

**TOWNSHIP OF NEPTUNE  
SEWERAGE AUTHORITY**

**TNSA**



**TOWNSHIP OF NEPTUNE SEWERAGE  
AUTHORITY  
COUNTY OF MONMOUTH, NEW JERSEY**

**BID DOCUMENTS & SPECIFICATIONS**

**LABORATORY ANALYSIS SERVICES**

**SUBMISSION DEADLINE**

10:00 am prevailing time  
Wednesday, December 11, 2024  
Township of Neptune Sewerage Authority  
P.O. Box 765  
634 Old Corlies Avenue  
Neptune, New Jersey 07753

**All bid proposals must be clearly marked**

**“Request for Bids: LABORATORY ANALYSIS SERVICES”**

**ADDRESS ALL PROPOSALS TO:**

Township of Neptune Sewerage Authority  
Attn: Tina M. Cunningham, Executive Director  
P.O. Box 765  
634 Old Corlies Avenue  
Neptune, New Jersey 07753

## TABLE OF CONTENTS

	<b>INVITATION TO BIDDERS</b>	4
<b>1.0</b>	<b>GENERAL INSTRUCTIONS TO BIDDERS</b>	5
1.1	BID FORM INSTRUCTIONS	6
1.2	BID BOND INSTRUCTIONS	6
1.3	PERFORMANCE BOND	6
1.4	CONSENT OF SURETY	7
1.5	MAINTENANCE BOND	7
1.6	EXCEPTIONS TO THE BID SPECIFICATIONS	7
1.7	“OR EQUAL” SUBSTITUTIONS	7
1.8	OBLIGATION OF BIDDER	7
1.9	CONFLICT OF INTEREST AND NON-COLLUSION	8
1.10	SUBLETTING OR ASSIGNING OF CONTRACT	8
1.11	INSURANCE COVERAGE	8
1.12	INDEMNIFICATION	9
1.13	MANDATORY AFFIRMATIVE ACTION CERTIFICATION	9
1.14	OWNERSHIP DISCLOSURE CERTIFICATION	10
1.15	AWARDING OF CONTRACT	10
1.16	CAUSE FOR REJECTING BIDS	11
1.17	VENDOR QUALIFICATIONS	11
1.18	CONTRACT PERIOD	11
1.19	BID PRICES	12
1.20	ESTIMATED QUANTITIES	12
1.21	FIRM FIXED CONTRACT	12
1.22	EQUIPMENT SPECIFIED	12
1.23	PROMPT PAYMENT REQUIREMENTS	13
1.24	INTENT OF SPECIFICATIONS	13
1.25	TERMINATION OF CONTRACT	13
1.26	NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS	14
1.27	TRUTH IN CONTRACTING LAW	15
1.28	PAY TO PLAY – NOTICE OF DISCLOSURE REQUIREMENT	15
1.29	HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT	15
1.30	NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT	16
1.31	NEW JERSEY ANTIDISCRIMINATION	16
1.32	MANDATORY CONTRACT DISPUTE PROCEDURES	16
1.33	PREVAILING WAGE ACT	17
1.34	PUBLIC WORKS CONTRACTOR REGISTRATION ACT	17
1.35	SUBCONTRACTORS	18
1.36	AMERICAN GOODS AND PRODUCTS	18
1.37	AMERICAN WITH DISABILITIES ACT	18
1.38	DISCLOSURE OF CONTRIBUTIONS	18
1.39	CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED INVESTMENT ACTIVITIES IN IRAN	18
1.40	CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED INVESTMENT ACTIVITIES IN RUSSIA OR BELARUS	18

1.41	ADDENDA	19
1.42	TAXES	19
1.43	EQUAL OR TIE BIDS	19
1.44	HOLD HARMLESS CLAUSE	19
1.45	ERRORS AND CHANGES	19
1.46	WITHDRAW OF BIDS	19
1.47	PUBLIC EMERGENCY	19
<b>2.0</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>21</b>
2.1	OWNER	21
2.2	SITE OF WORK	21
2.3	SCOPE OF WORK	21
2.4	ANNUAL SCHEDULE OF TESTING	22
2.5	ROUTINE AND EMERGENCY TELEPHONE NUMBERS	23
2.6	LAWS AND REGULATIONS	23
2.7	SPECIAL QUALIFICATIONS	23
2.8	MATERIALS AND EQUIPMENT	23
2.9	COLLECTION AND DELIVERY OF SAMPLES	23
2.10	TEST RESULTS	24
2.11	INSURANCE	24
2.12	PROCEDURE FOR SUBMITTING INVOICES	24
2.13	CONTRACTORS RESPONSIBILITY	24
<b>3.0</b>	<b>BID FORM</b>	<b>26</b>
3.1	PROPOSAL	27
<b>4.0</b>	<b>BID SUBMISSION DOCUMENTS</b>	<b>29</b>
4.1	BID BOND	29
4.2	ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	30
4.3	CONSENT OF SURETY	31
4.4	NON-COLLUSION AFFIDAVIT	32
4.5	STATEMENT OF OWNERSHIP	33
4.6	AFFIRMATIVE ACTION CERTIFICATE	37
4.7	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	38
4.8	DISCLOSURE OF INVESTMENT ACTIVITIES IN RUSSIA OR BELARUS	40
4.9	LISTING OF SUBCONTRACTORS	42
4.10	VENDOR QUALIFICATIONS CERTIFICATION	43
4.11	AFFIRMATIVE ACTION REGULATIONS	45
4.12	EQUIPMENT OWNED AND/OR LEASED	47
4.13	APPLICATION FOR ACCEPTANCE OF SUBSTITUTE EQUIPMENT AND/OR MATERIAL	48
4.14	AMERICANS WITH DISABILITIES ACT	49
4.15	NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS	51
4.16	NEW JERSEY ANTI-DISCRIMINATION PROVISIONS	52
4.17	BID DOCUMENT SUBMISSION CHECKLIST	53

**TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**  
**PUBLIC NOTICE**  
**INVITATION TO BIDDERS**

**PROPOSALS:** Sealed proposals for the following: Laboratory Analysis Services for the 2025 and 2026 Calendar Years for the Township of Neptune Sewerage Authority will be received at 10:00 a.m. on Wednesday, December 11, 2024 at which time bids will be publicly opened and read aloud at the Administration Building, located at 634 Old Corlies Avenue, Neptune, New Jersey. Bids will not be accepted after the specified time. Proposals must be on the official proposal form. Specifications are available via [www.tnsa-nj.org](http://www.tnsa-nj.org) or at the Township of Neptune Sewerage Authority Administration Office, 634 Old Corlies Avenue, Neptune, NJ 07753 and may be inspected/obtained by prospective bidders during regular business hours. Bidders who do not download this document will be furnished with a copy of the specifications upon proper notice and payment of a non-refundable fee of \$10. Proposals must be submitted in a sealed envelope, addressed to the Executive Director, Township of Neptune Sewerage Authority, P.O. Box 765, Neptune, New Jersey and identified as “Bid – Laboratory Analysis Services 2025 and 2026 Calendar Years”.

Specifications provide for receipt of bids by mail. Those bids which are mailed to the contracting unit shall be sealed, properly marked and shall only be opened for examination at such time and place as all bids received are unsealed and announced.

The right is reserved by the Owner to reject any and all bids or to waive any immaterial defect or informality in any bid, if deemed in the best interest of the Owner. The right is also reserved to increase or decrease the quantity specified in the manner designated in the contract documents.

**AFFIRMATIVE ACTION REGULATIONS:** Bidders are required to comply with the requirements of N.J.S.A.10:5-31 and N.J.A.C. 17:27 et seq.

By: James W. Manning, Jr.  
Chairman  
Township of Neptune Sewerage Authority

# **TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

## **INSTRUCTIONS TO BIDDERS, GENERAL CONDITIONS AND SPECIFICATIONS FOR LABORATORY ANALYSIS SERVICES FOR THE 2025 AND 2026 CALENDAR YEARS**

- 1.0 **GENERAL INSTRUCTIONS TO BIDDERS** Sealed bids shall be received by the Township of Neptune Sewerage Authority, hereinafter referred to as “owner” in accordance with public advertisement as required by law, with a copy of said notice being attached hereto and made part of these specifications.

Sealed bids shall be received by the designated representative at 10:00 a.m. at the Administration Building, 634 Old Corlies Avenue, Neptune, New Jersey 07753 as stated in the Notice to Bidders, and at such time and place will be publicly read aloud.

The bid shall be submitted in a sealed envelope: (1) addressed to the owner, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked “BID” with the contract title of the contract being bid.

It is the bidder’s responsibility to present bids to the owner prior to or at the time and at the place designated. Bids may be hand delivered or mailed; however, the owner disclaims any responsibility for bids forwarded by regular or overnight mail. Bids sent by express mail or delivery service must either 1) include the designation in sub-section C, above on the outside of the express mail or service envelope; or 2) must be in a separate envelope inside the delivery envelope and the envelope marked as required above. Bids received after the designated time and date will be returned unopened.

Sealed bids forwarded to the owner before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of sixty (60) calendar days.

All prices and amounts must be written in ink or preferably machine-printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the owner in accordance with applicable law. Any changes, whiteouts, strikeouts, etc. in the bid, must be initialed in ink by the person signing the bid.

Each bid proposal form must give the full address, business phone, fax, e-mail, the contact person of the bidder, and signed by an authorized representative as follows:

- Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.

- Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- Bids by sole-proprietorship shall be signed by the proprietor.
- When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

Official requests for bid packages are available from the owner's website at [www.tnsa-nj.org](http://www.tnsa-nj.org) at no cost to the prospective respondents. All addenda are posted on this site. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the specifications that may or may not be complete. The owner is not responsible for third party supplied documents. Respondents are urged to register their contact information by sending an email to the following address: [dellapietro@tnsa-nj.org](mailto:dellapietro@tnsa-nj.org) so any addenda to these specifications can be sent to them.

**1.1 BID FORM INSTRUCTIONS** All bids must be submitted on the form of proposal supplied by the Authority. All bid documents submitted should include original signatures. Failure to provide original signatures may be cause for rejection of the bid at the discretion of the Authority.

**1.2 BID BOND INSTRUCTIONS** A bid bond, cashier's check or certified check in the amount of ten percent (10%) of the total amount bid, not exceeding \$20,000.00, N.J.S.A 40A:11-21, must accompany each proposal as a guarantee which may be forfeited and retained by the Authority in lieu of its other legal remedies if a successful bidder's proposal is accepted by the Authority and he shall fail to execute and return to the Authority the required contract within twenty-one (21) days, Sundays and holidays excepted, after the delivery of the prepared contract to him by the Authority. The bid bond shall be submitted on the form provided within these bid documents. A Certificate of Authority, issued by the New Jersey Department of Banking and Insurance should be submitted with the bid proposal. The guarantee checks or bid bonds of all except the three (3) lowest bidders will be returned within ten (10) days after opening of the bids, Sundays and holidays excepted, and the bids of such bidders shall be considered as withdrawn. The remaining bid guarantees will be returned promptly upon execution of contract documents by the successful bidder but no more than three (3) days, Sundays and holidays excepted, after the awarding and signing of the contract and the approval of the contractor's performance bond.

The bid bond shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a bid guarantee shall result in rejection of the bid.

**1.3 PERFORMANCE BOND** The successful bidder, when awarded a contract, shall submit simultaneously with the delivery of the executed contract, a performance bond in the amount of one hundred (100%) of the total amount bid guaranteeing performance of the contract in a form acceptable by the Authority.

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5. For multi-year contracts, the performance bond may be resubmitted each year on the contract anniversary date for the amount remaining on the contract.

Failure to submit with the executed contract shall be cause for declaring the contract null and void pursuant to N.J.S.A. 40A:11-22.

- 1.4 CONSENT OF SURETY** Bidder shall submit with the bid a Certificate (Consent) of Surety with Power of Attorney for full amount of bid price from a surety company authorized to do business in the State of New Jersey, and acceptable to the owner stating that it will provide said bidder with a performance bond in the full amount of the bid pursuant to N.J.S.A 40A:11-22.

The consent of surety shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a consent of surety form shall result in rejection of the bid.

- 1.5 MAINTENANCE BOND** Upon completion of any repair which cost exceeds \$100,000.00 and prior to payment the successful bidder shall provide a maintenance bond in the amount of fifteen percent (15%) of the total contracted amount including any change orders. The maintenance bond shall be for a one year term in a form acceptable to the Authority. A Surety Disclosure Statement shall accompany the maintenance bond.

- 1.6 EXCEPTIONS TO THE BID SPECIFICATIONS** Any conditions, limitation, provisions, amendments, or other changes attached or added by the bidder to any of the provisions of these Bid Specifications or any changes made by the bidder on the Proposal Forms may result in the rejection of the Bid Proposal by the Township of Neptune Sewerage Authority.

- 1.7 “OR EQUAL” SUBSTITUTIONS** Whenever the Specifications identify a brand name, trade name or a manufacturer’s name, this designation is used for classification or descriptive purposes only, and the bidder may substitute an equal product, subject to the approval of the Township of Neptune Sewerage Authority.

- 1.8 OBLIGATION OF BIDDER** At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the contents of the Notice to Bidders, the General Information and the Specifications of the material and/or service to be supplied. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve the bidder from any obligation in respect of that bid.

Any challenge to the bid specifications shall be presented to the Executive Director, Township of Neptune Sewerage Authority, P.O. Box 765, Neptune, New Jersey 07753

within three (3) business days prior to the bid opening and shall be clearly marked on the outside “Bid Challenge – Laboratory Analysis Services for the 2025 and 2026 Calendar Years”. Any challenge filed thereafter shall have no effect on bid award.

**1.9 CONFLICT OF INTEREST AND NON-COLLUSION** Each bidder must execute and submit as part of the Bid Proposal a “Non-Collusion Affidavit” which a minimum shall attest that:

A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;

B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract; and

**1.10 SUBLETTING OR ASSIGNING OF CONTRACT** The contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract, or any portion thereof, or of the work provided herein, or of his right, title, or interest therein, to any person, firm or corporation.

**1.11 INSURANCE COVERAGE** Effective with all 1989 contracts for materials, services and supplies, the successful bidder shall be required to file a certificate of insurance as part of the contract document, indemnifying the Township of Neptune Sewerage Authority from any liability claims resulting from the direct or indirect failure or defect of any of the contractor supplier’s products or services. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the Township of Neptune Sewerage Authority as an additional insured. All commercial insurers must have an A.M. Best Company financial strength rating of “A”/VII or better unless the Owner grants an exception. **The successful Bidder is responsible to update the certificate of insurance upon expiration and immediately forward the updated certificate of insurance to the Owner.**

This insurance coverage obligation may be shared by both the contract suppliers and/or manufacturer.

The successful bidder shall also be required to file evidence of Comprehensive General Liability Insurance in a minimum amount of \$1,000,000 of bodily injury and property damage; and Comprehensive Auto Liability Insurance in a minimum amount of \$1,000,000 for bodily injury and property damage.

If a contract in any way involves the performance of services, the successful bidder will be required to file a certificate of insurance in connection with Workmen’s Compensation Coverage. The successful bidder shall take out and maintain during the life of the contract adequate worker’s compensation and employer’s liability insurance for all employees



employed in connection with the work, and in case and work is sublet, the successful bidder shall require each sub-contractor similarly to provide workmen's compensation and employer's liability insurance for the latter's employees, unless such employees are covered by the protection afforded by the successful bidder's insurance.

Coverage A shall be New Jersey Statutory and Coverage B (Employer's Liability) shall be unlimited as per New Jersey Workmen's Compensation Law.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers which he 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' representatives 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.

All certificates of insurance shall be submitted when required by the contract documents but in no event later than the commencement of work. Certificates of insurance shall be subject to review by the Owner and shall show the certificate holder as follows:

Township of Neptune Sewerage Authority  
P.O. Box 765  
634 Old Corlies Avenue  
Neptune, New Jersey 07753

**Certificate of insurance must indicate that the Township of Neptune Sewerage Authority has been named as an additional insured for this contract.**

**1.12 INDEMNIFICATION** The contractor agrees to indemnify and hold harmless the owner, its officers, agents and employees, from all claims, suits or actions, and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from:

A. Negligent acts or omissions on the part of the contractor, the contractor's agents, servants or subcontractors in the delivering of goods and services, or in the performance of the work under the contract; and

B. The use of any copyrighted or copyrighted composition, valid trademark, secret process, patented or unpatented invention or article furnished or used in the performance of this contract.

The owner will not accept Mutual Limitation of Liability Terms.

**1.13 MANDATORY AFFIRMATIVE ACTION CERTIFICATION** No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase

& Property Contract Compliance and Audit Unit (Division) and provided below. The contractor will include the language included as Attachment A in this specification.

1. Goods, Professional Services and General Service Contracts

Each 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:

- i. A letter of Federal Approval indicating that the vendor is under existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the Public Agency and Division. This approval letter is valid for one year from the date of issuance.
- ii. A certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public Agency 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.
- iii. The successful bidder shall complete and Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order payable to "Treasurer, State of NJ" and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, the report shall constitute evidence of compliance with the regulations.

**1.14 OWNERSHIP DISCLOSURE CERTIFICATION (N.J.S.A. 52:25-24.2):** No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership, bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included statement of ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and subchapter s corporations. Failure to submit an ownership disclosure document shall result in rejection of the bid as it can't be remedied after bids have been opened.

**1.15 AWARDING OF CONTRACT** The Township of Neptune Sewerage Authority will award the contract to the lowest most qualified responsible bidder but reserves the right to reject any and all proposals and to waive any immaterial informality as may be permitted by law.

This award of contract shall not be binding upon the Authority until the contract, in accordance with the specifications, is actually executed by the successful bidder and by the proper officials of the Township of Neptune Sewerage Authority.

The Authority shall award the contract or reject all bids within sixty (60) days except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. No bids may be withdrawn during this sixty (60) day period.

The inability of any vendor to bid on all items listed under each category on which that party is bidding may preclude consideration of the bid. The contract shall be awarded to that agency which provides the lowest overall bid, considering all items are bid or otherwise calculated in for award purposes. Bids shall be reviewed to determine any unbalanced bidding. Unbalance bidding shall be cause for rejection.

**1.16 CAUSE FOR REJECTING BIDS** Bids may be rejected for any of the following reasons:

- A. All bids pursuant to N.J.S.A. 40A:11-13.2;
- B. If more than one bid is received from an individual, firm or partnership, corporation, or association under the same name;
- C. Multiple bids from an agent representing competing bidders;
- D. The bid is inappropriately unbalanced;
- E. If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays excepted, or as otherwise agreed upon by the parties to the contract. In this case at its option, the owner may accept the bid of the next lowest responsible bidder (N.J.S.A. 40A:11-24b).

**1.17 VENDOR QUALIFICATIONS** All bidders shall provide certification demonstrating its ability to perform this contract. Certification shall be provided on the attached form and shall attest the contractor will have available resources, equipment, experience and capability to undertake and perform the work described in this specification.

Bids received from Bidders who have previously failed to complete contracts within the time required therefore, or who have previously performed similar work in an unsatisfactorily manner, or who do not have the required equipment or capital to properly execute the work, may be rejected.

**1.18 CONTRACT PERIOD** The contract period shall be for two (2) years from the date first appearing thereon unless otherwise specified by law.

In accordance with 40A:11-15 of the Local Public Contracts Law, the Authority reserves the right to extend this contract, when mutually agreed upon between the Authority and the contractor. The extension may not be more than two one-year periods or one two-year period at the current contract price, terms and conditions by mutual agreement with the contractor. The contract extension shall be awarded by resolution of the governing body only upon a finding by the governing body that the services are being performed in an effective and efficient manner.

**1.19 BID PRICES** The bid shall be based upon the descriptions provided on the “Bid Form” and from the technical specifications attached hereto. The bid shall be based on “top of the line” quality items and/or service shall be quoted f.o.b. Township of Neptune Sewerage Authority, P.O. Box 765, 634 Old Corlies Avenue, Neptune, New Jersey 07753.

Full replacement shall be provided by the successful bidder should any item and/or services supplied fail to perform in accordance with the standards of “top of the line” quality as known by the trade.

The successful bidder shall make delivery of services and/or installation as requested to the Township of Neptune Sewerage Authority at no additional charge.

**1.20 ESTIMATED QUANTITIES** (Open-Ended Contracts, Purchase as Needed) The owner has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J.A.C. 5:30-11.2 and 11.10. NO minimum purchase is implied or guaranteed.

Contractor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall have included this cost.

Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor. No additional charges will be allowed for any transportation costs resulting from partial shipments made at vendor’s convenience when a single shipment is ordered.

**1.21 FIRM FIXED CONTRACT** This is a firm fixed contract, prices firm. No price escalation.

**1.22 EQUIPMENT SPECIFIED** The contractor shall submit bid prices for the items in the proposal based upon the equipment named. If the contractor is proposing an alternate product or equipment, the contractor must submit page 45 entitled “Application for Acceptance of Substitute Equipment and/or Material” at the time of bid for consideration. The use of alternate product or equipment which the contractor believes to be equal to that specified must be in accordance with the following:

1. All other additional costs incurred by the Owner as a result of the substitution of any product or equipment shall be borne by the contractor.
2. All deductions or additions as a result of a difference in costs between the product and equipment shall be deducted from or added to the contract. The contractor shall state the difference in product or equipment costs of any proposed substitution.

3. The contractor shall submit proof of eligibility of the product or equipment proposed for substitution.

When a type or quantity of the product or equipment is required for any particular unit of the work, the bidder should make arrangements for securing such product or equipment in all cases where the contractor does not own or control it. The bidder warrants when a bid is submitted, that a contractor has or can secure the necessary labor and product or equipment and has assured that the materials intended to be used comply with the requirements of the specifications and can be secured in the required quantity and at the time desired.

**1.23 PROMPT PAYMENT REQUIREMENTS** Requests for payment of goods or services delivered shall be made on Township of Neptune Sewerage Authority vouchers with copies of supplier's invoices attached which shall specify the quantity, description, unit and extended prices of each item delivered. Payments shall not be provided on a frequency less than a monthly basis after services are rendered and vouchers are timely submitted for review and processing.

**1.24 INTENT OF SPECIFICATIONS** The equipment and/or service specifications in this bid package are intended to specify equipment and/or service in terms of performance and function. No part of this specification should be interpreted as representing or recommending a particular brand of equipment. It should be noted, however, that only manufacturer's publicly identified "top of the line" equipment will be accepted.

**1.25 TERMINATION OF CONTRACT** If through any cause, the successful bidder shall fail to fulfill in a timely and proper manner obligations under this contract, or if the contractor shall violate any of the requirements of this contract, the Authority shall thereupon have the right to terminate this contract by given written notice to the contractor of such termination and specify the effective date of termination.

Such termination shall relieve the Authority of any obligations for balances due to the contractor of any sum or sums set forth in the contract.

In case of default by the successful bidder, the Authority may procure the goods or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.

At any time should the Authority determine that any or all of the services discussed herein become unnecessary; the Authority reserves the right to terminate any or this entire contract upon thirty days written notice.

Strikes, walkouts or other such instances shall be reason for the Authority to immediately acquire other services until such time the contractor can again complete the remainder of the contract. Such actions may also be cause for the Authority to terminate the contract, at the Authority's discretion.

The owner may terminate the contract for convenience by providing thirty (30) calendar days advanced notice to the contractor.

Continuation of the terms of this contract beyond the budget year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the Authority reserves the right to terminate this contract upon thirty days written notice.

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of a contract if the fulfillment of any term or provision of the contract is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, natural emergencies, strikes, floods, fires, acts of god, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of the contract is delayed or prevented by any court order or action or injunction or other such agreement, the contract shall become voidable by the owner by notice to the parties.

**1.26 NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS** Pursuant to N.J.S.A. 52:32-44, the Authority is prohibited from entering into a contract with an entity unless the contractor, and each subcontractor that is required by law to be named in a proposal has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of Treasury.

Prior to contract award or authorization, the contractor shall provide the Authority with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide to the Authority prior to the time a contract is awarded or authorized.

During the course of contract performance:

1. The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
2. The contractor shall maintain and submit to the Authority a list of subcontractors and their addresses that may be updated from time to time.
3. The contractor and the subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers and the proof of business registration or attest that no subcontractors were used.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

## **1.27 TRUTH IN CONTRACTING LAW**

N.J.S.A. 2C:21-34, et seq. governs false claims and representation. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.

N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.

N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

Bidders should consult the statutes or legal counsel for further information.

## **1.28 PAY TO PLAY – NOTICE OF DISCLOSURE REQUIREMENT Business**

entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

## **1.29 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996- HIPPA (If applicable)**

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 (“HIPPA”) as maybe amended from time to time, and the corresponding HIPPA regulations for the confidentiality and security of medical information.

The contractor shall:

- Not use or disclose protected health information other than as permitted or required by law;
- Use appropriate safeguards to protect the confidentiality of the information;
- Report any use or disclosure not permitted.

The contractor, be execution of the contract, shall thereby indemnify and hold the owner harmless from any and all liabilities, claims, actions, costs and penalties which may be

incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) or any other statute or case law protecting the privacy of persons using its services.

**1.30 NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT (N.J.S.A. 34:5A-1 et. seq., N.J.A.C. 8:59-2 et. seq.)** The manufacturer or supplier of chemical substances or mixture shall label them in accordance with the NJ Worker and Community Law. Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) – hazardous substance fact sheet – must be furnished.

**1.31 NEW JERSEY ANTI-DISCRIMINATION – N.J.S.A. 10:2-1** There shall be no discrimination against any employee engaged in the work required to produce the goods and services covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, family status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruit advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for service to be covered by any contract resulting from this bid.

**1.32 MANDATORY CONTRACT DISPUTE PROCEDURES** The Proposer agrees to Mandatory Contract Dispute Procedures required by N.J.S.A. 40A:11-41.1, as described below:

In an effort to resolve any disputes that arise during the construction of the project or following the completion of the project, the Proposer and Owner agree that all disputes between them arising out of or relating to the performance of work described in the contract documents shall be submitted to nonbinding mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to the contract and with the American Arbitration Association.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

Agreements reached in mediations shall be enforceable as settlement agreements in any court having jurisdiction thereof.

The Proposer further agrees to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub consultants, supplies or fabricators so retained,



thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

All parties involved in any dispute shall be joined in a single mediation proceeding in order to facilitate a full and final resolution of such dispute with all interested parties. Such joinder shall be mandatory even if the contractual obligations of the parties involved in a dispute arise under separate contracts or subcontracts.

Nothing in this section shall prevent the Owner from seeking injunctive or declaratory relief in court at any time. The alternative dispute resolution practices required by this section shall not apply to disputes concerning the bid solicitation or award process, or to the formation of contracts or subcontracts to be entered into pursuant to P.L. 1971, c. 198 (C:40A:11-1 et. seq.).

- 1.33 PREVAILING WAGE ACT (N.J.S.A. 34:11-56.25 et. seq.)** The New Jersey Prevailing Wage Act is hereby made a part of every contract entered into on behalf of the Authority, except those contracts, which are not within the contemplation of the Act. The bidder's signature on its bid is its guarantee that neither it nor any subcontractors it might employ to perform the work covered by the contract has been suspended or debarred by the New Jersey Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Act. The bidder's signature on its bid is its guarantee that both it and any subcontractors it might employ to perform the work covered by the contract will comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

**Certified payrolls shall be provided with each request for payment under this contract.**

- 1.34 PUBLIC WORKS CONTRACTOR REGISTRATION ACT (N.J.S.A. 34:11-56.25)** N.J.S.A. 34:11-56.48 requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate *at the time the bid proposal is submitted*. After bid proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to starting work on the job.

Under the law a "contractor" is a "person, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25, et seq.). It applies to contractors based in New Hersey or in another state.

To register, a contractor must provide the State Department of Labor with a fully and accurately completed application form. The form is available online at [www.state.nj.us/labor/lsse/lspubcon.html](http://www.state.nj.us/labor/lsse/lspubcon.html).

N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate of registration.

**1.35 SUBCONTRACTORS** A list of proposed subcontractors shall be included with the bid, if applicable, along with all required paperwork of said subcontractor(s). If the Owner, after due investigation, has reasonable objection to any proposed subcontractor, the Owner may reject the bid. Alternatively, the Owner may request the successful bidder to submit an acceptable substitute subcontractor without an increase in bid price. If the successful bidder declines to make any such substitution, the contract shall not be awarded to said bidder, but his declining to make a substitution will not constitute grounds for sacrificing his bid security.

**1.36 AMERICAN GOODS AND PRODUCTS** Only manufactured and farm products of the United States, wherever available, shall be used in performance of this contract.

**1.37 AMERICAN WITH DISABILITIES ACT OF 1990** Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities language that is included on page 41 and 42 agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owners harmless.

**1.38 DISCLOSURE OF CONTRIBUTIONS** Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**1.39 CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED INVESTMENT ACTIVITIES IN IRAN** Pursuant to N.J.S.A. 52:32-58, the bidder must certify that neither the bidder, nor one its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A.52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.

**1.40 CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS** Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A. 40A:11-2.2 (L. 2022, c.3) any person or entity that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification indicating whether or not the vendor is identified on the Office of Foreign

Assets Control (OFAC) Specifically Designated Nationals and Blocked Persons List, available her: <https://sanctionssearch.ofac.treas.gov/>.

- 1.41 ADDENDA** The Owner reserves the right to amend, add, or delete any requirements of the bid specification. If it becomes necessary, a written addendum will be issued to all bidders upon pickup of the bid specifications or posted on the Authority's website after pickup. Bidders are required to check the website daily for any addenda issued from time of Proposal issuance through bid opening. To access Addenda, go to [www.tnsa-nj.org](http://www.tnsa-nj.org). Bidders shall acknowledge receipt of such addenda in their bid on the appropriate form within the bid specifications.
- 1.42 TAXES** The Township of Neptune Sewerage Authority is exempt from any local, State or Federal Sales Use or Excise Tax. TNSA will not pay for New Jersey State Sales and Use Tax that are included in any invoice. TNSA will not pay service charges such as interest and late fees.
- 1.43 EQUAL OR TIE BIDS** The Authority reserves the right to award at their discretion to any one of the tie bidders.
- 1.44 HOLD HARMLESS CLAUSE** The successful bidder shall defend, indemnify and save harmless the Authority, its officers, agents and servants and each and every one of them against and from all suits and cost of every name and description, and from all damages to which said Authority or any of its officers, agents or servants may be put by reason of injury to the person or property of others resulting from carelessness in the performance of said work, or through the negligence of the contractor, or through any improper or defective machinery, implements or appliances used by said contractor in the aforesaid work or through any act or omission on the part of said contractor, his agent or agents. This provision applies regardless of whether insurance coverage is provided.
- 1.45 ERRORS AND CHANGES** All changes or corrections made to the bid pages should be crossed out, re-written and initialed by the individual making the change. Failure of the bidder to initial changes may be cause for rejection of the bid.
- 1.46 WITHDRAW OF BIDS** N.J.S.A. 40A:11-23.3 authorizes a bidder to request withdrawal of a public bid due to a mistake on the part of the bidder, within five (5) business days after a bid opening. A "mistake" is defined by N.J.S.A. 40A:11-2(42), a clerical error that is unintentional and substantial computational error or an unintentional omission of a substantial quantity of labor, material, or both, from the final bid computation.

Where there are discrepancies between unit price bid and extended amounts, the unit price shall prevail. In the event of discrepancies between extended amounts and totals, the extended amounts shall prevail.

- 1.47 PUBLIC EMERGENCY** In the event of a Public Emergency declared at the Local, State or Federal Level, if the owner opts to extend terms and conditions of this bid, the

contractor agrees to extend the terms and conditions of this bid, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the owner may solicit the goods and/or services from any bidder on this contract.

**2.0 TECHNICAL SPECIFICATIONS**

**2.1 OWNER** The Township of Neptune Sewerage Authority, 634 Old Corlies Avenue, P.O. Box 765, Neptune, New Jersey 07753.

**2.2 SITE OF WORK** The site of work under this contract is the Township of Neptune Sewerage Authority Wastewater Treatment Plant, 634 Old Corlies Avenue, Neptune, New Jersey, 07753.

**2.3 SCOPE OF WORK** Work to be done under this contract shall consist of furnishing professional certified Laboratory Analysis Services in accordance with the Authority’s NJDPES Permit which is subject to change. The contractor shall provide all labor, equipment, tools, materials, safety equipment and supplies required to complete the job. Procurement included is listed by ITEM in the proposal pages solely for the purposes of administration and payment. Such listing shall not relieve the contractor of responsibility under the General Instructions to Bidders to furnish all material, equipment and services that may reasonably be inferred from the contract documents to produce the intended result. ITEMS applicable to this section are:

Item No.	Description of Annual Lab Analysis
1	Biochemical Oxygen Demand Test - Influent
2	Biochemical Oxygen Demand Test - Effluent
3	Total Suspended Solids Test - Influent
4	Total Suspended Solids Test - Effluent
5	Enterococci EPA 1600 - Effluent
6	Dissolved Oxygen Test - Effluent
7	Oil & Grease Test - Effluent
8	Ammonia Nitrogen Test - Effluent
9	Table 1
10	Sludge Residual WCR Scan – Table 1-VI
11	Effluent WCR Scan
12	Acute Bioassay Test

**2.4 ANNUAL SCHEDULE OF TESTING IN ACCORDANCE WITH THE AUTHORITY'S CURRENT NJPDES PERMIT WHICH IS SUBJECT TO CHANGE:**

Item No.	Description of Annual Lab Analysis	Scheduling	No. of Tests
1	Biochemical Oxygen Demand Test - Influent	2x per week, 10 extra as needed	114
2	Biochemical Oxygen Demand Test - Effluent	2x per week, 10 extra as needed	114
3	Total Suspended Solids Test - Influent	2x per week, 10 extra as needed	114
4	Total Suspended Solids Test - Effluent	2x per week, 10 extra as needed	114
5	Enterococci EPA 1600 - Effluent	2x per week, 10 extra as needed	114
6	Dissolved Oxygen Test - Effluent	2x per week, 10 extra as needed	114
7	Oil & Grease Test - Effluent	Once per month	12
8	Ammonia Nitrogen Test - Effluent	1x per week, 10 extra as needed	62
9	Sludge Quality Assurance Requirements -Table 1	Once per month	12
10	Sludge Residual WCR Scan - Table 1-VI	One annually	1
11	Effluent WCR Scan	Once annually, plus 2-semi annual	3
12	Acute Bioassay Test	Once a quarter	4

The contractor will be given forty-eight (48) hours' notice on the following tests which were stated "as needed": (10) Enterococci EPA 1600, (1) Sludge residual WCR Scan, (20) Total Suspended Solids Influent and Effluent, (20) Biochemical Oxygen Demand Influent and Effluent and (4) Bioassay tests.

If the contractor is unable to perform said tests within forty eight (48) hours the Owner has the right to seek the services of another contractor and any and all charges above the contracted price will be borne by the contractor and/or liquidated damage assessment by the Owner.

**2.5 ROUTINE AND EMERGENCY TELEPHONE NUMBERS** The contractor shall provide the Owner with the names and telephone numbers of individuals to contact for services. The contractor shall also furnish the Owner with a name and cell phone number of any individuals which can be contacted for "scheduled", "as needed" or "to be scheduled" basis.

**2.6 LAWS AND REGULATIONS** Among the Laws and Regulations applicable under the contract documents, for all or part of the Goods and/or Services included under this Section, attention is directed to specific requirements for the New Jersey Department of Environmental Protection requirements for testing procedures.

**2.7 SPECIAL QUALIFICATIONS** The contractor and any subcontractors named **MUST BE** a *State of New Jersey Department of Environmental Protection Certified Laboratory* and evidence **must** be submitted within the Bid Proposal for both, if applicable. The contractor shall maintain a license certification while the contract is in effect. More specifically, the successful bidder shall maintain the most current testing certification for each parameter listed within the bid as required by the Township of Neptune Sewerage Authority and the New Jersey Department of Environmental Protection while the contract is in effect.

All bidders shall provide certification demonstrating its ability to perform this contract. Certification shall be provided within the bid forms under Vendor Qualifications Certification.

Bids received from bidders who have previously failed to complete contracts within the time required therefore, or who have previously performed similar work in an unsatisfactorily manner, or who do not have the required equipment or capital to properly execute the work, may be rejected.

**2.8 MATERIALS AND EQUIPMENT** Materials and equipment shall be furnished in accordance with current New Jersey Department of Environmental Protection requirements applicable for required testing. The contractor shall furnish sample bottles for all required sampling.

**2.9 COLLECTION AND DELIVERY OF SAMPLES** The Owner shall collect all samples unless otherwise stated at the time of collection. The contractor is responsible to

pick up all samples to be tested on a schedule to be set by the Owner, **NO EXCEPTIONS** unless otherwise authorized by the Owner. The contractor *must* notify the Owner of any holidays that may interfere with the collection of samples and arrange with the Owner a schedule to be set by the Owner for said holidays as far in advance as possible but *no later than seventy two (72) hours*.

The contractor is required to collect all samples for Effluent Priority Pollutant Scan and Acute Bioassay as per the New Jersey Department of Environmental Protection requirements applicable for each test.

**2.10 TEST RESULTS** ***Test results shall be submitted by electronic mail to the Owner as soon as test results are available but no longer than five (5) days of individual test completion. This includes all tests being performed by the contractor and/or subcontractor.***

***The contractor shall report to the Owner any test results not found to be in compliance by immediately telephoning the Owner and submitting the results by fax or electronic mail so re-sampling can take place. At any time the contractor does not inform the Owner immediately of any test results not in compliance, the contractor shall be responsible for any fines incurred for that particular sample. A letter shall be provided by the contractor to the Owner immediately indicating reason that said sample was not in compliance.***

**2.11 INSURANCE** The contractor shall provide in addition to the insurance requirements as outlined in the General Conditions of this bid proposal, Professional Liability of \$1,000,000 which coverage shall also include claims arising out of the performance of services caused by errors, omissions or negligent acts for which the contractor is legally liable in the amount of coverage set forth above.

The contractor shall assume all risk of loss or damage to the goods upon receipt of goods at the point of delivery; and shall purchase and maintain insurance on the goods during the process of fabrication and while in transit, insurance against the periods of fire and extended coverage including “all risk” insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse, water damage and such other periods as may be provided and as the contractor deems appropriate.

**2.12 PROCEDURE FOR SUBMITTING INVOICES** The contractor shall provide the following information monthly with all invoices for payment:

1. A summarized invoice detailing the transactions of each sample analysis performed, date of analysis, quantity and the price of the sample analysis according to the bid form.
2. All invoices must be accompanied by a signed TNSA voucher.

Payments according to the bid form shall include all labor, material and equipment and all that is necessary and incidental thereto in order to perform any and all laboratory analysis services.



**2.13 CONTRACTORS RESPONSIBILITY** All work performed under this contract shall, in every respect, be under the charge of the contractor and at their risk. Contractor is responsible to ensure that all subcontractors are aware and understand the requirements of this bid specification. Owner shall properly safeguard against any and all damage or injury to the public and his employees.

The contractor shall at all times be responsible for the conduct of its employees and any subcontractors on the job site. Any person who appears to be incompetent or who acts in a disorderly manner shall, at the written request of the Authority, will be removed from doing any future work associated with this contract.

The right is reserved by the Owner to reject any all bids, if deemed in the best interest of the Owner.

**3.0 BID FORM**

**LABORATORY ANALYSIS SERVICES**  
**FOR THE 2025 & 2026 CALENDAR YEARS**

TO: Township of Neptune Sewerage Authority  
Attn: Tina M. Cunningham, Executive Director  
634 Old Corlies Avenue  
Neptune, New Jersey 07753

**Pursuant to and in compliance with the general information, specifications, and notice to bidders for bids to be received on Wednesday, December 11, 2024 at 10:00 a.m. (prevailing time), the undersigned offers to provide to the Township of Neptune Sewerage Authority the items and services listed thereon:**

## 3.1

**PROPOSAL**

<b>Item No.</b>	<b>Description of Annual Lab Analysis</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Amount</b>	<b>Specify the Certified Lab Performing Test</b>	<b>Standard processing time to analyze and submit results</b>
1	Biochemical Oxygen Demand Test - Influent	114	\$	\$		Day(s)
2	Biochemical Oxygen Demand Test - Effluent	114	\$	\$		Day(s)
3	Total Suspended Solids Test - Influent	114	\$	\$		Day(s)
4	Total Suspended Solids Test - Effluent	114	\$	\$		Day(s)
5	Enterococci EPA 1600 - Effluent	114	\$	\$		Day(s)
6	Dissolved Oxygen Test - Effluent	114	\$	\$		Day(s)
7	Oil & Grease Test - Effluent	12	\$	\$		Day(s)
8	Ammonia Nitrogen Test - Effluent	62	\$	\$		Day(s)
9	Sludge Quality Assurance Requirements -Table 1	12	\$	\$		Day(s)
10	Sludge Residual WCR Scan - Table 1-VI	1	\$	\$		Day(s)
11	Effluent WCR Scan	3	\$	\$		Day(s)
12	Acute Bioassay Test	4	\$	\$		Day(s)

*The above lab analysis and quantity is in accordance with the Authority's current NJPDES permit which is subject to change.*

**Total Lump Sum Amount for Items 1-12** \$ \_\_\_\_\_  
(Add "total amount" column 1-12)

*\*The bidder is to include all labor, material, freight, handling and shipping in the bid price\**

\* \_\_\_\_\_  
(Write Total Lump Sum Amount)

*\*Bid and Performance Guarantee shall be based on this Total Amount\**

The undersigned hereby declares that he/she has carefully read and fully understands the specifications for Laboratory Analysis Services for the 2025 and 2026 Calendar Years and further certify that the bid hereon, and information attached hereto, is within full compliance of said specifications.

Authorizing Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4.0

**BID SUBMISSION DOCUMENTS**

4.1

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, is hereby held and firmly bound unto the Township of Neptune Sewerage Authority as Owner, in the Penal Sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

The condition of the above obligation is such that whereas the Principal submitted to the Township of Neptune Sewerage Authority a certain bid, attached hereto and hereby made a part of hereof, to enter into a contract in writing for Laboratory Analysis Services for the 2025 and 2026 Calendar Years.

NOW THEREFORE,

- A) If said bid shall be rejected or in the alternative,
- B) If said bid shall be accepted and the Principal shall execute and deliver a contract properly completed in accordance with said bid and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in the connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid,

Then this obligation shall be void, otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Owner may accept such bid; and Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Principal

BY: \_\_\_\_\_

\_\_\_\_\_  
Surety

BY: \_\_\_\_\_

\_\_\_\_\_  
Attorney-in-Fact

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**  
**TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

**Laboratory Analysis Services for the  
 2025 and 2026 Calendar Years**

Pursuant to N.J.S.A. 40A:11-23(c) and (d), 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 unit’s 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.

Addendum Number/ Description	Dated	Acknowledge Receipt (initial)

**No addenda were received**

**Acknowledgement by Bidder**

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

**By Authorized Representative**

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

Print Name and Title: \_\_\_\_\_

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

4.3

**CONSENT OF SURETY**

A performance bond will be required from the successful contractor on this project, and consequently, all bidders shall submit, with their bid, a consent of surety in substantially the following form:

To: Township of Neptune Sewerage Authority  
(Owner)

Re: \_\_\_\_\_  
(Contractor)

Laboratory Analysis Services for the 2025 and 2026 Calendar Years  
(Bid Description)

This is to certify that the \_\_\_\_\_  
(Surety Company)

will provide to the Township of Neptune Sewerage Authority a performance bond in the  
(Owner)

full amount of the awarded contract in the event that said contractor is awarded a contract for the above bid.

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Authorized Agent of Surety Company)

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

**CONSENT OF SURETY MUST BE SIGNED BY AN AUTHORIZED AGENT OR REPRESENTATIVE OF A SURETY COMPANY AUTHORIZED TO DO BUSINESS IN NEW JERSEY AND NOT BY THE INDIVIDUAL OR COMPANY REPRESENTATIVE SUBMITTING THE BID.**

4.4

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

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

I, \_\_\_\_\_, of the City of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_ of full age, being duly sworn according to Law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ the bidder making the Proposal for the above named project, 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 the 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 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:

\_\_\_\_\_  
(Name of Contractor)

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

\_\_\_\_\_  
(Print Name and Title)

Subscribed and sworn to before me  
This      day of                      , 2024

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

My Commission expires \_\_\_\_\_

Signature \_\_\_\_\_

Seal:



4.5

**STATEMENT OF OWNERSHIP**

**(OWNERSHIP DISCLOSURE CERTIFICATION)**

**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 Included with  
All Bid and Proposal Submissions**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

**N.J.S.A. 52:25-24.2:**

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. 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 in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and subchapter s corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal**

**Part I**

**Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership    Limited Partnership    Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): \_\_\_\_\_

**Part II**

I certify that 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.

**OR**

I certify that 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 that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.** (Please attach additional sheets if more space is needed):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

- Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**

- Submit here the links to the Websites (URLs) containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent.

\_\_\_\_\_  
\_\_\_\_\_

**AND**

- Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 2024.

(Notary Public)

My Commission expires:

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

\_\_\_\_\_  
(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

**4.6**

**AFFIRMATIVE ACTION CERTIFICATE**

**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 their Federal Letter of Affirmative Action Plan Approval.
- (b) A photocopy of their Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.
- (c) A completed Affirmative Action Employee Information Report (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 bidder must submit 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 bidder 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. 17:27.1 et. seq. and agrees to furnish the required forms of evidence.

The undersigned bidder 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. 17:27-1 et. seq.

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder’s Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4.7

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Bid Name:** \_\_\_\_\_

**Bidder Name:** \_\_\_\_\_

**PART 1: Certification**

**Bidders MUST COMPLETE Part 1 by Checking EITHER BOX**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf> Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Authority finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.**

Name \_\_\_\_\_ Relationship to Bidder \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers or information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

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

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

*(Circle the Appropriate letter)*

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

**OR**

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

**OR**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Attach Additional Sheets if Necessary.)*

_____ <b>Signature of Vendor’s Authorized Representative</b>	_____ <b>Date</b>
_____ <b>Print Name and Title of Vendor’s Authorize</b>	_____ <b>Vendor’s FEIN</b>
_____ <b>Vendor’s Name</b>	_____ <b>Vendor’s Phone Number</b>
_____ <b>Vendor’s Address (Street Address)</b>	_____ <b>Vendor’s Fax Number</b>
_____ <b>Vendor’s Address (City/State/Zip Code)</b>	_____ <b>Vendor’s Email Address</b>



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

4.9

**LISTING OF SUBCONTRACTORS**

**AS REQUIRED BY N.J.S.A. 40A:11-16**

Please list all subcontractors being named for this bid.

<u>Subcontractor</u>	<u>NJ State Certified Lab Number</u>	<u>Parameter/Method</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All required paperwork for any referenced subcontractor *must* be submitted with the bid proposal.

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4.10

**VENDOR QUALIFICATIONS CERTIFICATION**

In accordance with General Instructions to Bidders, Section 1.17 entitled "Vendor Qualifications, provide the following information:

Date of Organization of Company \_\_\_\_\_

**EXPERIENCE**

1. Number of year's organization has been in business under present business name \_\_\_\_\_.
2. How many years of experience in this type of work has the organization had \_\_\_\_\_.
3. What are the latest projects (within the past five years) the organization has completed. List below:

	<b><u>Contract Amount</u></b>	<b><u>Date Work Completed</u></b>	<b><u>For Whom</u></b>
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
E.	_____	_____	_____

Names, addresses and telephone numbers of references for items listed above:

	<b><u>Name and Address</u></b>	<b><u>Telephone No.</u></b>
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

4. Have you ever failed to complete any work awarded to you within the last ten years? \_\_\_\_\_. If so, where and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the equipment available for the performance of work under the proposed contract (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby certifies the bidder making this bid is not on the State of New Jersey list of Debarred, Suspended, or Disqualified Bidders. Bidder further certifies they have available resources, equipment, experience and capability to undertake and perform the work described in this specification.

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

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

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

Print Name and Title: \_\_\_\_\_

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

4.11

**AFFIRMATIVE ACTION REGULATIONS**

(N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27)

**MANDATORY AFFIRMATIVE ACTION LANGUAGE  
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

During the performance of this Contract, the Contractor agrees as follows:

The Contractor or Subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not 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 advertisement 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, sex, affectional or sexual orientation.

The Contractor or Subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contract officer advising the labor union of worker's 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. supplemented from time to time and the American with Disabilities Act.

The Contractor or Subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The Contractor or Subcontractor agree to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation 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 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.

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, sex, affectional or sexual orientation and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal Law and applicable Federal Court decisions.

The Contractor or Subcontractor shall submit to the public agency, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

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

Submitted By

Firm Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

4.12

**EQUIPMENT OWNED AND/OR LEASED**

<u>Equipment</u>	<u>Make &amp; Model</u>	<u>Specify if Owned or Leased</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4.13

**APPLICATION FOR ACCEPTANCE OF SUBSTITUTE**

**EQUIPMENT AND/OR MATERIAL**

As per page 12, 1.22 of the General Instructions to Bidders entitled “Equipment Specified”, I hereby submit the following material and/or equipment for approval as a substitute:

---

---

---

In connection with this submittal, I/we hereby represent, warrant and certify that the substitute material and/or equipment will adequately perform the functions required by the product/service specified, will be similar and of equal substance to that specified and will be suited to the same use and be capable of performing the same functions as the specified material and/or equipment with no substantial increase in operational and maintenance costs.

In addition, I/we hereby represent that any license fee or royalty required on the material and/or equipment intended for incorporation, or use in, or connection with the product or service specified has been paid. The material and/or equipment are the equivalent in all respects to the specified material and/or equipment except as follows:

---

---

---

I/we further warrant that if the substitutes are accepted, no major changes in the function or general design of the product or service specified will result. All incidental changes or extra component parts required to accommodate the substitute will be made without a change in the contract price or contract time.

Submitted this                      day of

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

\_\_\_\_\_  
(Attest)



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

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

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

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

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

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4.15

**NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

Pursuant to N.J.S.A. 52:32-44, the Authority is prohibited from entering into a contract with an entity unless the contractor, and each subcontractor that is required by law to be named in a proposal has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of Treasury.

Prior to contract award or authorization, the contractor shall provide the Authority with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide to the Authority prior to the time a contract is awarded or authorized.

During the course of contract performance:

1. The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
2. The contractor shall maintain and submit to the Authority a list of subcontractors and their addresses that may be updated from time to time.
3. The contractor and the subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers and the proof of business registration or attest that no subcontractors were used.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**NEW JERSEY ANTI-DISCRIMINATION PROVISIONS**

**N.J.S.A. 10:2-1 ET SEQ.**

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that: In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

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

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

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

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BID DOCUMENT SUBMISSION CHECKLIST**

**TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

<b>Check if Required</b>	<b>Submission Requirement</b>	<b>Initial Each Item Submitted with Bid</b>
X	Ownership Disclosure Certification	
X	Non-Collusion Affidavit	
X	Bid Proposal Form	
X	Bid Guarantee (with Power of Attorney)	
X	Consent of Surety for Performance Bond (with Power of Attorney)	
	<i>Evidence of Affirmative Action Compliance*</i>	
	<i>Proof of Business Registration (BRC)*</i>	
X	Acknowledgement of Receipt of Revisions or Addenda	
X	Disclosure of Investment Activities in Iran	
X	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	
X	Vendor Qualifications Certification	
X	Equipment Certification	
X	Public Works Contractor Registration Certificate	
X	Subcontractor Listing	
X	New Jersey Anti-Discrimination Provisions	

*\*Statutorily allowed to be provided with bid OR prior to execution of contract\**

Authorized Signer: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_