

**SPECIFICATIONS**

**FOR**

**ONE TRAILER MOUNTED LARGE  
FLOW VENTILATION FAN**

**COMMISSIONERS OF FIRE DISTRICT #1**

**FRANKLIN TOWNSHIP, SOMERSET COUNTY**

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**BID DATE**

*December 20, 2022*

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## **LEGAL NOTICE TO BIDDERS**

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Commissioners of Fire District No. 1, Franklin Township, Somerset County, New Jersey, on Tuesday, December 20, 2022 at 11am prevailing time for the following:

### **ONE TRAILER MOUNTED LARGE FLOW VENTILATION FAN**

Specifications for the above may be obtained by emailing [dcuddy@ftfd1.com](mailto:dcuddy@ftfd1.com) or at [www.ftfd1.com](http://www.ftfd1.com).

Bidders must use the prepared Proposal Form. Each proposal must be enclosed in a sealed envelope addressed to the Commissioners of Fire District No. 1, c/o Dawn Cuddy, 25 S Middlebush Rd, Somerset, NJ 08873 marked on the outside with the name and address of the bidder and the name of the contract being bid, and delivered on or before the hour set forth above. The Fire District will not assume responsibility for bids forwarded through the mail if lost in transit at any time before bid opening.

### **NO BIDS WILL BE ACCEPTED AFTER THE BID OPENING HAS COMMENCED.**

Commissioners of Fire District No. 1 reserves the right to award the contract to the lowest responsible bidder.

Furthermore, the Commissioners of Fire District No. 1 reserve the right to award bids independently to separate bidders when bids for more than one item are included in one proposal form, except where right is waived by the Commissioners in designated bids. In the case of the provision of fire equipment, this right is not waived.

Bidding information contained in this Proposal should be clear and not subject to qualifications, deletions, erasures, or other marking that create any doubt as to its meaning. Bidders should make sure that Bid Proposal is signed by a duly authorized person on behalf of the bidder and that the Proposal is responsive. Bidders can determine the responsiveness of their Proposal by reading "Information for Bidders". **INSTRUCTIONS MUST BE FOLLOWED EXACTLY OR THE BID MAY BE DECLARED NON-RESPONSIVE.**

The Board of Commissioners reserves the right to reject any and all bids or to accept such bids as it may deem to be in the best interests of Franklin Township Fire District No. 1 and reserves the right to waive any informality in the bids received and the right to consider the bids for sixty (60) days after their receipt.

Bidders are required to comply with the requirements of P.L. 2004, c. 57, which pertains to the **New Jersey Business Registration Requirements**.

Bidders are required to comply with the provisions of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27, and any amendments thereto, regarding Affirmative Action. The successful bidder, upon notification of the District's intent to award a contract to said bidder, must supply the District with one of the following Affirmative Action documents:

1. A photocopy of the bidder's current Federal Affirmative Action Plan Approval Letter; or
2. A photocopy of the bidder's current Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or
3. The District's copy of the bidder's completed Initial Employee Report, Form AA-302, as submitted to the Division of Contract Compliance and EEO in Public Contracts.

The bidder's Affirmative Action documentation must be supplied to the District within ten (10) days of the bidder's notification of the District's intent to award. If the bidder fails to supply the District with the necessary Affirmative Action documentation, the District may declare the bidder non-responsive and award the contract to the next lowest bidder.

Simultaneous with the submission of bids, the corporation or partnership so bidding shall furnish a statement setting forth the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of the stock in any class, or of individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, pursuant to Chapter 33, P.L. 1977. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of the corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. Bids will be rejected if they do not contain this disclosure statement.

Bidders are required to be registered by the New Jersey Department of Treasury, Division of Revenue at the time bids will be received by the Project Owner pursuant to the Business Registration Act (P.L. 2004, c. 57, N.J.S.A. 52:32-44).

By order of the Commissioners of Fire District No. 1, Township of Franklin, County of Somerset

Timothy Janho  
District Clerk

## **NOTICE TO BIDDERS**

Before submitting bids, be certain that the following required documents accompany the submission:

1. Corporation or Partnership Statement Form.
2. Non-Collusion Affidavit.
3. Completed Proposal Form
4. New Jersey Business Registration Certificate.
5. Acknowledgement of Receipt of Changes to Bid Documents Form.
6. Bidder's Affidavit.
7. Affirmative Action Affidavit.

Furthermore, bidding information contained in the Proposal should be clear and not subject to deletions or erasures or other markings that create any doubt as to its meaning. If the Proposal is unclear, it should be rewritten and submitted fresh as part of the bid Proposal.

Bidders should make sure that their bid Proposal, Bid Bond, Consent of Surety, Non-Collusion Affidavit, and other required documents are signed by a duly authorized person for the bidder. A copy of the Advertisement is on file in the Office of the District Clerk.

**INSTRUCTIONS MUST BE FOLLOWED EXACTLY**  
**OR YOUR BID MAY BE DECLARED VOID**

## **INFORMATION TO BIDDERS**

### **1. BID DOCUMENT**

The NOTICE TO BIDDERS, PROPOSAL, NON- COLLUSION AFFIDAVIT, STATEMENT OF CORPORATE OR PARTNERSHIP OWNERSHIP, BID DOCUMENT SUBMISSION CHECKLIST, ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM, AFFIRMATIVE ACTION AFFIDAVIT, INFORMATION TO BIDDERS AND SPECIFICATIONS shall constitute the BID DOCUMENT.

### **2. PREPARATION AND SUBMITTAL OF BIDS**

All bids must be made on the proposal form attached hereto.

Bids must be signed in ink by the bidder; all quotations shall be made with typewriter or pen and ink. Any quotation showing any erasure alteration must be initialed by bidder in ink. Unit prices and totals are to be inserted in the spaces provided. Failure to sign and give all information in the proposal may result in the bid being rejected.

Bids shall be enclosed in a sealed opaque envelope bearing on the outside of the envelope the name of the bidder, the date of the bid, the work or material or supply bid upon. The envelope shall be addressed to the District Clerk and submitted at the time of the call for the receipt of bids. No responsibility is accepted for any bid not delivered in person to the District Clerk at the public meeting. Any bid received after the closing of the time for the receipt of bids will be returned unopened. Bids may be mailed at the bidder's own risk. Bids shall be on the form provided and the entire BID DOCUMENT shall be returned.

In the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sum of the extended totals and the total bid submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts given in numerals.

Bids which are obviously unbalanced may be rejected at the option of the District.

### **3. BID SECURITY (If Applicable)**

If requested in these bid specifications, each bid must be accompanied by a bid guarantee in accordance with Chapter 189 of the Laws of 1974. Said guarantee may, at the bidder's option, be in the form of a cashier's check or a certified check drawn on a New Jersey bank or trust company or a bid bond from a surety company authorized to do business in the State of New Jersey and acceptable to the owner in the amount of at least ten percent (10%) of the amount of the bid, but not in excess of \$20,000. The bidder, if he bids on more than one type work, may submit separate bid security to possibly speed return of a certified check or cashier's check if he is not the low bidder on other contracts. However, one overall bid security is acceptable.

### **4. DEPOSITS (If Applicable)**

All Security Deposits will be returned within three (3) days of Award of Contract except to the successful bidder whose bid security shall be returned after execution of a formal contract and delivery of a performance bond as required by the Specifications.

If the successful bidder fails to enter into such contract within ten (10) days of award of this contract, then the check or security deposited by him shall, at the option of the District Board of Commissioners, be retained by the District as liquidated damages.

Should the bidder to whom the contract is awarded default or fail to sign the contract, the District may then at its option, accept the proposal of the next lowest responsible bidder.

If no contract has been executed within sixty (60) days of the date of opening of bids, then upon demand of any bidder, the District shall return his bid security, provided however, that the bidder making such demand has not been notified of the acceptance of his bid.

If all proposals are rejected, all security deposits will be returned immediately.

5. **AWARD OF CONTRACT**

The District reserves the right to reject any or all bids or to award, in whole or in part, to the lowest responsible bidder, or to waive any immaterial defect or informality in the bid if it deems to be in the best interest of the District to do so. In case of tie bids, the District Board of Commissioners shall have the authority to award orders or contracts to the bidder or bidders selected by the District in its sole discretion. **Furthermore, the District Board of Commissioners reserve the right to award bids independently to separate bidders when bids for more than one item are included in one proposal form, except where right is waived by the Commissioners in designated bids. In the case of the provision of the requested rescue boats and inflation kits, this right is not waived.**

The contract shall consist of the signed bid of the bidders, the Bid Documents herein, and the resolution of the District accepting the bid, unless a form contract is specifically set forth in the bidding documents.

No award of Contract shall be binding upon the District unless and until the Contract has been fully executed, the required insurance certificates have been provided, and the District has approved the successful bidder's surety.

6. **CONDITIONS OF WORK**

By submitting a proposal, the bidder covenants and agrees that he has satisfied himself from his own investigation of the conditions to be met, that he fully understands his obligations said and that he will not make any claim for, or have right to, cancellation or relief, without penalty of the contract, because of any misunderstanding or lack of information.

7. **EXECUTION OF CONTRACT**

The bidder to whom a contract has been awarded shall, within ten (10) days after the award of contract, sign the written contract with the District. No proposal will be considered binding upon the District until execution of such contract.

8. **FAILURE TO EXECUTE CONTRACT**

Failure upon the part of the bidder to whom the contract is awarded to execute the contract in the manner required within ten (10) days after the award of the contract shall be just cause for the annulment of the award. In the event of annulment of the award, the bid bond or certified check deposited with the proposal shall become the property of the District, not as a penalty but as liquidated damages, and shall not be recovered by the bidder.

9. **ACCIDENTS, INJURIES, DAMAGES**

If it becomes necessary for the vendor, either as principal or by agent or employee, to enter upon the premises or property of the District in order to construct, erect, inspect, make delivery or remove property hereunder, the bidder hereby covenants and agrees to take, use, provide, and make all proper, necessary and sufficient precautions, safeguards and protections against the occurrence of happenings of any accidents, injuries, damages or hurt to any person or property during the progress of the work herein covered, and to be responsible for, and to indemnify and save harmless the District from the payment of all sums of money by reason of all, or any such accidents, injuries, damages or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any District ordinance regulation, or the laws of the State, or the United States, while said work is in progress.

10. **PAYMENT**

Payments due the vendor will be paid to the vendor after approval by the District Board of Commissioners at its next regularly scheduled meeting, provided the vendor has submitted its voucher at least seven (7) days in advance of the District Board of Commissioners meeting. Liquidated damages as defined under these specifications also shall be deducted from any monies due or that may become due the vendor under the contract.

11. **TAXES**

Social Security, Unemployment Taxes and other taxes are to be paid by the successful bidder, as required by State or Federal law.

12. **LIQUIDATED DAMAGES**

In the event of the neglect, failure or refusal of the contractor/vendor to deliver the bid item(s) within the delivery period specified, the contractor/vendor agrees to pay the District, upon demand, one hundred dollars (\$100.00), as liquidated damages for each calendar day beyond the delivery time specified.

13. **DEFAULT**

If the contractor/vendor fails to perform the work as required, the District Board of Commissioners may declare the contract in default of his contract and pursue all remedies provided herein and available at law. The District may also declare the contract to be in default if contractor ceases operations or becomes insolvent or a voluntary or involuntary petition is filed under the Federal Bankruptcy Laws or if a State Court Receiver or other agent is appointed for contractor. In the event of any default in the performance of the contract, the contractor agrees to reimburse the Fire District No. 1 for all costs, expenses and damages incurred by the District.

14. **APPROVED EQUAL**

Bids will be accepted for consideration on any make or model that is equal or superior to the identified rescue boat(s) and inflation kit(s) as specified in these bid documents. Decisions of equivalency will be at the sole interpretation and discretion of Franklin Township Fire District No. 1. A blanket statement that "equipment proposed will meet all requirements", or something substantially similar to that statement, will not sufficient to establish equivalence. It is the bidder's responsibility to furnish any and all information necessary to prove equivalency if it proposes a substitution. The bidder must clearly identify in its bid documents any area where it proposes such a substitution.



15. **TECHNICAL SPECIFICATIONS**

It is the intent of the enclosed technical specifications to describe and govern the purchase of rescue boat(s) and inflation kit(s) as this bid proposal sets forth and describes herein. Franklin Township Fire District No. 1 has evaluated many different types of rescue boat(s) and inflation kit(s) and has determined that the herein products best suited for the District's needs in safety, quality, performance and standardization. These specifications are not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all rescue boats and inflation kits will be compared.

Therefore, each bidder shall complete the enclosed technical specifications and submit same with their bid. The compliance checklist shall be checked yes or no. As stated above in paragraph 14, any deviations shall be listed on the space provided or on a separate sheet of paper. For specification sections where there is not a compliance checklist, the bidder shall list any deviations on the space provided or on a separate sheet of paper. If there are no deviations, the bidder shall write "none" on the space provided.

16. **INTERPRETATIONS**

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing to the District Clerk. Based upon such inquiry, the District may choose to issue an addendum in accordance with the Local Public Contracts Law, specifically, N.J.S.A. 40A:11-23.

17. **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

Each bidder shall submit proof of its own business registration and proofs of business registration of those subcontractors required to be listed in the bidder's submission.

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: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must 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. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide a copy 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 contraction agency. Information on the law and its requirements is available by calling (609) 292-9292.

18. **AFFIRMATIVE ACTION LAW**

If awarded a contract your company/firm will be required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27** (see Exhibit 'A').

THE SUCCESSFUL BIDDER MUST SUBMIT AFTER NOTIFICATION OF AWARD, BUT PRIOR TO EXECUTION OF A CONTRACT, AN EMPLOYEE INFORMATION REPORT (**Form AA 302**).

The Employee Information Report (AA302) form can be obtained from the District Office.

**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**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, 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.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to **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, labor unions, that it does not discriminate on the basis of age, 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, 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 AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**PROPOSAL FORM**

The undersigned declares that they have successfully examined the bid documents for the furnishing of  
**ONE TRAILER MOUNTED LARGE FLOW VENTILATION FAN**  
to Franklin Township Fire District No. 1. The undersigned agrees, if this proposal is accepted, to execute  
within (10) days after the award for the Total Bid Amount stated below.

# **ONE TRAILER MOUNTED LARGE FLOW VENTILATION FAN**

## ENGINE UNIT

<b>Engine Power:</b>	115 hp
<b>Engine Starter:</b>	Electric
<b>Fuel Tank Capacity:</b>	100-minute running time
<b>Fuel:</b>	Unleaded Gasoline
<b>Engine Drive:</b>	Gear Drive (No belt)
<b>Engine Battery:</b>	12V /15 Ah

## TECHNICAL DATA

<b>Rotation Range (optional):</b>	360° endless (both directions)
<b>Tilt Range:</b>	-10° to +20°

<b>Elevation:</b>	23-inch elevation with emergency valve to allow lowering of ventilator (in case of loss of power) 47-inch elevation with emergency valve to allow lowering of ventilator (in case of loss of power)
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<b>Open Air Flow:</b> <i>Certified by third party</i>	<ul style="list-style-type: none"><li>• 234,430 CFM (400,000 m<sup>3</sup>/h)</li></ul>
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<b>Nominal Air Flow:</b> <i>Certified by third party</i>	108,890 CFM (180,395 m <sup>3</sup> /h)
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<b>Built-in Water Mist System:</b>	5 spray nozzles — <i>placed behind impeller</i>
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## ACCESSORIES

<b>Mounting Options:</b>	Vehicle, trailer, railcar, or skid mount
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<b>Extraction Ducting:</b>	<b>Ducts of at least 19-inches in diameter:</b> Installed directly to the rear grill without the need of specific adaptor. Must include capacity to install 2 ducts (On each side of engine without adaptor)  Up to 6 ducts interconnected on both sides of engine. 1 duct = Ø 22.6-inch / L 19.7-feet / 41.9 LBS
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**TOTAL BID PRICE AMOUNT FOR ITEMS**      \$ \_\_\_\_\_  
(Total Bid Amount in Numerals)

**TOTAL BID PRICE AMOUNT FOR ITEMS**      \$ \_\_\_\_\_  
(Total Bid Amount in Writing)

\_\_\_\_\_  
Name of Bidder/Firm

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

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

By: \_\_\_\_\_ (Seal of Corporation)  
Written Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position



**BIDDER'S AFFIDAVIT**

(This Affidavit is part of the Proposal)

STATE OF \_\_\_\_\_)

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

\_\_\_\_\_ being duly sworn, deposes and says that (s)he resides at

\_\_\_\_\_,  
that (s)he is the (give title) \_\_\_\_\_,

who signed the above Proposal, or Bid, that (s)he was duly authorized to sign, and that the Bid is a true offer of the Bidder, and that the Seal attached is the seal of the Bidder, and that all the declarations and statements contained in the Bid are true to the best of his knowledge and belief.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Title)

SUBSCRIBED AND SWORN TO BEFORE  
ME THIS    DAY OF       , 2022.

\_\_\_\_\_  
(Notary Public)

My Commission Expires:

\_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

Re: Bid proposal for *two (2) rescue boats and two (2) inflation kits*

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(State of New Jersey)

) ss:

County of \_\_\_\_\_ )

I, \_\_\_\_\_ of the municipality of \_\_\_\_\_

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

I am \_\_\_\_\_  
Title of Office

Of the firm of \_\_\_\_\_  
Name of company

The bidder making the Proposal for the above named project and/or material bid, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project and/or material bid, and that all statements contained in said proposal and in this affidavit are true and correct and made with full knowledge that the Franklin Township Fire District No.1, Somerset County relies upon the truth of the statements contained in this affidavit in awarding the contract for the said project and/or material bid.

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

---

(Name of Company Bidding)

Subscribed and sworn to

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_ 2022.

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

\_\_\_\_\_  
(Also type or print)

\_\_\_\_\_  
Notary Public of \_\_\_\_\_

My commission expires \_\_\_\_\_ 20\_\_.

**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.**

**Organization Name:** \_\_\_\_\_

**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	Home Address (for Individuals) or Business 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	Home Address (for Individuals) or Business 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 *<name of contracting unit>* is 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 *<type of contracting unit>* to notify the *<type of contracting unit>* 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 *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

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

**BID DOCUMENT SUBMISSION CHECKLIST**

**A. Failure to submit the following documents is a mandatory cause for the bid to be rejected.  
(N.J.S.A. 40A:11-23.2)**

Required with Submission of Bid (Owner's checkmarks)		Initial Each Item Submitted with Bid (Bidder's initials)
	A bid guarantee as required by (N.J.S.A. 40A:11-23.21)	
	A certificate from a surety company, pursuant to N.J.S.A. 40A:11-22	
<b>X</b>	A statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2	
	A listing of subcontractors as required by N.J.S.A. 40A:11-16	
<b>X</b>	If applicable, bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or bid document(s)	

**B. Failure to submit the following documents is a mandatory cause for the bid to be rejected.  
(N.J.S.A 40A:11-23.1b.)**

Required with Submission of Bid (Owner's checkmarks)	Initial Each Item Submitted with Bid (Bidder's initials)	Required with Submission of Bid (Owner's checkmarks)	Initial Each Item Submitted with Bid (Bidder's initials)
<b>X</b>		<b>X</b>	
	New Jersey Business Registration Certificate		Submission of a Non-Collusion Affidavit (notarized)
	Completed Technical Specifications		Certification of Bidder showing that Bidder owns, leases or controls any necessary equipment
<b>X</b>	Proposal, with Bidder's Affidavit (notarized)	<b>X</b>	Affirmative Action Affidavit (notarized)
	Consent of Surety as to a Labor and Material Payment Bond		Compliance with N.J.S.A. 45:14C-2(h) (licensed master plumber)

**C. SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements.**

Name of Bidder: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM**

Pursuant to N.J.S.A. 40A:11-23. 1a., the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local units record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid. Please note that failure to include this form executed by the bidder shall be immediate cause for rejection.

<b>Local Unit Reference Number or Title of Addendum/Revision</b>	<b>How Received (mail, fax, pick-up, etc.)</b>	<b>Date Received</b>

**Acknowledgement by Bidder:**

Name of Bidder: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, 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.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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, 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 AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for



conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

I am aware that if my assertions on behalf of the Contractor made in this Affirmative Action Affidavit are false, I am subject to punishment.

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

\_\_\_\_\_  
(Title)

SWORN AND SUBSCRIBED TO  
BEFORE ME THIS        DAY  
OF        , 2022

\_\_\_\_\_  
Notary Public of

My Commission Expires: \_\_\_\_\_

**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 District and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the District files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the District, 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 District 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 District 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 \$150.00 Fee and forward a copy of the Form to the District. 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 \_\_\_\_\_