

**TOWNSHIP OF NEPTUNE  
SEWERAGE AUTHORITY**



**TNSA**

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

**REQUEST FOR PROPOSALS**

**RENEWABLE NATURAL GAS PROJECT**

**SUBMISSION DEADLINE**

10:30 am prevailing time  
Wednesday, December 18, 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 Proposals: “RENEWABLE NATURAL GAS PROJECT”**

**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>NOTICE OF REQUEST FOR PROPOSALS</b>	3
<b>1.0</b>	<b>TNSA BACKGROUND</b>	4
<b>2.0</b>	<b>REQUEST FOR PROPOSAL INSTRUCTIONS</b>	4
	2.1    Communications	4
	2.2    RFP Tentative Schedule	4
	2.3    Non-Mandatory Pre-Proposal Site Visit	5
	2.4    Proposal Submission Requirements	5
<b>3.0</b>	<b>PROJECT DESCRIPTION</b>	6
	3.1    Scope of Work	6
	3.1.1    Proposed TNSA Responsibilities	6
	3.1.2    Proposed Vendor Scope of Work and Responsibilities	7
<b>4.0</b>	<b>PROPOSAL REQUIREMENTS</b>	8
	4.1    Minimum Qualifications	8
	4.2    Required Proposal Content	8
<b>5.0</b>	<b>SELECTION PROCESS</b>	10
	5.1    Evaluation Criteria	10
<b>6.0</b>	<b>FORMS</b>	12
	6.1    “Exhibit A” - Mandatory Equal Employment Opportunity Language	12
	6.2    Affirmative Action Compliance Notice	14
	6.3    Non-Collusion Affidavit	15
	6.4    Ownership Disclosure Certification	16
	6.5    Disclosure of Investment Activities in Iran	19
	6.6    Certification of Non-Involvement in Prohibited Activities In Russia or Belarus	21
	6.7    Listing of Subcontractors	23
	6.8    New Jersey Business Registration Certificate	24
	6.9    Acknowledgement of Receipt of Addenda	25
	6.10   Americans with Disabilities Act of 1990	26
	6.11   New Jersey Anti-Discrimination Provisions	28
	6.12   Notice of Disclosure Requirements “Pay to Play”	29
	6.13   Public Works Contract Registration Certificate	30
<b>7.0</b>	<b>RFP DOCUMENT SUBMISSION CHECKLIST</b>	31

**COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
NOTICE OF REQUEST FOR PROPOSALS**

**DEVELOPMENT OF WASTEWATER TREATMENT PLANT BIOGAS TO  
“RENEWABLE NATURAL GAS PROJECT”  
AT THE  
TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

The Township of Neptune Sewerage Authority (TNSA) invites the submission of written proposals from qualified Vendors (“Vendors”) for the development of a Wastewater Treatment Plant Biogas to Renewal Natural Gas Project at the Township of Neptune Sewerage Authority in Neptune Township, New Jersey.

Proposals must be delivered to the Township of Neptune Sewerage Authority Administration Office, 634 Old Corlies Avenue, Neptune, New Jersey, by 10:30 a.m. prevailing time on Wednesday, December 18, 2024, at which time the proposals will be opened and read in public, in the Commissioner Meeting Room. Late proposals will not be accepted. Proposals should be submitted in a sealed envelope, labeled with the project name and the name and address of the Vendor.

This RFP is being solicited through a Fair and Open process in accordance with the requirements of N.J.S.A. 19:44A-20.4 et seq. Successful Vendors will be required to comply with N.J.S.A. 52:25-24.2 requiring submission of a Statement of Ownership Disclosure; N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; and with N.J.S.A. 10:5-31, and N.J.A.C.17:27 requiring compliance with Equal Employment Opportunity and Affirmative Action Laws.

The right is reserved to reject any or all proposals, in whole or in part, if it is deemed to be in the best interest of the Township of Neptune Sewerage Authority to do so.

By order of the Township of Neptune Sewerage Authority Commissioners

James W. Manning, Jr., Chairman

## **1.0 TNSA Background**

The Township of Neptune Sewerage Authority (“TNSA”) is a regional Sewerage Authority located in Monmouth County created pursuant to Chapter 138 of the laws of 1946 of the State of New Jersey. The Authority owns and operates a wastewater treatment plant in accordance with the New Jersey Pollutant Discharge Elimination System (NJPDES) Discharge to Surface Water (DSW) Permit NJ0024872. The Authority has a NJPDES permitted flow value of 8.5 million gallons per day (MGD) which receives sanitary flows from the Township of Neptune, Ocean Grove, Borough of Avon-by-the-Sea, Borough of Bradley Beach, Borough of Neptune City, Borough of Tinton Falls and the Township of Wall.

TNSA is issuing this Request for Proposals (RFP) to solicit proposals from experienced Vendors to design, construct, operate, and maintain systems and equipment to recover, convert, and monetize wastewater derived biogas into renewable natural gas (RNG). The successful Vendor will be required to finance the improvements necessary to do so as described herein and enter into an agreement with TNSA.

The purpose of this RFP is to identify an experienced Vendor with expertise in financing, design-build execution, and operation of biogas processing and production facilities. The Vendor shall clearly define in its proposal its Project approach, including work, supply and proposed contract structure.

## **2.0 Request for Proposal Instructions**

### **2.1 Communications**

Vendors are to submit requests for information and questions regarding this RFP to the Executive Director of TNSA at [dellapietro@tnsa-nj.org](mailto:dellapietro@tnsa-nj.org). All communication between TNSA and prospective Vendors will be by email to this address.

Vendors are specifically directed not to contact other TNSA personnel or TNSA’s Consulting Engineer for meetings, conferences, or technical discussion related to the RFP. Only requests submitted through the designated email will be considered. Only responses received by Clarification/Addendum from the Authority’s Executive Director shall be relied upon. No questions regarding this RFP will be answered by other TNSA staff or Consultants. No interpretation or clarification of the meaning of any part of the RFP made orally by TNSA to any Respondent will be binding upon TNSA. Questions regarding this RFP must be received prior to the time stated in the RFP schedule to allow for ample time for distribution of answers/or addenda to this RFP.

### **2.2 RFP Tentative Schedule**

Dates are tentative and subject to change.

Event No.	Description	Date
1	RFP Advertisement/Distribution	10/19/24
2	Non-Mandatory Pre-Proposal Site Visit	10/30/24
3	Deadline for Vendors to Submit Questions	11/20/24
4	Responses to Questions issued in form of Clarification or Addendum	12/4/24
5	Proposal Submission Due and Opened in Public - 10:30 a.m. Prevailing Time	12/18/24
6	Selection of Most Successful Vendor	TBD

**2.3 Non-Mandatory Pre-Proposal Site Visit**

Two non-mandatory pre-proposal site visits will be offered as follows: one (1) session On Wednesday, October 30, 2024 at 10:00 a.m. and one (1) session on Wednesday, October 30, 2024 at 1:00 p.m. Each site visit will begin with a brief discussion at the TNSA conference room, 234 Old Corlies Ave, Neptune, NJ and will continue with a tour. Vendors are asked to register for the site visit of their choosing by contacting the Executive Director, Tina M. Cunningham at either [dellapietro@tnsa-nj.org](mailto:dellapietro@tnsa-nj.org) or 732-922-3434.

The site visits will allow Vendors to tour the facility. Technical and other questions stemming from the site visit should be reduced in writing and submitted as specified in this RFP by the question deadline shown in Table 2.2. Any issue that may affect the proposals will be clarified in written clarification and/or addenda at the Authority’s discretion. Statements made by Authority staff or their representatives during these site visits are non-binding.

Not attending the pre-proposal site visit does not exclude Vendors from submitting Proposals however, it is highly recommended.

**2.4 Proposal Submission Requirements**

Four (4) hard copies and one (1) digital copy (USB flash drive) of the RFP response must be submitted to the Authority’s Executive as listed below and clearly marked **“Request for Proposals: RENEWABLE NATURAL GAS PROJECT”** prior to the proposal submission date and time listed in Section 2.2:

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

Proposals shall be as detailed as possible; extensive submittal of marketing materials and similar documents will not be favorably viewed. The responses will be distributed to the review team for review and subsequent recommendation. Faxed or emailed proposals will not be accepted.

### **3.0 Project Description**

TNSA owns and operates an 8.5 million gallons per day (MGD) municipal wastewater treatment plant (WWTP) with an average daily flow of 5.2 MGD. The WWTP is located at 634 Old Corlies Avenue, Neptune, NJ (Block 4601/Lot 2). The facility has one anaerobic digester with the capability of having a second. The digesters receive primary sludge from the WWTP and produce biogas through the anaerobic digestion process. A portion of the digester gas is used as fuel in hot water boilers to heat the digesters and various facility buildings. The remaining digester gas is flared. Over the last two years the WWTP has produced between 90-110 SCFM of biogas from the anaerobic digestion of the WWTP sludge. A location of the biogas piping will be made available during the non-mandatory pre-proposal site visits discussed in Section 2.3, for the Vendors to take a sample of the biogas for laboratory analysis at the Vendor's cost. Vendor's should arrange in advance if they intend to take a sample and with a laboratory for sampling containers, shipping requirements, etc. Outside of providing the location of sampling, the Authority will not assist with the sample and analysis of the biogas. Further, the Authority makes no warranty that the biogas sampled during the site visits will represent the biogas at any point forward. Proposals placing conditions on the constituents of the biogas will be considered less desirable than those that do not.

The intent of this RFP is to solicit qualifications and proposals from qualified and competent RNG Vendors, and to select one Vendor to form a partnership with TNSA that is mutually beneficial and maximizes the value of biogas.

#### **3.1 Scope of Work**

The scope of work pursuant to this RFP includes the following provisions, and any other provisions agreed to during the agreement negotiation process. TNSA and the Vendor shall perform, but are not limited to, the following to ensure a collaborative and productive partnership:

##### **3.1.1 Proposed TNSA Responsibilities**

- 3.1.1.1 WWTP Operations: Maintain control of the operation and maintenance of the anaerobic digesters and process boilers. This will include maintaining sludge feed and digester operation to maximize methane gas production. Data collected for the operation of the digesters will be shared with the Vendor.
- 3.1.1.2 Site Access: Provide the Vendor with an identified area for installation of its equipment required for the scrubbing of Biogas. TNSA will prepare, after award, a ground lease agreement or equivalent for 24 hour and 7 day a week access to the site and utility easements on property for operations and maintenance of said equipment only.
- 3.1.1.3 Drawings, Operating Data, and Analytical Data: Provide drawings and specifications requested by the Vendor.

3.1.1.4 Compliance: Maintain current New Jersey Pollutant Discharge Elimination System (NJPDES) Discharge to Surface Water (DSW) Permit NJ0024872 and New Jersey Air Pollution Control Permit PCP230001. Assist Vendor with permits as needed for construction and operation of the project.

### **3.1.2 Proposed Vendor Scope of Work and Responsibilities**

3.1.2.1 Financing: The Vendor is required to develop a Project Feasibility Study for its own needs and for review with the Authority. The Vendor shall secure financing prior to the execution of a final contract with TNSA.

3.1.2.2 Gas Upgrading Equipment: Purchasing, installing, owning, instrumentation monitoring, operating, and maintaining the equipment to convert raw Biogas to RNG. The Vendor is required to scrub the gas according to pipeline specifications as established. The Vendor shall be responsible for obtaining access to the NJNG natural gas pipeline and for all costs assessed by NJNG.

3.1.2.3 Site Improvements: The Vendor shall design and make site improvements that are necessary for the installation of the gas upgrading equipment in accordance with TNSA authorization. Site improvements include, but are not limited to, process piping and utility relocations. Site improvements shall be coordinated with TNSA's staff.

3.1.2.4 System Operation: Daily operation of the gas scrubbing equipment, apparatus, waste storage and disposal, gas distribution, and data management shall be the responsibility of the Vendor. TNSA shall have access to view data related to RNG production, any and all system operations, and energy usage, but shall not have the ability to make adjustments without authorization from the Vendor. Any TNSA system interruption and or impact of TNSA operations that is caused by said gas scrubbing equipment will be immediately shut down by the Vendor until the problem/cause has been determined and resolved.

3.1.2.5 System Expansion: Coordinate with TNSA to identify optimizations and expansions to the WWTP. The Vendor shall prepare a feasibility report identifying optimizations to be reviewed by the Authority and only implemented at the direction of TNSA.

3.1.2.6 Gas Sales: Establish transportation and delivery agreements for the RNG.

3.1.2.7 Biogas Royalty: The Vendor shall provide TNSA with an agreed upon revenue share from the sale of RNG.

- 3.1.2.8 Compliance: The Vendor shall ensure all operations meet all applicable federal, state and local laws, regulations and codes. The Vendor is responsible for acquiring all permits for its operations and activities as required.

## **4.0 Proposal Requirements**

### **4.1 Minimum Qualifications**

Vendors who do not meet the following criteria shall be deemed non-responsive, at the sole discretion of TNSA.

- 4.1.1 Within the past five (5) years prior to issuance of this RFP, Vendor must have directly entered into a Public Private Partnership Agreement with a governmental entity for the development of renewable natural gas infrastructure.
- 4.1.2 Vendor may be a single entity or a legally formed joint venture between two or more firms that demonstrate the range of experience required. Due to the long term nature of the Contract, a simple teaming agreement between the Vendor and other firms does not demonstrate the required experience to enter into a Contract with TNSA.
- 4.1.3 The Vendor must demonstrate financial security either through demonstrating cash balance equivalent to 50% of expected capital contributions or letter of support from a financial institution demonstrating willingness to fund 100% of capital requirements upon selection of acceptable terms.

### **4.2 Required Proposal Content**

Proposals must contain, at the minimum, the following information and shall be organized in the following manner:

- 4.2.1 Letter of Transmittal: The Letter of Transmittal should directly express Vendor's interest in the Project, main point of contact, and the main location from which the Vendor plans to deliver the project(s). Provide a clear and concise statement as to how the Vendor will assist TNSA to accomplish its objectives.
- 4.2.2 Minimum Qualifications: Demonstrate compliance with the requirements established in Section 4.1.
- 4.2.3 Vendor Profile: Vendor name, physical address, phone number, email address and contact person. Description of the prospective private entity or group of entities. Provide the names, titles, and roles of your team that will negotiate a final agreement with TNSA.



- 4.2.4 Project Understanding and Delivery Approach: Provide Vendor's understanding of the work, critical aspects, schedule, and approach to the project.
- 4.2.5 Technical Approach: Provide a description of the proposed system for beneficial use of biogas including the following:
- 4.2.5.1 Proposed technology for processing the biogas to RNG.
  - 4.2.5.2 Required space on site for the facility.
  - 4.2.5.3 Proposed site layout and location.
  - 4.2.5.4 Process flow diagram.
  - 4.2.5.5 Design basis including maximum and average biogas flows, system turndown, pressure, raw biogas constituent assumptions, and RNG quality.
  - 4.2.5.6 The point of connect for biogas.
  - 4.2.5.7 System utility requirements.
  - 4.2.5.8 Summary of facility operating strategy and staffing plan.
- 4.2.6 Profile of Key Staff: Provide identification and brief description of key staff that will be assigned to this project. Include in the staff descriptions their technical training, technical abilities, experience with other projects of this nature, and their proposed responsibilities for the project.
- 4.2.6.1 Organization chart or Project Team matrix that identifies the Vendor's Project Team, their responsibilities and qualifications and all sub-consultants to be utilized.
- 4.2.7 Experience on Similar Projects: Provide your company's background and experience in the following areas: Experience with brokering the sale of the RNG. Experience in working with state and local government and public private sector collaborations.
- 4.2.8 Financial Resources: The financial viability of the Vendor shall be demonstrated to provide assurance that the Vendor, as well as any firms(s) involved in the proposal, has adequate financial strength. Each proposal must include the following financial information:
- 4.2.8.1 Current audited financial statements, including balance sheet, income statement, and statement of cash flows for each party.
  - 4.2.8.2 Describe the financing plan for this project and the proposed financing partners.
  - 4.2.8.3 Indicate whether the Vendor has a comfort letter or third party verification letter from a creditable investor indicating that the funds are available.
  - 4.2.8.4 Otherwise demonstrate Vendor's financial commitment, guarantees and resources to fund this project immediately after Board approval.

- 4.2.9 Recommended Agreement Structure: List and describe recommendations for the agreement. Including the following:
- 4.2.9.1 Length of Agreement.
  - 4.2.9.2 Key terms and conditions.
  - 4.2.9.3 Revenue sharing plan.
  - 4.2.9.4 Operating requirements.
  - 4.2.9.5 Anticipated timeline from “Notice to Proceed” (NTP) to purchasing Biogas from TNSA.
- 4.2.10 Other: Proposers may include other pertinent/additional information. Please note TNSA does not welcome large volumes of generic boilerplate information about the Vendor’s firm and may lower scores of the Vendor for submitting irrelevant and boilerplate information during proposal evaluations.
- 4.2.11 Attestation: The proposal must be signed by an officer of the entity that is making the proposal, attesting that:
- 4.2.11.1 The individual signing the proposal has the authority to make the proposal.
  - 4.2.11.2 The contents of the proposal are truthful and accurate.
  - 4.2.11.3 The proposal is valid for 180 days.
  - 4.2.11.4 Name and title of the individual must be shown below the signature, along with the date of the signature.

## **5.0 Selection Process**

To determine the award, TNSA will use an evaluation method that will enable TNSA to award a contract to the Vendor offering services and experience that represents the best overall value to TNSA and is otherwise deemed to be in the best interest of TNSA.

TNSA may schedule interviews and/or site visits with a limited number of vendors. All Vendors will be notified regarding the results of the selection process.

### **5.1 Evaluation Criteria**

Proposals will be reviewed to determine if the minimum qualifications as described in Section 4.1 of this RFP are met. Proposals not meeting minimum qualifications will be disqualified from further consideration. Award of Contract shall be made to the most responsible and responsive proposal from a Vendor whose proposal offers the greatest value to TNSA. All submittals will be reviewed based on written responses to the RFP, including the following criteria.

- 5.1.1 Vendor’s Qualifications
- 5.1.2 Past Contract Experience
- 5.1.3 Key Team Members

- 5.1.4 Project Delivery Approach
- 5.1.5 Technical Approach
- 5.1.6 Requested Information included and thoroughness of Response
- 5.1.7 Clarity and Brevity of the Response
- 5.1.8 Financial Ability to Fund the Development and Access to Capital
- 5.1.9 RNG Marketing Experience
- 5.1.10 Revenue Sharing Model and Anticipated Revenue to TNSA
- 5.1.11 Other Factors Deemed Important

All responsive proposals will be evaluated in accordance with the evaluation factors specified above. TNSA will solely perform all proposal reviews and will select the winning Vendor(s). TNSA will provide contract administration and support immediately after the winning Vendor is selected.

TNSA reserves the right to make a Contract award without written and/or oral discussions with the Vendors and without an opportunity to submit Best and Final Offers when deemed to be in TNSA's best interests. Contract award, if any, shall be made by TNSA to the responsible Vendor whose proposal best meets the requirements of the RFP, and is most advantageous to TNSA, taking into consideration price and the other established evaluation factors.

TNSA reserves the right to retain all Proposals and to use any ideas set forth in a Proposal regardless of whether that Proposal is selected. All proposals will become the sole property of TNSA. As such time as a Vendor agrees to enter into a contract with TNSA and the contract is executed, or TNSA decides to terminate this RFP process without entering into a contract, all Proposals and related documents will become a matter of public record, with the exception of those parts of a Proposal which are trade secrets, as that term is defined by statute.

If any part of a Proposal contains any trade secrets that the Vendor does not want disclosed to the public, the Vendor shall mark that part of the Proposal as "confidential". TNSA, however, shall not in any way be liable or responsible for the disclosure of any such Proposal or any part thereof if disclosure is required under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. or pursuant to law or legal process. In addition, by submitting a Proposal a Vendor agrees to save, defend, keep, bear harmless, and fully indemnify TNSA, its elected officials, officers, employees, agents, and volunteers from all damages, claims for damages, cost, or expenses, whether in law or in equity, that may at any time arise or be set up for not disclosing a trade secret pursuant to the Open Public Records Act.

## **6.0 Forms**

The following forms are required to be included with Vendor's Proposal.

### **6.1**

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27**

**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 and of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statues 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 statues 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: \_\_\_\_\_

**6.2**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS  
(INCLUDING PROFESSIONAL SERVICES)**

Attached hereto and made a part hereof is an Affirmative Action Certificate. The Contractor shall certify compliance with the Affirmative Action regulations by one of the following types of certificate (please circle the attached Affirmative Action Certificate):

- 1. A photocopy of their Federal Letter of Affirmative Action Plan Approval.

OR

- 2. A photocopy of their Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.

OR

- 3. A completed Affirmative Action Employee Information Report (AA302) provided by the Division and distributed to the public agency to be completed by the PROPOSER in accordance with N.J.A.C. 17:27-4.

The successful PROPOSER 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 PROPOSER 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 PROPOSER further understands that his/her bid shall be rejected as non-responsive if said PROPOSER 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: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**6.3**

**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:

6.4

**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)

## 6.5

### **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: \_\_\_\_\_

6.6

**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<sup>i</sup>”) 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.)*

\_\_\_\_\_  
**Signature of Vendor’s Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title of Vendor’s Authorize**

\_\_\_\_\_  
**Vendor’s FEIN**

\_\_\_\_\_  
**Vendor’s Name**

\_\_\_\_\_  
**Vendor’s Phone Number**

\_\_\_\_\_  
**Vendor’s Address (Street Address)**

\_\_\_\_\_  
**Vendor’s Fax Number**

---

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

---

**Vendor's Email Address**

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).

6.7

**LISTING OF SUBCONTRACTORS**

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

**Plumbing and Gas Fitting Subcontractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HVAC Subcontractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electrical Subcontractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Structural Steel Subcontractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Indicate “Not Applicable” for trades not required for this project.**
- **Submit Bidders name when bidder’s employees will be performing the above work.**

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

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

Bidder’s Company Name: \_\_\_\_\_

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

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

**6.8**

**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 names 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: \_\_\_\_\_



6.9

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

**TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

**“RENEWABLE NATURAL GAS PROJECT”**

Pursuant to N.J.S.A. 40A:11-23(c) and (d), the undersigned vendor hereby acknowledges receipt of the following notices, revisions, or addenda to the RFP advertisement, specifications or bid documents. By indicating date of receipt, vendor 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 of receipt of proposals shall take precedence and that failure to include provisions of changes in a vendor proposal may be subject for rejection of the proposal.

<b>Addendum Number/ Description</b>	<b>Dated</b>	<b>Acknowledge Receipt (initial)</b>

**No addenda were received**

**Acknowledgement by Bidder**

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

**By Authorized Representative**

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

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

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

## 6.10

### **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: \_\_\_\_\_

6.11

**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: \_\_\_\_\_

## 6.12

### ADVISORY

#### **Notice of Disclosure Requirement**

#### **“Pay to Play” P.L. 2005, Chapter 271, Section 3 Reporting** **(N.J.S.A. 19:44A – 20.27)**

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at [www.elec.state.nj.us](http://www.elec.state.nj.us). If you have any questions please contact ELEC at: 1-888-313-ELEC (Toll free in NJ) or 609-292-8700. An analyst from ELEC’s Special Programs Section will assist you.

## 6.13

### **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 Jersey 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.

7.0

**RFP DOCUMENT SUBMISSION CHECKLIST**

**TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

<b>Check if Required</b>	<b>Submission Requirement</b>	<b>Initial Each Item Submitted with RFP</b>
X	Proposal – Submit four (4) hard copies and one (1) digital copy – USB flash drive	
X	Non-Collusion Affidavit	
X	Ownership Disclosure Certification	
	<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	Subcontractor Listing	
X	New Jersey Anti-Discrimination Provisions	
X	Public Works Contractor Registration Certificate	

*\*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: \_\_\_\_\_