

**INVITATION
TO
BID**

Notice is hereby given that sealed bids will be received by the Lower Alloway's Creek Township, CFO for "Recycle Cans" in accordance with specifications and general conditions which may be obtained from the CFO's office at 501 Locust Island Rd, Hancocks Bridge, New Jersey, during the hours of 9:00 a.m. and 4:00 p.m.

Each proposal shall be submitted in a sealed envelope with the name and address of the bidder clearly identified on the outside of the envelope together with the notation, "BID FOR RECYCLE CANS". All bids shall be submitted to the Township's CFO by 10:45 a.m. on February 8, 2012, at the Township Municipal Building located at 501 Locust Island Road, P.O. Box 157, Hancock's Bridge, NJ 08038 at which time the bids will be opened and read aloud.

Each bid shall be accompanied by a bid bond or certified check, payable to Lower Alloways Creek Township in the amount of ten (10%) percent of the total amount bid, not to exceed \$20,000., as a guarantee that if the contract is awarded to said bidder, he will enter into contract therefore.

The successful bidder shall enter into a written contract with Lower Alloway's Creek Township in Accordance with the Invitation to Bid, Specifications, General Conditions and the Award.

The Township reserves the right to reject any and all bids and to waive any informality as the interest of the Township may require. The Township is not responsible for loss or destruction of any bids mailed or delivered to the Township's CFO prior to the time set for bid opening.

All bidders must meet equal opportunity requirements of P.L. 1975, C 127, as described in the specifications. All bidders must comply with the provisions of P.L. 1977, C 33. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 and N.J.S.A. 52:32-44.

By order of Lower Alloway's Creek Township.

TOWNSHIP OF
LOWER ALLOWAYS CREEK
GENERAL INSTRUCTIONS AND CONDITIONS

1. BID SUBMISSION

Bids shall be returned on the bid form enclosed herein. They shall be returned in sealed envelopes addressed to:

TOWNSHIP CFO'S OFFICE
LOWER ALLOWAYS CREEK TWP.
P.O. BOX 157
HANCOCKS BRIDGE, NJ 08038

The envelope shall be marked in the lower left quadrant:

BID FOR RECYCLING CANS

The Township accepts no liability for bids opened in error due to absence of such notation. The Township is not responsible for loss or destruction of any bids mailed or delivered to the Township purchasing agent prior to the time set for bid opening.

2. BID SECURITY (REQUIRED FOR THIS BID: YES NO)

When required, a bid bond, cashier's check or certified check, payable to Lower Alloways Creek Township, in the amount of ten (10%) percent of the total amount bid, not to exceed \$20,000.00, shall accompany each bid. It shall be subject to forfeit and retention by the township in lieu of other legal remedies, should a successful bidder fail to execute a contract and provide a performance bond or escrow fund (if required) within ten (10) days after the Township has tendered the contract.

3. PERFORMANCE BOND (REQUIRED FOR THIS BID: YES NO)

When a performance bond is specified, bidders shall include with their bid a surety company's certificate that it will provide a bond if the specified bidder is awarded a contract.

A successful bidder shall when required, furnish a performance bond in the amount of the contract. Said bond shall be that of an approved company, authorized to transact business in the State of New Jersey.

4. PUBLIC DISCLOSURE

No corporation or partnership may be awarded a contract for the performance of work or the furnishing of supplies, unless it lists with its bid, or prior thereto, the name and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:24- 24.2, PL 1977, Chapter 33).

Failure to supply this information shall be cause for disqualification of a bidder.

5. AWARD OF CONTRACT

Contract will be awarded to the lowest responsible bidder, but the Township reserves the right to reject any and all bids and to waive any discrepancies therein.

6. LEAD AGENCY

The Township is acting as the lead agency for two other municipalities. Vendor is to bill and invoice the Township for the entire number of containers for all three municipalities.

7. QUANTITY

Vendor will supply two thousand (2,000) cans as the winning bidder. The Township reserves the right to purchase additional cans at the bid unit price within six months of the award.

8. TIME FOR MAKING AWARDS

The Township shall make awards or reject all bids within sixty (60) days after the bid opening.

9. INDEMNIFICATION

Bidders shall agree, if awarded a contract, that they will indemnify and save harmless the Township of Lower Alloways Creek from all suits and actions of every nature and description brought against it, growing out of that contract, or contracts, written or verbal, entered into between the Township and the successful bidder, and thither that upon the awarding of the contract in accordance with these specifications, this agreement of indemnifications shall automatically become effective.

10. PRICES

Careless in quoting prices, or in preparation of bid otherwise will not relieve the bidder. Bid prices shall be F.O.B. destination and net, with all discounts deducted except the cash discount for prompt payment of invoice, if offered.

11. WITHDRAWAL OF BID

A written request for withdrawal of a bid will be granted if received by the purchasing agent before any bid has been opened.

12. TAXES

The Township is exempt from all Federal and state taxes.

13. AFFIRMATIVE ACTION

Bidders are required to comply with the requirements of P.L. 1975, C127 (NJAC 17:27). The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested 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 Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the administrative code (NJAC 17:27).

14. QUESTIONS

Questions concerning this bid invitation may be directed to the purchasing agent at (856)935—2556 during his office hours (M—F, 9 am — 4 pm).

15. ITEMS BID

No bidder will be allowed to offer more than one price on each item even though he may feel that he has two or more types/products that will meet specifications. Bidders must determine for themselves which type/product to offer. If said bidder should submit more than one price on any one item, all prices for that item shall be rejected.

16. RETURN OF BID SECURITY

Said bond or check will be returned to the three lowest bidders upon receipt of approved performance bond, if required, and upon execution of a formal contract with the successful bidder.

17. ASSIGNMENT

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the Township of Lower Alloways Creek.

18. RETURN OF CONTRACT

Non-performance by the successful bidder, or his failure to execute the contract or meet the performance bond requirements within ten (10) days after the award, may result, at the option of the Township, in his bid security being forfeited to the Township as liquidated damages and not as a penalty.

19. DIFFERENCES

Should any differences arise between the contracting parties as to the meaning or intent of these instructions or specifications, the purchasing agent or his designated representatives decision is to be final and conclusive.

20. ADDITIONAL CLAIMS

The successful bidder agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or failure to fully acquaint himself with any conditions relating to the contract.

21. ORAL INSTRUCTIONS

Neither the Township nor its authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.

22. NEW JERSEY LAWS

These specifications, instructions to bidders and all accompanying documents, the bid and contract awarded to the successful bidder shall be construed in accordance with the laws of the State of New Jersey.

23. STANDARD CONTRACT

The successful bidder(s) will be required to sign and execute the Townships standard contract.

24. FAX BIDS

Please be advised that fax transmissions of any of the required bid documents will not be acceptable.

YOUR BID WILL BE DECLARED NON-RESPONSIVE.

25. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Vendors are required to submit with their bid a completed Acknowledgement of Receipt of Addenda form as supplied in the bid documents. Any vendor who fails to do so will have their bid declared NON-RESPONSIVE. If none, form should be returned marked N/A.

26. BUSINESS REGISTRATION CERTIFICATE

Vendors are required to submit with their bid a copy of their State of NJ Business Registration Certificate. Any vendor who currently does not possess a certificate can obtain info on how to register by visiting the State's website, www.state.nj.us/treasury/revenue/busregcert.html.

27. PAYMENT

Payment for services will be made on the third Tuesday of each month subsequent to receipt of a signed voucher from the contractor with invoice attached attesting to the services/goods being provided. The voucher is to be mailed to the following address:

Attn: Kevin S. Clour
Lower Alloways Creek Township
P.O. Box 157
Hancocks Bridge, NJ 08038

28. INSURANCE

Vendors are to submit proof of the following coverages with their bid:

- A.) Worker's Compensation – Statutory Limits – Employers' Liability - \$100,000 limit
- B.) General Liability, in a comprehensive form, with a minimum limit of \$500,000
- C.) Motor Vehicle Liability, in a comprehensive form, with a minimum limit of \$500,000 including:
 - 1) Owned vehicles
 - 2) Hired vehicles
 - 3) Non-owned vehicles

Vendors will be required to provide proof that the Township has been named as an additional insured prior to endorsement of any contract resulting from this solicitation. Neither approval by the Township nor failure to disapprove certificates of insurance furnished by the contractor shall release contractor of full responsibility for all liability and casualty claims or losses. Insurance is required as a measure of protection and contractor's liability is not thereby limited.

TECHNICAL SPECIFICATIONS

95-Gallon Universal Container

INSTRUCTIONS: Bidders are to fill out this form completely, noting any and all discrepancies. If a clause is met exactly, so state. If an OR EQUAL and/or EXCEPTION are being proposed, mark an EXCEPTION for that item and state specifically on the EXCEPTION SHEET what is being offered. Manufacturers' brochures WILL NOT SUFFICE.

GENERAL:

The container shall be designed for the collection of solid waste material. The container shall meet ANSI Z245.30-2006 and ASNI Z245.60-2006 Type Bar/Grabber specifications. The container must be manufactured under strict ISO 9001 Certification guidelines. This specification has been selected by the department for the following reasons:

(1) Durability (2) Stability in windy conditions (3) System wide aesthetics (all sizes the same basic design) (4) Ergonomics (Efficient footprint to allow for easy garbage storage and passage through doorways and gates) (5) Molding Process – Injection Molded Only.

COMPLY
yes no

Bid container must be manufacturer's latest design.

COMPLY
yes no

The container shall be provided with adequate wheels and handle to permit pushing or pulling with little effort.

COMPLY
yes no

The Container shall be designed to dump into standard rear load garbage truck, manual side loader, front load garbage truck, fully automated refuse vehicle, or a recycling vehicle meeting ANSI approved lifters.

COMPLY
yes no

MATERIALS:

The body and the lid of the container shall be formed from the same molding process using first quality high-density polyethylene. Polyethylene resin shall be one hundred percent (100%) virgin material. Off-Spec or Wide-Spec material is not acceptable. Bidder must submit manufacturer's material specification with bid. If specified herein, the container may be manufactured with up to 15% recycled polyethylene.

COMPLY
yes no

All material must be **hot compounded** and is the only acceptable procedure. Dry blending of material is unacceptable. Bidder must supply name, address and serial number of equipment.

COMPLY
yes no

Material must be **UV stabilized** for maximum protection. No less than .5% (one half of one percent) Tinuvin\Chimassorb 783 or the approved equivalent. Bidder must supply manufacturer's sheet detailing UV stabilization.

COMPLY
yes no

CONTAINER BODY DESIGN:

The container shall be a minimum ninety-five (95) gallons, excluding the domed lid. Upper front and side body walls shall be uniform in wall thickness from the ground to the gussets. Back body wall shall be straight from the wheel well to the gussets with uniform wall thickness. The container must have a reinforced wall thickness on the front wall of the container above and below the lower lift bar.

COMPLY
yes no

The body walls shall have a slight taper so that the top of the body is slightly larger than the bottom for nesting during shipment.

COMPLY
yes no

The container to have a 1" radial upper attachment envelope and shall be of an in-molded locking design. The lower bar envelope will be a 1" steel free-floating bar pre installed. Molded-in bars are unacceptable. The lower bar will have a "one way" mounting feature. Retention of the lower bar is with two (2) corrosion resistant metal drive rivets. Lower bar to be capable of field replacement.

COMPLY
yes no

The container shall be capable of accommodating a maximum of three hundred thirty (335) pounds, excluding the weight of the container.

COMPLY
yes no

Nominal wall thickness of the body shall be no less than .161 inch. Weight when empty shall be a minimum of thirty five. five (35.5) pounds, (with 10" plastic wheel) fully assembled.

COMPLY
yes no

Interior and exterior surfaces shall be smooth, non-porous, uniform in appearance, and free of foreign substances, shrink holes, cracks, blowholes, webs, and other superficial or structural defects that could adversely affect the appearance and performance of the container. It shall not support combustion or bacterial growth.

COMPLY
yes no

The body of the container shall have two (2) 3/8" molded-in wear strips to withstand abrasion and wear associated with street contact during moving and lifting. Add-on wear pads or abrasion strips that are concaved at the inside bottom of the container are not acceptable.

COMPLY
yes no

LID, HINGES, HANDLES:

Each container shall be equipped with a convex shaped lid designed to continuously overlap the body. It shall be designed to prevent rainwater and rodents from entering the container.

COMPLY
yes no

The lid shall be of one-piece construction with two (2) oblique handles on the front corners for easy opening. Lids that must be opened manually by grasping the edge of lid are unacceptable. Bolted on handles are unacceptable.

COMPLY
yes no

The lid hinge shall be attached to the handles at three (3) points with rust-proof plastic fastener system. Bolted or screwed on lid hinges are unacceptable. Hinges shall be test-rated to nine hundred (900) pounds pull strength.

COMPLY
yes no

The lid should open to a position 270 degrees from the closed (horizontal) position and hang open without stressing the lid or container body.

COMPLY
yes no

For safety reasons, when opening the lid manually, hands should not come in contact with the front base of the lid.

COMPLY
yes no

The lid shall have an in-molded rim on the underside circumference to serve as a vector barrier and condensation collector.

COMPLY
yes no

The lid shall be designed to enable the free and complete flow of refuse from the container during the dumping cycle.

COMPLY
yes no

WHEELS AND AXLES:

Each container shall be fitted with a minimum 3/4" diameter, cold-rolled, galvanized steel axle which shall be mounted in the cart body through yokes molded into the cart body and providing permanently lubricated bearing surfaces.

COMPLY
yes no

Each container shall be equipped with two (2) plastic molded/snap-on wheels, rated for 200 lbs. load per wheel. Wheels with palnut attachments are not acceptable. Wheel diameter shall be a minimum of ten (10") inches.

COMPLY
yes no

STABILITY:

The containers, when empty, shall be stable and not blown over in winds from any direction up to forty-three (43) mph. Certified wind tunnel testing must be provided with bid.

COMPLY
yes no

The container (whether empty or full) shall remain in the upright position when the lid is thrown open.

COMPLY
yes no

SAFETY:

The container shall be free from sharp corners, edges, points, or other structures that could represent a hazardous nuisance.

COMPLY
yes no

The container body and lids shall be manufactured from materials that may be recycled at the end of the useful life.

COMPLY
yes no

REFERENCES: Bidder must supply municipal references

COMPLY
yes no

COLOR:

Color shall be determined by the Coalition after the award has been made. Color samples of the winning bidder will be received and reviewed by the Coalition. Preference is a blue can with a yellow lid.

COMPLY
yes no

MARKINGS:

Container must have "PROPERTY OF THE TOLACEM COALITION – RECYCLE" hot stamped on the right and left of the body of the container. Sequential serial numbers shall be hot stamped on the cart body using a numbering system if the Coalition's choosing. All hot stamping will be done with 1" white block letters, easily visible from a distance.

COMPLY
yes no

WARRANTY:

Minimum ten (10) year warranty. The container shall be warranted to be free from manufacturing or materials defects for non-prorated replacement for 120 months from delivery date.

COMPLY
yes no

POINT OF MANUFACTURE:

The Bidder certifies a sub-contractor or out of house control, will not manufacture container body or lid.

If Bidder is a distributor or dealer, then the Bidder must include a statement from the manufacturer that owns the brand, that all container bodies and lids will be manufactured by its own majority owned plants and not subcontracted.

Describe any sub-consultants to be used. Subcontracting is absolutely forbidden without first obtaining prior written consent from the PW Foreman

COMPLY
yes no

Dimensions

Containers shall be designed and manufactured in accordance with dimensional requirements listed below.

DIMENSIONS

| | |
|-----------------------|---------------|
| Overall Height | 44.25" |
| Overall Width | 27" |
| Overall Depth | 31.5" |
| Wheel Diameter | 10" |

Delivery

Vendor must provide delivery of containers as needed for each of the three Townships to LAC's maintenance garage located at 8 Pecks Corner Rd., Salem, NJ 08079. Any and all shipping charges are to be included in the bidder's price.

Delivery is to be completed within 90 days of receipt of order. Vendor will pay \$100 per day lateness penalty for each and every day that exceeds this schedule. Anticipated delivery to be noted on Bid Proposal Form on (Description of goods/services being bid) line.

BID PROPOSAL FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires: _____

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding
in connection with the above named project; and that all statements contained in said proposal
and in this affidavit are true and correct, and made with full knowledge that the _____
(name of contracting unit) relies upon the truth of the statements contained in said Proposal
and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

VENDOR DATA SHEETS

The Bidder states that he has carefully examined the specifications and that he has fully informed himself regarding all conditions pertaining to the work to be done, and that he will furnish all labor and material and assume all responsibilities even though not specifically mentioned but which are necessarily required or reasonably implied to obtain the completed conditions contemplated.

1. The number of years your firm has been performing the specified services:

2. The location of your office that will be responsible for managing this contract:

Name: _____

Address: _____

Phone: _____

3. The name and telephone of a responsible individual that can be contacted at all times if service or information is required by the Owner:

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your firm

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your firm ; (con't)

Name: _____

Address: _____

Phone: _____

** ** * * * * * * * * * *

Name: _____

Address: _____

Phone: _____

** ** * * * * * * * * * *

Name: _____

Address: _____

Phone: _____

** ** * * * * * * * * * *

Name: _____

Address: _____

Phone: _____

** ** * * * * * * * * * *

Name: _____

Address: _____

Phone: _____

** ** * * * * * * * * * *

The Name and telephone numbers of references presently under contract for this type of service are as follows:

| <u>Company</u> | <u>Length of Contract</u> | <u>Contact Person and Telephone Number</u> |
|----------------|---------------------------|----------------------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

1. Please provide a listing of contracts your firm has lost during the last three (3) years with reason for termination.

| | <u>Client</u> | <u>Reason Terminated</u> |
|----|---------------|--------------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

7. Bidder's signature below attests that he is familiar with all aspects of this contract and the equipment to be serviced:

Signature: _____

Name (Please Print): _____

Company: _____

Address: _____

City: _____

Telephone number: _____

8. The Bidder hereby verifies that he attended the mandatory Pre-Bid Conference held _____.

Bidder's Signature: _____

9. The Bidder hereby acknowledges the receipt of the following issues of Addenda, if any:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Respectfully submitted,

NOTE: If the Bidder is a corporation, the President or other head officer shall sign and affix the corporate seal to be attested to by the Secretary.

Legal Name of Corporation

Business Address

(SEAL)

Signature of President or Other
Head Officer & Title of Such Officer

ATTEST:

Signature of Secretary

Date _____

NOTE: If the bidder is an unincorporated firm or partnership, it shall be signed by the firm or partnership name and also by all partners or members of the firm in their individual names.

Legal Name of Firm or Partnership

Business Address

Name of Owner or Partner

Name of Owner or Partner

Date _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

No Addendum Received

Dated

Acknowledged for:

(Print or Type Name of Bidder)

By: _____
(Print or Type Name of Authorized Individual)

Signature: _____

Title : _____

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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: _____

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 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 AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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.

Submitted by:

Name of Firm: _____

By: _____

Title: _____

Date: _____

Lower Alloways Creek Township

BID DOCUMENT CHECKLIST*

| Required by owner | Submission Requirement | Initial each required entry and if required submit the item |
|-------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Stockholder Disclosure Certification | |
| <input checked="" type="checkbox"/> | Non-Collusion Affidavit | |
| <input checked="" type="checkbox"/> | Bid Proposal Form | |
| <input checked="" type="checkbox"/> | References (VENDOR DATA SHEETS) | |
| <input type="checkbox"/> | Status of Present Contracts | |
| <input type="checkbox"/> | Equipment Certification | |
| <input type="checkbox"/> | Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond) | |
| <input checked="" type="checkbox"/> | Public Works Contractor Certificate | |
| <input type="checkbox"/> | Consent of Surety (with Power of Attorney for full amount of Bid Price) | |
| <input checked="" type="checkbox"/> | Mandatory Affirmative Action Language | |
| <input type="checkbox"/> | | |
| <input checked="" type="checkbox"/> | Americans with Disabilities Act of 1990 Language | |
| <input checked="" type="checkbox"/> | Proof of Business Registration | |

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.