

INVITATION TO BID

Notice is hereby given that sealed bids will be received by the Township Committee of Lower Alloways Creek for Sludge & Wastewater Removal in accordance with specifications and general conditions which may be obtained from the Township Purchasing Agent, at his office in the Municipal Building, 501 Locust Island Road, Hancock's Bridge, New Jersey, 08038 during normal business hours.

Specifications can also be downloaded from the Township's website, www.lowerallowayscreek-nj.gov.

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 WASTEWATER DISPOSAL"

All bids shall be submitted to the Township Purchasing Agent by 2:45PM, Wednesday, 3/12/14 at the Municipal Building located in Hancock's Bridge, New Jersey 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 often (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 the 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 informalities 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 Purchasing Agent prior to the time set for bid opening.

All bidders must meet equal employment 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 the Township Committee of Lower Alloways Creek Twp.

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:

PURCHASING AGENT
LOWER ALLOWAYS CREEK TWP.
P.O. BOX 157
HANCOCKS BRIDGE, NJ 08038

The envelope shall be marked in the lower left quadrant:

BID FOR WASTEWATER DISPOSAL

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 materials or supplies, unless it lists with its proposal, 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 (NJSA 52:24-24.2, PL 1977, Chapter 33).

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

5. AWARD OF CONTRACT

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

6. EXCEPTIONS TO SPECIFICATIONS Exceptions, if any, to the R F P specifications, shall be noted on a separate sheet. The submitted by prospective vendor.

7. QUANTITY

Unless otherwise specified on the R F P form or in the special instructions for individual classes of commodity, the quantities listed are approximates only and the Township does not guarantee to purchase any definite quantities.

8. TIME FOR MAKING AWARDS

The Township shall make contract awards or reject all proposals within sixty (60) days after the proposal opening.

9. INDEMNIFICATION

Vendor shall agree, if awarded a contract, that they win 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 vendor, and further 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 proposals otherwise will not relieve the vendor. All 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 PROPOSAL

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

12. TAXES

The Township is exempt from all Federal and state taxes.

13. AFFIRMATIVE ACTION

Vendors 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 proposal invitation may be directed to the purchasing agent at (856) 935-~~2556~~, ext ~~621~~, during normal business hours (M-F, 8:30am -4:30pm).

1549, x 6210

15. ITEMS QUOTED

No vendor 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. Vendor must determine for themselves which type/product to offer. If said vendor should submit more than one price on anyone item, all prices for that item shall be rejected.

16. RETURN OF PROPOSAL SECURITY

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

17. ASSIGNMENT

The successful vendor 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 vendor, 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 proposal 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 representative's decision is to be final and conclusive.

20. ADDITIONAL CLAIMS

The successful vendor 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 vendors and all accompanying documents, the RFP and contract awarded to the successful vendor shall be construed in accordance with the laws of the State of New Jersey.

23. STANDARD CONTRACT

In lieu of a formal contract, the successful vendor's signature on their proposal page will bind them to all the terms and conditions of this request.

24. FAX PROPOSALS

Please be advised that fax transmissions of any of the required proposal documents can be made to (856)935-9116. ~~_____~~

25. 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 monthly services/billing.

25. PAYMENT (con't)

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

26. PUBLIC WORKS CONTRACTOR CERTIFICATE

Vendors are required to submit with their bid a copy of their Public Works Contractor Certificate. Any vendor who currently does not possess a certificate can obtain info on how to register by visiting the State's website, www.nj.gov/labor (click on Wage & Hour). Vendors will also find applications enclosed with this bid package.

27. INSURANCE

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

- A.) Worker's Compensation - Statutory Limits - Employers' Liability - \$100,000 Limits
- 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

Vendor will be required to provide proof that the Township has been named as an additional insured prior to the commencement of this contract and remains as such for the duration of this contract.

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.

28. 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.

29. 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.

DESCRIPTION OF SERVICES:

The general location of each plant is as follows:

Front Street, Hancocks Bridge
Main Street, Canton

All prospective vendors are advised to familiarize themselves with the location and accessibility of each facility.

Vendors may contact PW Foreman Lewis Fogg, or his designee, at (856)935-5252, ext 10, for an inspection of each treatment plant during the week of 2/26 thru 3/5 but by no later than 3/5/2014. The time(s) set by Fogg shall be final.

Removal and transportation shall meet all requirements of the New Jersey Department of Environmental Protection. All materials shall be removed and disposed of at the approved facility of the vendor's choice in a good and workmanlike manner and an affidavit shall be provided showing each delivery.

Removal of waste shall commence immediately upon a phone call from PW Foreman Fogg or his designee. Some work may be scheduled in advance. In the event the contractor cannot respond to a call for service within ninety minutes (from the time the call is placed), the Township will obtain this service from the first available contractor. The difference in the winning contractor's price and the price charged by the first available contractor will be deducted from any monies due the winning contractor.

The contract award shall have a term from 4/1/14 (or thereabout) through 3/31/16. Payment for removal and disposal of sludge will be made on a monthly basis as required during the previous month. Checks will be mailed within seven (7) days following the regular monthly meeting of the Committee of Lower Alloways Creek that bills are paid (third Tuesday of every month) subsequent to completion and submission of a voucher in accordance with Para 25 of the General Instructions and Conditions.

A supply of vouchers will be provided the winning bidder that will have the vendor's name & address, the proper purchase order number and other information filled for the convenience of the winning contractor.

During the period of this contract, no change is permitted in any of its conditions and specifications unless the contractor receives written approval from the Township committee.

LOWER ALLOWAYS CREEK TOWNSHIP RESERVES THE RIGHT TO CANCEL THIS CONTRACT AFTER THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

The price of removal/disposal and the price for transfers shall be quoted per thousand-gallon units and must be a firm price for the full term of the contract. Contract will be awarded solely on the cost of removal/disposal as the frequency of transfer is so small that this figure is not deemed to be needed in the calculation of the low vendor.

Estimated sludge/waste water to be removed during the term of this contract is 200,000 gallons. (100,000/yr)

Estimates sludge/waste water to be transferred during the term of this contract is 5,000 gallons.

Current contract info:

Vendor: Wm. P. McGovern, Inc.

Price: \$89.3/1,000 gals disposed \$50/1,000 gals transferred

*Vendor should submit bid security (Para#2) based on above figures

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:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> 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, _____ (name of affiant) residing in _____ (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 _____ (title or position) of the firm of _____ (name of firm)

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

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding
in connection with the above 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)

BID PROPOSAL FORM

TO: THE MAYOR AND TOWNSHIP COMMITTEE OF
LOWER ALLOWAYS CREEK

The undersigned proposes to furnish and deliver the above materials and supplies as stipulated by these specifications and according to the pricing schedule below:

Price per 1000 gallons removed and disposed = \$ _____

Price per 1000 gallons transferred = \$ _____

Respectfully submitted,

Bidder's Name _____

Signature _____

Print Name _____

Title _____

Date _____

Company Address _____

Phone _____

Fax _____

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 : _____

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: _____

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 within the last 24 months:

Name: _____

Address: _____

Phone: _____

4. The name and telephone of references for this type of service rendered by your firm within the last 24 months: (con't)

Name: _____

Address: _____

Phone: _____

** ** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

Name: _____

Address: _____

Phone: _____

** ** ** **

5. Please provide a listing of contracts your firm has lost during the last 3 years:

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

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

Bidder's Signature: _____

7. 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 _____



State of New Jersey
Department of Labor and Workforce Development
Division of Wage and Hour Compliance
PO Box 389
Trenton, New Jersey 08625-0389

Instructions for Completing the Application for Public Works Contractor Registration

The Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48, et seq.) requires all contractors, subcontractors, or lower tier subcontractors (*including subcontractors listed in bid proposals*) who bid on or engage in the performance of any public work to register with the Department of Labor and Workforce Development. The Contractor Registration Certificate is issued to both the company (*the business name listed in question #1*) and its responsible representatives (*the individuals listed in question #9*).

All applications must be accompanied by a check or money order made payable to the "Commissioner of Labor and Workforce Development." Mail the application, check, and any other required documentation or forms to the address listed above (overnight mailing address is on the application). **Please allow 30 calendar days for processing the contractor registration certificate.**

New Out-of-State Applicants: If you are a new out-of-state applicant and plan to keep your payroll/business records outside of New Jersey, you must complete an "Application for Permit to Maintain Payroll Records Outside of New Jersey" (MW-42).

This application and other required forms are available at www.nj.gov/labor (click on Wage & Hour), or you may contact the Contractor Registration Unit at (609) 292-9464 or Fax (609) 633-8591.

Type of Application and Certificate Number:

Check appropriate box for new or renewal registration. If renewal, indicate current certificate number.

- New or One-Year Renewal – Fee is \$300 and is non-refundable.
- Two-Year Renewal – A two-year renewal is only available to employers who have been continuously registered for the past two consecutive years with no violations. The fee is \$500 and is non-refundable.

Questions 1 – 9:

1. Type or print legibly the legal name of business used to contract/subcontract public works projects. If more than one business entity name is party to contracts, separate registrations are required.
2. Enter corporate name if different than item #1.
3. Enter the firm's street address, city, state, ZIP code, and county.
4. Enter the firm's mailing address if different than item #3.
5. Enter telephone number, fax number, and e-mail.
6. Enter Federal Employer Identification Number (FEIN). If no FEIN assigned, enter Social Security Number of owner.
7. Check the type of business. If business is a corporation, enter the date of incorporation, the State of incorporation, and the New Jersey Business/Corp. Number.

Out-of-state: If applicant is out-of-state, applicant must appoint a registered agent in New Jersey who will accept legal service in New Jersey. Provide the registered agent's name, street address, city, state, ZIP code, telephone number, fax number, and e-mail.

8. Enter Workers' Compensation carrier name, policy number, and effective dates.

Note: Sole proprietors and LLCs who do not have workers' compensation coverage must attach a notarized statement stating that the company is not incorporated and has no employees.

9. List ALL individuals who have an "interest" in the business listed in question #1 bidding or performing work on the public works project, whether as an owner, partner, managing member (*for LLC companies only*), corporate officer, principal, manager, employee, agent, consultant, or representative. Enter each person's first name, last name, title, social security number, % of financial ownership in business (*if zero, so state*), telephone number, street address, city, state, and ZIP code. *Add additional sheets if necessary.*

Note: The names and titles of the individuals listed in question #9 will appear on the certificate of registration.

Pursuant to N.J.A.C. 12:60-7.2, "interest" is defined as follows:

"Interest" means an interest in the entity bidding or performing work on the public works project, whether as an owner, partner, officer, manager, employee, agent, consultant or representative. The term also includes, but is not limited to, all instances where the debarred contractor or subcontractor receives payments, whether cash or any other form of compensation, from any entity bidding or performing work on the public works project, or enters into any contracts or agreements with the entity bidding or performing work on the public works project for services performed, or to be performed, for contracts that have been or will be assigned or sublet, or for vehicles, tools, equipment or supplies that have been or will be sold, rented or leased during the period from the initiation of the debarment proceedings until the end of the term of the debarment period. "Interest," however, does not include shares held in a publicly traded corporation if the shares were not received as compensation after the initiation of debarment from an entity bidding or performing work on a public works project.

Questions 10 – 16:

Read each question carefully and give complete and accurate responses. For questions 13 and 14, be sure to disclose any prior history of any alleged violation of any State or Federal Labor Laws.

Applicant Statement:

Review the Applicant Statement. Sign and date the Statement, and print the name and title of the person signing the Statement.



Pursuant to N.J.A.C. 12:62-2.4(a), a contractor registration certificate may be denied, suspended, or revoked due to inaccurate information, misstatements, or omissions.



N.J.A.C. 12:62-2.4 Denial, suspension or revocation of registration

(a) As an alternative to or in addition to sanctions provided in N.J.A.C. 12:62-2.5, a certificate of registration may be denied, suspended or revoked if the registrant or applicant or an officer, partner, director, stockholder, or agent of the applicant or registrant has at any time:

1. Failed to comply with the registration requirement set forth in the Act;
2. Bid for or performed work pursuant to a public works contract without having fully complied with the registration requirement set forth in the Act;
3. Willfully made a misstatement of or omitted revealing a material fact or facts in the application for registration or renewal;
4. Failed to provide all information requested by the Department pursuant to N.J.A.C. 12:62-2.1(c); or
5. Contracted for use in the completion of a public work any subcontractor or independent contractor required to register under the Act who is not so registered or has utilized a subcontractor who has subcontracted his or her work to any subcontractor or independent contractor who is not so registered; or
6. Failed to respond to a request to produce records, forms or documents or failed to cooperate or has interfered with a designee of the Commissioner in the course of a departmental investigation.

STATE OF NEW JERSEY
Department of Labor and Workforce Development
Division of Wage and Hour Compliance

APPLICATION FOR PUBLIC WORKS
CONTRACTOR REGISTRATION

FOR OFFICE USE ONLY:

Log # _____

Check # _____

Check Amount \$ _____

This application and other required forms are available at www.nj.gov/labor (click on Wage & Hour).

All applications must be accompanied by a check or money order made payable to the
Commissioner of Labor and Workforce Development.

- New Application - \$300 Non-Refundable Fee
 One-Year Renewal - \$300 Non-Refundable Fee

- Two-Year Renewal - \$500 Non-Refundable Fee (only available to
firms who have been registered for the past two consecutive years)

Current Certificate No. _____

1.	Business Name (Provide the legal name of business used to contract/subcontract public works projects.)				
2.	Corporate Name (if different than item #1)				
3.	Street Address	City	State	ZIP Code	County
4.	Mailing Address (if different than item #3)				
5.	Telephone No.	Fax No.	e-mail		
6.	_____ OR _____		_____		
	Federal Employer Identification Number (FEIN)		If no FEIN assigned, enter Social Security No. of owner.		
7.	Type of Business:				
	<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> NJ Corporation	<input type="checkbox"/> Out-of-State Corporation *	
	<input type="checkbox"/> LLC (Limited Liability Company)	<input type="checkbox"/> LLP (Limited Liability Partnership)	<input type="checkbox"/> Other _____		
	If a corporation, complete the following:		Date of Incorporation _____	State of Incorporation * _____	
	NJ Business/Corp. No. _____				
	* If applicant is out-of-state, applicant must appoint a registered agent in New Jersey who will accept legal service in New Jersey:				
	Name of Registered Agent in New Jersey _____				
	Street Address	City	State	ZIP Code	
	Telephone No.	Fax No.	e-mail		
8.	Workers' Compensation Carrier Name: * _____				
	Policy Number: _____	Effective Date: From _____	To _____		
	* If you are a sole proprietor with no workers' compensation coverage, attach a notarized statement stating that you have no employees.				
ATTENTION OUT-OF-STATE APPLICANTS: If you are a <u>new</u> out-of state applicant <u>and</u> plan to keep your payroll/business records outside of New Jersey, you must complete the "Application for Permit to Maintain Payroll Records Outside of New Jersey" (Form MW-42).					

9. Provide the following information for ALL individuals who have an "interest" (for definition of "interest," see N.J.A.C. 12:60-7.2 in the instructions) in the business listed in item #1 bidding or performing work on the public works project, whether as an owner, partner, managing member (for LLC companies only), corporate officer, principal, manager, employee, agent, consultant, or representative. Add additional sheets if necessary. NOTE: The names and the titles of the individuals listed here will appear on the certificate of registration.

a.

First Name	Last Name	Title	
Social Security No.	% of financial ownership in business (if zero, so state)	Telephone No.	
Street Address	City	State	ZIP Code

b.

First Name	Last Name	Title	
Social Security No.	% of financial ownership in business (if zero, so state)	Telephone No.	
Street Address	City	State	ZIP Code

c.

First Name	Last Name	Title	
Social Security No.	% of financial ownership in business (if zero, so state)	Telephone No.	
Street Address	City	State	ZIP Code

10. At any time during the preceding five (5) years, have any of the individuals listed in item #9 ever held an "interest" (for definition of "interest," see N.J.A.C. 12:60-7.2 in the instructions) in another firm which has obtained a "Public Works Contractor Registration Certificate" or has bid on or performed work on a public works project, whether as an owner, partner, managing member (for LLC companies only), corporate officer, principal, manager, employee, agent, consultant, or representative? Yes No

If yes, list the name of the individual, position held, start and end dates, and name and address of company.

NOTE: Failure to disclose associations with other firms could cause the denial or loss of your contractor registration certificate.

11. Has the business listed in item #1 ever been prohibited or debarred from performing public work (including voluntary prohibition) by the State of New Jersey, any other state, public entity (e.g. city, county, board of education, etc.), or the federal government? Yes No

If yes, provide start and end dates, reason for prohibition/debarment, and any other relevant details.

12. Have any of the individuals listed in item #9 ever been prohibited or debarred from performing public work (including voluntary prohibition) by the State of New Jersey, any other state, public entity (e.g. city, county, board of education, etc.), or the federal government? Yes No

If yes, list the name of the individual, start and end dates, reason for prohibition/debarment, and any other relevant details.

13. At any time during the preceding five (5) years, did the business listed in item #1 receive a notice of an alleged violation of any:

- a. New Jersey State Labor Law? Yes No
- b. United States Federal Labor Law? Yes No
- c. Labor Laws of any other state or public entity? Yes No

NOTE: Failure to disclose any prior history of violations could cause the denial or loss of your contractor registration certificate.

14. At any time during the preceding five (5) years, did any of the individuals listed in item #9 or any firm listed in item #10 receive a notice of an alleged violation of any:

- a. New Jersey State Labor Law? Yes No
- b. United States Federal Labor Law? Yes No
- c. Labor Laws of any other state or public entity? Yes No

NOTE: Failure to disclose any prior history of violations could cause the denial or loss of your contractor registration certificate.

15. Has the firm or any individual listed in item #9 ever been alleged to have committed any unlawful act in attempting to obtain or in the performance of a Public Contract? Yes No

If yes, name of public entity: _____ Year: _____

16. Please place a check mark next to each North American Industry Classification System (NAICS) code that your company intends to perform.

Your selection(s) will not limit the firm's eligibility to perform any particular type of work; however, if you select three (3) or more (or you select none), your firm's industry classification will be General Construction (236220).

<u>Code</u>	<u>Craft</u>	<u>Code</u>	<u>Craft</u>	<u>Code</u>	<u>Craft</u>
<input type="checkbox"/> 238220	Air Balancing & Testing	<input type="checkbox"/> 238290	Elevators	<input type="checkbox"/> 237310	Paving
<input type="checkbox"/> 562910	Asbestos Removal	<input type="checkbox"/> 238910	Excavation	<input type="checkbox"/> 237120	Pipeline Construction
<input type="checkbox"/> 238910	Boring	<input type="checkbox"/> 238990	Fencing	<input type="checkbox"/> 238220	Plumbing
<input type="checkbox"/> 238140	Brick and Block	<input type="checkbox"/> 238330	Flooring/Tile	<input type="checkbox"/> 238220	Refrigeration
<input type="checkbox"/> 237990	Bulkheads & Docks	<input type="checkbox"/> 236220	General Construction	<input type="checkbox"/> 238160	Roofing
<input type="checkbox"/> 238350	Carpentry (general)	<input type="checkbox"/> 237310	Road and Heavy Highway	<input type="checkbox"/> 237110	Sewer Piping & Storm Drains
<input type="checkbox"/> 238330	Carpeting	<input type="checkbox"/> 484110	Hauling	<input type="checkbox"/> 238220	Sheet Metal (Mechanical)
<input type="checkbox"/> 238390	Caulking & Water Proofing	<input type="checkbox"/> 238220	HVAC	<input type="checkbox"/> 238220	Sprinkler Systems
<input type="checkbox"/> 238110	Concrete	<input type="checkbox"/> 238130	Iron and Steel Fabrications	<input type="checkbox"/> 517110	Telecommunications
<input type="checkbox"/> 213112	Core Drilling	<input type="checkbox"/> 238310	Insulation/Mechanical	<input type="checkbox"/> 238210	Traffic Signals
<input type="checkbox"/> 238910	Demolition	<input type="checkbox"/> 561720	Janitorial Services	<input type="checkbox"/> 562211	Waste Removal, Toxic/Hazardous
<input type="checkbox"/> 561990	Diving	<input type="checkbox"/> 541320	Landscape Construction	<input type="checkbox"/> 238190	Welding
<input type="checkbox"/> 237990	Dredging	<input type="checkbox"/> 238220	Mechanical Construction	<input type="checkbox"/> 213111	Well Drilling
<input type="checkbox"/> 238210	Electrical	<input type="checkbox"/> 238320	Painting	<input type="checkbox"/> Other	Describe: _____

APPLICANT STATEMENT

As the responsible applicant, I attest to the following:

- I have read and understood the questions contained in the attached application and its appendices.
- I understand that failure to provide full, accurate, and timely disclosure of any of the required information or documentation may result in the denial of this application for registration and/or revocation of any contractor registration certificate.
- I understand and agree that the Applicant has a continuing duty to promptly notify the New Jersey Department of Labor and Workforce Development, Division of Wage and Hour Compliance in writing of any change to the answers or information contained herein.
- I acknowledge that the New Jersey Department of Labor and Workforce Development, Division of Wage and Hour Compliance may, by means it deems appropriate, determine the accuracy and truth of the statements made in the application.
- I agree and warrant that truthfully answering the questions on this application is an event entirely within my control.
- In accordance with the New Jersey Child Support Improvement Act, N.J.S.A. 2A:17-56.44d, by signing this application I am hereby certifying that I do not have a child support obligation or I have such an obligation but the arrearage amount does not equal or exceed the amount of the child support payable for six months and any court-ordered health coverage has been provided for the past six months. Furthermore, I certify that I have not failed to respond to a subpoena relating to a paternity or child support proceeding or I am not the subject of a child support related warrant. I understand that making a false statement may subject my contractor registration certificate to immediate revocation or suspension.

I certify that to the best of my knowledge the information given in response to each question and the appendices is accurate, true, and complete.

Signature

Date

Print Name and Title

RETURN TO:

NJ Dept. of Labor and Workforce Development
Division of Wage and Hour Compliance
PO Box 389
Trenton, NJ 08625-0389

Tel. (609) 292-9464

Fax (609) 633-8591

OVERNIGHT MAIL:

NJ Dept. of Labor and Workforce Development
Division of Wage and Hour Compliance
1 John Fitch Plaza, 3rd Floor
Trenton, NJ 08611

Please allow 30 calendar days for processing the contractor registration certificate.

To check your registration status, please visit www.nj.gov/labor (find the section on Wage & Hour and click on "Registered Public Works Contractors").

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"/>	Acknowledgement of Receipt of Addenda	
<input type="checkbox"/>	Status of Present Contracts	
<input type="checkbox"/>	Equipment Certification	
<input checked="" type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of <i>Bid Bond</i>)	
<input 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 checked="" type="checkbox"/>	Minimum Wage VENDOR DATA SHEETS	
<input 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.