similar in nature and type to the project described in this RFP.
3. Provide information on the extent, quality, and relevance of the firm's experience, including client satisfaction information.
4. If the Proposer is a joint venture, delineate the areas of responsibility and expertise of each joint venture partner.

- b. The Project Team's Experience
 - 1. Provide information by attaching the resumes of the proposed key personnel who will be assigned to this project detailing their managerial and technical qualifications.
 - 2. Provide a copy of a valid S1 Public Wastewater System Operator License.
- c. Technical Approach
 - 1. Provide a statement of the proposed methodology, including project approach, and design objectives as described in this RFP. Provide and explain the proposed project management structure.
- d. Firm's Capability
 - 1. Demonstrate the firm's capability to provide the requisite staff, managerial personnel and other resources to meet and satisfactory perform the scope set forth in this RFP.
 - 2. Specifically include a discussion of the firm's current workload and anticipated workload during the term of this contract.

3.7 Basis of Award

The Monmouth County Park System shall award a professional services contract to the responsible Proposer whose proposal is determined to be the most advantageous to the Park System, taking into consideration:

- 1. The pricing submitted on the Monmouth County Park System supplied Proposal form.
- 2. Understanding of the scope of the work and the objectives of the project.
- 3. Experience of the firm in similar work.
- 4. Applicable qualifications of key office and field personnel.
- 5. Experience of the firm in Park System procedures.
- 6. Proximity to the project.
- 7. Firm size and capacity to perform the work in a timely manner.

3.8 Compensation

Periodic payments will be made during the year, based on the completion of the project tasks and their percentage of the overall project. Invoices shall be submitted on a quarterly basis upon completion and submission of the required work.

PROPOSAL FORMS CHECKLIST (PS #66-24)

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

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

- Respondent's Proposal (two copies requested) _____
- Statement of Ownership _____
- Non-Collusion Affidavit _____
- Acknowledgement of Addenda/Clarification (if any) _____

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

- Copy of Respondent's N.J. Business Registration Certificate _____
- Copy of subcontractors N.J. Business Registration Certificate _____
- EO/Affirmative Action Compliance Notice _____
- Certificate of Employee Information Report _____
- Reference/List of previous and/or active relevant work _____
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus _____

THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:

PRINT OFFICIAL COMPANY NAME: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

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

PROPOSAL

RRFP #24-68
PS #66-24

Submitted By: _____
(Company Name)

PROVIDING PROFESSIONAL SERVICES REQUIRED IN THE OPERATING, SAMPLING, TESTING, AND PREPARATION OF REPORTS REQUIRED BY THE NEW JERSEY POLLUTION DISCHARGE ELIMINATION SYSTEM (NJPDES) PERMIT FOR CHARLESTON SPRINGS GOLF COURSE, MILLSTONE TOWNSHIP, NJ, FOR THE PERIOD JANUARY 1, 2025, THROUGH DECEMBER 31, 2025.

TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY
TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS

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

1. Cost for sampling and testing of the effluent and two monitoring wells and the preparation of quarterly reports required for the septic system servicing the Golf Course Clubhouse. MCPS will submit monthly usage reports, so this is not part of the scope of services expected. \$ _____

2. Cost for performing monthly system inspections by S1 licensed sewer operator and provide technical assistance as needed and in case of system failure from April 2025 through December 2025. \$ _____

TOTAL COST: \$ _____

Payment schedule for services shall be as described in the Specifications.

TAX EXEMPT #69-0220842

VARIANCE IF ANY: _____

The undersigned is a partnership under the laws of the State of _____
a corporation (please circle one)
an individual

having principal offices at:

MAILING ADDRESS: _____

PRINT NAME & TITLE: _____

FEDERAL ID # OR SOCIAL SECURITY #: _____

BUSINESS PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATED: _____

CONSULTANTS QUALIFICATION AND REFERENCES

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

References

1.	Contact:	_____
	Company Name:	_____
	Address:	_____
	Phone Number:	_____
	Project:	_____
	Description of Work:	_____

2.	Contact:	_____
	Company Name:	_____
	Address:	_____
	Phone Number:	_____
	Project:	_____
	Description of Work:	_____

3.	Contact:	_____
	Company Name:	_____
	Address:	_____
	Phone Number:	_____
	Project:	_____
	Description of Work:	_____

4.	Contact:	_____
	Company Name:	_____
	Address:	_____
	Phone Number:	_____
	Project:	_____
	Description of Work:	_____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **County of Monmouth, Monmouth County Park System** relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **the County** to notify the **County** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

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

STATE OF _____)

§:

COUNTY OF _____)

Re: **PROVIDING SAMPLING, TESTING, AND REPORT PREPARATION FOR NJPDES PERMIT FOR CHARLESTON SPRINGS GOLF COURSE CLUBHOUSE FOR 2025 (PS#66-24)**

I, _____ (name)
of full age, being duly sworn according to law, on my oath depose and say:

I am the _____ (title)

of _____ (name of bidder), the bidder for the above named project, and that I executed the said bid with full authority so to do; that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in the bid and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the bid and in the statements contained in this affidavit in awarding a contract for the 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 my firm for the purpose of securing business.

Signed: X _____

Subscribed and sworn to
before me this _____ day
of _____, 20__.

Notary Public of

My commission expires _____, 20__.

EXHIBIT A

MANDATORY ANTI-DISCRIMINATION IN EMPLOYMENT LANGUAGE N.J.S.A. 10:2-1

CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES CONTRACTS

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

In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex.

There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract.

This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract, or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. 1985, c. 490 (C.18A:18A-51 et seq.).

(Revised 2/2017)

EXHIBIT B

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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2*.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA-302 (electronically provided by the Division of Purchase & Property, CCAU, EEO Monitoring Program and distributed to the public agency through the Division of Purchase & Property, CCAU, EEO Monitoring Program's website at www.state.nj.us/treasury/contract_compliance/)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to *N.J.A.C. 17:27-1.1 et seq.*

(Revised 2/2017)

EXHIBIT C

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the County of Monmouth, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

(Revised 2/2017)

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

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

Goods and General Service Vendors

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

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

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

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

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

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

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

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

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

COMPANY: _____ **SIGNATURE:** _____
PRINT NAME: _____ **TITLE:** _____
DATE: _____

**CERTIFICATION OF NON-INVOLVEMENT IN
PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

I Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

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

ACKNOWLEDGMENT OF ADDENDA/CLARIFICATION

BIDDER acknowledges receipt of the following listed Addenda or Clarification that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda or Clarification. (BIDDER must type or print acknowledged Addenda or Clarification numbers and dates --- This bid form does not need to be returned if no Addenda (s) were issued.

Addendum or Clarification # _____ Date Received: _____

Addendum or Clarification # _____ Date Received: _____

Addendum or Clarification # _____ Date Received: _____

Vendor Name: _____

PS/Bid#: _____

Signature: _____

Name (Please Print): _____

Title: _____

Date: _____

PLEASE SUBMIT THIS SHEET WITH YOUR BID PACKET

NJPDES PERMIT NO. NJG0236047 / P.I. ID 49677
Charleston Springs Golf Course
Millstone Twp., Monmouth County, NJ



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
MAIL CODE 401-02B
DIVISION OF WATER QUALITY
BUREAU OF PRETREATMENT AND RESIDUALS
401 E. STATE STREET, P.O. BOX 420
TRENTON, NJ 08625-0420
www.state.nj.us/dep/dwq

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. McCABE
Commissioner

VIA EMAIL TO: jmowczan@monmouthcountyparks.com

September 17, 2020

Mr. James Mowczan
Monmouth County Parks System
805 Newman Springs Road
Lincroft, NJ 07738

Re: Residual General Permit Authorization Renewal
Cat: SXG -Sludge Quality Exempt (GP)
NJPDES Permit No.: NJG0236047, Program Interest No.: 49677
Charleston Springs Golf Course
Millstone Township, Monmouth County

Dear Mr. Mowczan:

Enclosed is New Jersey Pollutant Discharge Elimination System (NJPDES) Authorization to Discharge No. NJG0236047 (Category SXG -Sludge Quality Exempt (GP)) issued under the authority of Residual NJPDES General Permit No. NJ0235075. Permit conditions are described herein and the General Permit is available for viewing at www.state.nj.us/dep/dwq/gp_residuals.htm.

A copy of this Authorization should be located at the regulated facility at all times and be available for inspection by any authorized representative of the Department. If you have designated an agent, you must notify them about this General Permit Authorization and its requirements.

If you have any questions or comments regarding the above referenced action, please contact Susanne Hoffman by telephone at (609) 984-4428 or Susanne.Hoffman@dep.nj.gov.

Sincerely,

Anthony Pilawski, Section Chief
Bureau of Pretreatment and Residuals
Water Pollution Management Element

Enclosures

Gpcv_res.doc



Mail Code 401-02B
Bureau of Pretreatment and Residuals
401 E. State Street, P.O. Box 420
Trenton, NJ 08625-0420
(609) 984-4428

**AUTHORIZATION TO DISCHARGE
SXG -Sludge Quality Exempt (GP)**

Facility Name: CHARLESTON SPRINGS GOLF COURSE

Permit Number: NJG0236047

Program Interest No.: 49677

Facility Address:
RT 527 & SWEETMANS LN
MILLSTONE TWP, NJ 07750

Type of Activity: Residual General Permit Authorization Renewal

Owner:
MONMOUTH CNTY BD OF CHOSEN FREEHOLDERS
PO BOX 1255
FREEHOLD, NJ 07728

Operating Entity:
MONMOUTH CNTY PARKS SYSTEM
805 NEWMAN SPRINGS RD
LINCROFT, NJ 07738

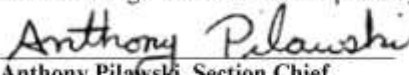
Issuance Date:
09/17/2020

Effective Date:
01/01/2021

Expiration Date:
12/31/2025

Your Request for Authorization under NJPDES General Permit No. NJ0235075 has been approved by the New Jersey Department of Environmental Protection.

This Authorization is issued to a Domestic Treatment Works that generates only domestic septage, or that has a permitted flow of 0.020 MGD or less and that removes all sewage sludge generated to an off-site in-State treatment works treating domestic sewage. It is intended to implement the provisions of the Sludge Quality Assurance Regulations (SQAR, N.J.A.C. 7:14C) for residual quality and quantity monitoring as well as other general conditions required by N.J.A.C. 7:14A-6.


Anthony Pilawski, Section Chief
Bureau of Pretreatment and Residuals

Date: 09/17/2020

(Terms, conditions and provisions attached hereto)

Division of Water Quality

PART I GENERAL REQUIREMENTS: NJPDES

A. General Requirements of all NJPDES Permits

1. Requirements Incorporated by Reference

- a. The permittee shall comply with all conditions set forth in this permit and with all the applicable requirements incorporated into this permit by reference. The permittee is required to comply with the regulations, including those cited in paragraphs b. through e. following, which are in effect as of the effective date of the final permit.
- b. General Conditions
 - Penalties for Violations N.J.A.C. 7:14-8.1 et seq.
 - Incorporation by Reference N.J.A.C. 7:14A-2.3
 - Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4j
 - Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
 - Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
 - Inspection and Entry N.J.A.C. 7:14A-2.11(c)
 - Enforcement Action N.J.A.C. 7:14A-2.9
 - Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
 - Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9
 - Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
 - Severability N.J.A.C. 7:14A-2.2
 - Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
 - Permit Actions N.J.A.C. 7:14A-2.7(c)
 - Reopener Clause N.J.A.C. 7:14A-6.2(a)10
 - Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
 - Consolidation of Permit Process N.J.A.C. 7:14A-15.5
 - Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
 - Fee Schedule N.J.A.C. 7:14A-3.1
 - Treatment Works Approval N.J.A.C. 7:14A-22 & 23
- c. Operation And Maintenance
 - Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
 - Proper Operation and Maintenance N.J.A.C. 7:14A-6.12
- d. Monitoring And Records
 - Monitoring N.J.A.C. 7:14A-6.5
 - Recordkeeping N.J.A.C. 7:14A-6.6
 - Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9
- e. Reporting Requirements
 - Planned Changes N.J.A.C. 7:14A-6.7
 - Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
 - Noncompliance Reporting
 - Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)
 - Written Reporting N.J.A.C. 7:14A-6.10(c) & (d)
 - Duty to Provide Information N.J.A.C. 7:14A-6.10(e) & (f) & 6.8(h)
 - Schedules of Compliance N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
 - Transfer N.J.A.C. 7:14A-6.4
 - N.J.A.C. 7:14A-6.2(a)8 & 16.2

PART II

GENERAL REQUIREMENTS: DISCHARGE CATEGORIES

A. Additional Requirements Incorporated By Reference

1. General Discharge Requirements

- a. The permittee shall comply with land-based sludge management criteria and shall conform with the requirements for the management of residuals and grit and screenings under N.J.A.C. 7:14A-6.15(a), which includes:
 - i. Standards for the Use or Disposal of Residual, N.J.A.C. 7:14A-20;
 - ii. Section 405 of the Federal Act governing the disposal of sludge from treatment works treating domestic sewage;
 - iii. The Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., and the Solid Waste Management Rules, N.J.A.C. 7:26;
 - iv. The Sludge Quality Assurance Regulations, N.J.A.C. 7:14C;
 - v. The Statewide Sludge Management Plan promulgated pursuant to the Water Quality Planning Act, N.J.S.A. 58:11A-1 et seq., and the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq.;
 - vi. The provisions concerning disposal of sewage sludge and septage in sanitary landfills set forth at N.J.S.A. 13:1E-42 and the Statewide Sludge Management Plan; and
 - vii. Residual that is disposed in a municipal solid waste landfill unit shall meet the requirements in 40 CFR Part 258 and/or N.J.A.C. 7:26 concerning the quality of residual disposed in a municipal solid waste landfill unit. (That is, passes the Toxicity Characteristic Leaching Procedure and does not contain "free liquids" as defined at N.J.A.C. 7:14A-1.2.)

B. General Conditions

1. Standard Reporting Requirements – Monitoring Report Forms (MRFs)

- a. All MRFs shall be electronically submitted to the Department's MRF Submission Service.
- b. MRF data submission shall be in accordance with the guidelines and provisions outlined in the Department's Electronic Data Interchange (EDI) agreement with the permittee.
- c. MRFs shall be submitted at the frequencies identified in Part III of this permit.
- d. All MRFs shall be certified by the highest ranking official having day-to-day managerial and operational responsibilities for the discharging facility.
- e. The highest ranking official may delegate responsibility to certify the MRFs in his or her absence. Authorizations for other individuals to certify shall be made in accordance with N.J.A.C. 7:14A-4.9(b).

- f. Monitoring results shall be submitted in accordance with the current NJPDES MRF Reference Manual and any updates thereof.
- g. If monitoring for a parameter is not required in a monitoring period, the permittee must report "CODE-N" for that parameter.
- h. If, for a monitored location, there are no discharge events during an entire monitoring period, the permittee must notify the Department when submitting the monitoring results by checking the "No Discharge this monitoring period" box on the paper or electronic version of the monitoring report submittal form.

2. Scope

- a. The issuance of this permit shall not be considered as a waiver of any applicable federal, state, and local rules, regulations and ordinances.

3. Notification of Non-Compliance

- a. The permittee shall notify the Department of all non-compliance when required in accordance with N.J.A.C. 7:14A-6.10 by contacting the DEP HOTLINE at 1-877-WARNDEP (1-877-927-6337).
- b. The permittee shall report any noncompliance with the land-based sludge management criteria to the Department and to the ultimate sludge management alternative utilized by the permittee in accordance with Part IV, D.1.b of this permit.

4. Notification of Changes

- a. The permittee shall give written notice to the Department of any planned physical alterations or additions to the permitted facility when the alteration or addition is expected to result in a significant change in the permittee's discharge(s) and/or residual use or disposal practices. This includes, but is not limited to, any changes in the treatment process that would result in a change to: sludge quality, a monitored location, and/or addition of a monitored location.
- b. Prior to any change in ownership, the current permittee shall comply with the requirements of N.J.A.C. 7:14A-16.2, pertaining to the notification of change in ownership.

5. Permit Conditions Relating to Residuals Management

- a. If any applicable standard for residual use or disposal is promulgated under section 405(d) of the Federal Act and Sections 4 and 6 of the State Act and that standard is more stringent than any limitation on the pollutant or practice in the permit, the Department may modify or revoke and reissue the permit to conform to the standard for residual use or disposal.

- b. The permittee shall make provisions for storage, or some other approved alternative management strategy, for anticipated downtimes at a primary residual management alternative. The permittee shall not be permitted to store residual beyond the capacity of the structural treatment and storage components of the treatment works. N.J.A.C. 7:14A-20.8(a) and N.J.A.C. 7:26 provide for the temporary storage of residuals for periods not exceeding six months, provided such storage does not cause pollutants to enter surface or ground waters of the State. The storage of residual for more than six months is not authorized under this permit. However, this prohibition does not apply to residual that remains on the land for longer than six months when the person who prepares the residual demonstrates that the land on which the residual remains is not a surface disposal site or landfill. The demonstration shall explain why residual must remain on the land for longer than six months prior to final use or disposal, discuss the approximate time period during which the residual shall be used or disposed and provide documentation of ultimate residual management arrangements. Said demonstration shall be in writing, be kept on file by the person who prepares residual, and submitted to the Department upon request.
- c. The permittee shall comply with the appropriate adopted District Solid Waste or Sludge Management Plan (which by definition in N.J.A.C. 7:14A-1.2 includes Generator Sludge Management Plans), unless otherwise specifically exempted by the Department.
- d. The preparer must notify and provide information necessary to comply with the N.J.A.C. 7:14A-20 land application requirements to the person who applies bulk residual to the land. This shall include, but not be limited to, the applicable recordkeeping requirements and certification statements of 40 CFR 503.17 as referenced at N.J.A.C. 7:14A-20.7(j).
- e. The preparer who provides residual to another person who further prepares the residual for application to the land must provide this person with notification and information necessary to comply with the N.J.A.C. 7:14A-20 land application requirements.
- f. Any person who prepares bulk residual in New Jersey that is applied to land in a State other than New Jersey shall comply with the requirement at N.J.A.C. 7:14A-20.7(b)1.ix to submit to the Department written proof of compliance with or satisfaction of all applicable statutes, regulations, and guidelines of the state in which land application will occur.

6. Additional General Requirements

- a. This general permit may be issued, modified, revoked and reissued, or terminated in accordance with applicable requirements of N.J.A.C. 7:14A-15, 16 and 17.
- b. With the consent of the permittee, the Department shall revoke an authorization to discharge under this general permit without following the procedures set forth in N.J.A.C. 7:14A-15.6 if the discharge has ceased and provided that all applicable closure requirements as required by N.J.A.C. 7:14A-23.34 have been completed.

7. Requirements to Obtain an Individual Permit

- a. The Department may require any person authorized by this general New Jersey Pollutant Discharge Elimination System (NJPDES) permit to apply for and obtain an individual NJPDES permit. Cases in which an individual NJPDES permit may be required include the following:
 - i. The quantity and/or quality of the discharge changes such that site specific requirements are necessary;
 - ii. The permittee is not in compliance with the conditions of the general NJPDES permit;
 - iii. A change has occurred such that the source does not involve the same or substantially similar types of operating procedures; or

- iv. A change has occurred such that the source does not require the same or similar monitoring.
- b. The Department may require any owner, operator and/or discharger authorized by this general NJPDES permit to apply for an individual NJPDES permit as provided above, only if the owner, operator, or discharger has been notified in writing that a permit application is required. This notice shall include a statement establishing a deadline by which the owner, operator, and/or discharger is to file the application, and a statement that on the effective date of the individual NJPDES permit the general NJPDES permit as it applies to the individual permittee shall be revoked.

8. Exclusions

- a. Any owner, operator, and/or discharger authorized by this general permit may request to be excluded from the coverage of the general NJPDES permit by applying for an individual permit. The owner, operator, and/or discharger shall submit an application in accordance with N.J.A.C. 7:14A-4, with reasons supporting the request, to the NJDEP. The request shall be processed under N.J.A.C. 7:14A-15, 16 and 17. The request shall be granted by the issuance of an individual permit if the reasons cited by the owner, operator and/or discharger are adequate to support the request.
- b. An owner, operator, and/or discharger excluded from this general NJPDES permit solely because of an existing individual permit, may request that the individual permit be revoked or modified, as appropriate, and that the discharge be authorized by the general NJPDES permit. Upon revocation or modification of the individual permit, the permittee shall be authorized under the general permit.

9. Administrative Requirements

- a. Persons seeking authorization under this general permit shall submit to the Department a written Request for Authorization (RFA). A RFA under this general permit shall include the following: A completed NJPDES 1 Form and a completed Form R.
- b. The Department may notify a person that the discharge is authorized by a general permit, even if the person has not submitted a RFA. A person so notified may nonetheless request an individual permit under B.8 above.
- c. Authorizations under this general permit shall become effective upon receipt of notification of authorization by the Department as allowed pursuant to N.J.A.C. 7:14A-6.13(d)5.iii.
- d. Upon reissuance of this general permit, authorizations shall be automatically renewed as allowed pursuant to N.J.A.C. 7:14A-6.13(d)9. However, the renewal of an authorization either requires a notice to the Department that there are no changes or a new RFA to be submitted to update any information that is no longer true, accurate and/or complete.

10. Access

- a. The permittee shall allow an authorized representative of the Department, upon the presentation of credentials to enter upon a person's premises, for purposes of inspection, and to access/copy any records that must be kept under the conditions of this permit. The Department or its designated agent may take samples of sludge to verify the reported analytical data and to determine if the permittee is in compliance with this permit.

PART III LIMITS AND MONITORING REQUIREMENTS

MONITORED LOCATION:
SLXS SQAR - Septic Tank(s)

DISCHARGE CATEGORY(IES):
SXG - Sludge Quality Exempt (GP)

Location Description

Information on all septage removed from the septic tank(s) for use or disposal during the reporting period must be reported on the Monitoring Report Forms.

Contributing Waste Types

Domestic Residual-Other

Residuals Transfer Reporting Requirements:

Submit an Annual RTR: due 60 calendar days after the end of each calendar year.

PART IV

SPECIFIC REQUIREMENTS: NARRATIVE

Notes and Definitions

A. Definitions

1. Definitions

- a. All words and terms used in this permit shall have meanings as defined in the "Regulations Concerning the New Jersey Pollutant Discharge Elimination System" (N.J.A.C. 7:14A), unless otherwise stated or unless the context clearly requires a different meaning.
- b. "Land-based sludge management criteria" means those standards established by the Department in the Statewide Sludge Management Plan adopted pursuant to the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., or established pursuant to the Clean Water Act or the Federal Water Pollution Control Act (33 U.S.C. Section 1251 et seq.) including all subsequent supplements and amendments, or any regulations adopted pursuant thereto.
- c. "Sludge" means the solid residue and associated liquid resulting from physical, chemical, and/or biological treatment of domestic or industrial wastewaters.
- d. "Treatment works" means any treatment works as defined by N.J.A.C. 7:14A-1.2 and N.J.S.A. 58:10A-3.
- e. "Ultimate sludge management alternative" means the final management of sludge at a facility or operation such that no additional permit or approval actions are required for further processing or movement.

Sludge Quality Exempt (GP)

A. Sludge Quality Requirements

1. Residuals Information

- a. All residuals removed from the treatment works during the reporting period must be reported on the RTR. If the permittee is removing residuals for use or disposal from a location other than the monitored location in Part III of the permit, the permittee shall contact BPR prior to removal to determine if the residual should be reported on the existing MRF's or if a new monitored location should be added.

B. Recordkeeping

1. Standard Recordkeeping Requirements

- a. The permittee shall retain copies of all reports required by a NJPDES permit and records of all data used to complete the application for a NJPDES permit for a period of at least 5 years.

2. Residuals Information

- a. In addition to the information required under Part III, the permittee shall retain the following information for a period of at least five (5) years:
 - i. Records on the quality of all residual received pursuant to the Sludge Quality Assurance Regulations at N.J.A.C. 7:14C.

C. Reporting

1. Residuals Information

- a. The frequency of reporting to the Department of the records kept under Part III shall be as specifically stated therein.
- b. The permittee shall report monitoring results on the Residuals Transfer Reports (RTR), or other monitoring report forms, where specified, and all applicable information required on the forms shall be entered in the manner specified therein before submission. Any information not in compliance with this condition shall not be deemed to fulfill the reporting requirements of this permit.

D. Operation and Management

1. Residuals Information

- a. The permittee shall comply with the land-based sludge management criteria applicable to the ultimate sludge management alternative utilized by the permittee. It shall be the responsibility of the permittee to ensure that all residual is compatible with the land-based sludge management criteria applicable to the ultimate sludge management alternative utilized by the permittee.

Sludge Quality Exempt (GP)

- b. If the nature or quantity of pollutants in the discharge into the treatment works changes such that the sludge from the treatment works would violate the land-based sludge management criteria, the permittee shall orally report such change within 24 hours of becoming aware of the change to the Bureau of Pretreatment and Residuals at (609) 984-4428 and to the ultimate sludge management alternative. A written submission shall be made within five days thereafter to: Mail Code 401-02B, Division of Water Quality, Bureau of Pretreatment and Residuals, P.O. Box 420, Trenton, New Jersey 08625-0420, with a copy to the ultimate sludge management alternative, and shall include the following information:
 - i. Dates of occurrence;
 - ii. A description of the change such that the sludge from the treatment works would violate the land-based sludge management criteria;
 - iii. The cause of the change in the nature or quantity of pollutants in the discharge into the treatment works; and
 - iv. Steps being taken to reduce, eliminate and prevent reoccurrence of the noncompliance.
- c. If the nature of the sludge produced by a domestic treatment works on a modified reporting schedule should change at any time due to an increase or change in process wastewater contributions or a change in treatment processes at the domestic treatment works (including a change in the ultimate sludge management alternative), the owner or operator shall, within 30 days, notify the Department of the nature of the change.
- d. Based on information submitted pursuant to (b) and (c) above, the Department may require the permittee to apply for authorization under the Sludge Quality Category 1 General Permit No. NJ0223131. In addition, pursuant to N.J.A.C. 7:14A-20.5, the Department may also require the permittee to perform and submit the results of additional sludge analyses, obtain under N.J.A.C. 7:26G a formal waste classification of the sludge removed for use or disposal, and/or require other actions when necessary to protect public health or the environment from any adverse effect of a pollutant in the sludge.

2. Acceptance of Customer Residuals by Treatment Works located in New Jersey

- a. Prior to accepting a residual source that has not been issued an Authorization under one of the New Jersey Sludge Quality Assurance Regulation (SQAR) General Permits, the permittee shall submit a completed Domestic or Industrial Generator Form R (whichever is applicable), signed by a duly authorized representative of the residual generator.
- b. The permittee has one hundred eighty (180) days from the effective date of this permit to submit a completed Form R from a residual source that is currently being accepted and has not been issued an Authorization under one of the New Jersey Sludge Quality Assurance Regulation (SQAR) general Permits.
- c. The permittee is prohibited from receiving residual sources that do not have a completed Form R on file with the Department pursuant to (a) and (b) above.

3. Closure Requirements

- a. The permittee shall follow the closure procedures at N.J.A.C. 7:14A-23.34.
- b. All residual material shall be removed within 180 calendar days after the treatment works and/or equipment is taken out of service.

- c. Proof of proper residual management shall be submitted within thirty (30) calendar days after their removal from a closed unit.