

BID REQUEST FOR
2011 ASBESTOS ABATEMENT/REMOVAL FOR
VARIOUS ESSEX COUNTY FACILITIES

CONTRACT NUMBER 11-095



ESSEX COUNTY, NEW JERSEY
DEPARTMENT OF PURCHASING

Essex County Executive:



Joseph N. DiVincenzo, Jr.

Prepared By:



Sanjeev Varghese, P.E., P.P.
Essex County Engineer

Contact Person:

James J. Jorgensen, QPA
Purchasing Agent
Fax # 973-621-5109

Bid Due Date:

June 10th, 2011 at 11:00 a.m.

COUNTY OF ESSEX

If the box contains an
☒ bidder is to
 execute & submit the
 required form.
 If a ☐ read item.

DOCUMENT CHECKLIST – ENGINEERING PROJECTS

Bidder Please
 Initial Each
 Item assuring
 the form listed
 is EXECUTED

		Page	
☒	Bid Proposal Compliance Form – complete and sign	3	
☐	Business Registration Certificate Form	9	
☒	Bid Guarantee in the amount of 10% of total bid – must accompany bid	5	
☒	Consent of Surety / Bid Bonds	5	
☒	Surety Disclosure Statement - complete, sign and seal	41	
☒	Bid Proposal Pricing Forms – complete, sign and seal	45	
☒	Technical Specifications - read	Last pages	
☒	Hold Harmless Certification – complete and sign	16	
☒	Vendor's Information Sheet – complete	17	
☒	Statement of Certain Political Contributions	18	
☒	Stockholder Disclosure Certification Form - sign and notarize	19	
☐	Performance Bond requirements	5	
☒	Non-Collusion Affidavit Form - sign and notarize	20	
☒	Public Works Contractor Registration Certificate	11	
☐	Americans with Disabilities Act of 1990 Language - read	21	
☒	Affirmative Action Language Acknowledgement Form - sign	23	
☒	Mandatory Equal Employment Opportunity Language Exhibit B - read	24	
☒	Prevailing Wage Compliance Declaration - sign	22	
☐	Insurance Requirements – read	7	
☒	Plan and Equipment Questionnaire and Status of Present Contracts - complete, sign and notarize	27	
☒	Addenda Acknowledgement Form – sign	44	
☒	Statement of Financial Responsibility – complete, sign and notarize	31	
☐	One Year Maintenance Bond and Payment Bond – read	5	
☒	Authorization And Release – complete and sign	36	
☒	Acknowledgement of Principal – sign and notarize	37	
☒	Subcontractors Identification Sheet - complete and sign	35	

Bidder Signature: _____

Proposal to: The County of Essex
465 Dr. Martin Luther king Jr. Blvd.
Room 335
Newark, NJ 07102

Bid Proposal No.: 11-095
Advertised Date: May 24th, 2011
Bid Opening Date: June 10th, 2011
Time: 11:00 am

BID PROPOSAL COMPLIANCE FORM

Pursuant to public advertisement, we, the undersigned, hereby declare that we have carefully examined the attached bid proposal, specifications and all bid form sheets attached hereto, for::

Contract Name: **2011 ASBESTOS ABATEMENT/REMOVAL FOR
VARIOUS ESSEX COUNTY FACILITIES**

Fee for Bid Specifications: **NO COST**

Pre Bid Conference Date: **NONE**

Deadline for Bid Submission: **June 10th, 2011 at 11:00 a.m.**

This bid submitted is for the above named and advertised Bid Proposal at firm prices, excluding all taxes and including all transportation, delivery charges fully prepaid F.O.B. destination, inside delivery, debris removed, in accordance with the General Specifications, Requirements, and Schedules specified herein.

The TRADE NAME or BRAND NAME offered must be shown on the bid if called for, or the bid maybe rejected. Bidder must be prepared to submit samples, if requested by the Purchasing Agent or the specifications herein.

It is understood that the attached general specifications are an integral part of the proposal and that the Board of Chosen Freeholders reserves the right to reject any or all bid proposals pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and to waive immaterial informalities. Bidders are required to comply with the requirement of N.J.S.A. 10:5-31, et seq. and the Americans with Disabilities Act and N.J.A.C. 17:27.

All questions must be submitted to the Purchasing Agent in writing at 465 Dr. MLK Jr. Blvd., Room 335, Newark, NJ 07102, or via fax to 973-621-5109, no later than seven (7) business days prior to deadline for bid submission date as stated above.

Respectfully submitted by:

Company Name: _____

Signature: _____ Date: _____
(President, Vice President or Authorized Rep.)

Print Name _____ Title: _____

Address _____

Phone: _____ Fax: _____

Tax ID or Social Security Number: _____

NOTE: WITH RESPONSE PLEASE SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF YOUR BID PROPOSAL

NOTE: BIDS WILL BE OPENED AT THE DATE SHOWN ABOVE IN THE COUNTY BID ROOM #332

Instructions to Bidders and Statutory Requirements

I. SUBMISSION OF BIDS

- A. Sealed bids shall be received by the COUNTY OF ESSEX, hereinafter referred to as "County," in accordance with public advertisement as required by law, with a copy of said Legal Notice being attached hereto and made a part of these specifications.
- B. Sealed bids will be received by the Purchasing Agent at no later than the submission deadline ("Bid Opening"), as stated in the Legal Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid shall be submitted in a sealed envelope: (1) addressed to the County, (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 and/or bid # being bid.
- D. It is the bidder's responsibility that bids are presented to the County at the time and at the place designated. Bids may be hand delivered or mailed; however, the County disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by express mail service, the designation in sub-section C, above, must also appear on the outside of the express mail envelope. Bids received after the designated time and date will be returned unopened.
- E. Sealed bids forwarded to the County 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. Should a bidder seek to withdraw their bid due to a clerical error, the request must be delivered in writing to the Purchasing Agent via registered or certified mail in no more than five (5) business days from the bid opening date.
- F. 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 rejected by the County. Any changes, whiteouts, strikeouts, etc. in the bid must be initialed in ink by the person signing the bid.
- G. Each bid proposal form must be submitted upon the bid proposal form included in these documents complete with the full business address, business phone, fax, e-mail if available, the contact person of the bidder, and be signed by an authorized representative as follows:
- Bids by partnerships must furnish the full name of all partners and 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.
- H. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:
- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. 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.
 - Bidder should consult the statutes or legal counsel for further information.

II. BID SECURITY AND BONDING REQUIREMENTS

The following provisions indicated by an (X) on the submission checklist, shall be applicable to this bid and made a part of the bid documents:

A. BID GUARANTEE

Bid Guarantees are required pursuant to N.J.S.A. 40A:11. Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total bid price not to exceed \$20,000, payable unconditionally to the COUNTY OF ESSEX. A sample bond form is found herein.

When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the owner. The check or bond of the unsuccessful bidder(s) shall be returned pursuant to N.J.S.A. 40A:11-24a. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A:11-21. Please refer to the legal notice for specific direction before obtaining the bid bond.

NOTE: Failure to submit a bid guarantee shall result in an immediate and incurable rejection of bid.

NOTE: AIA Bond documents are not acceptable; presenting such shall result in rejection of the bid.

NOTE: Bid Bonds that contain the following language: "shall pay the Obligee the difference..." are unacceptable, the law is 10% of the bid amount not to exceed \$20,000.00.

B. CONSENT OF SURETY

Bidder shall submit with the bid a Consent of Surety (form included herein on page 41), 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 County stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 40A:11-22. Failure to submit consent of surety form shall result in rejection of the bid.

C. PERFORMANCE BOND

Bidder shall simultaneously with the delivery of the executed contract, submit an executed performance bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

Unless otherwise directed in writing by the County, failure to submit this with the executed contract shall be cause for declaring the contract null and void pursuant to N.J.S.A. 40A:11-22.

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.

D. LABOR AND MATERIAL (PAYMENT) BOND

Bidder shall, with the delivery of the performance bond, submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract. Failure to submit a labor and material bond with the performance bond shall be cause for declaring the contract null and void.

E. MAINTENANCE BOND

Upon acceptance of the work by the County, the contractor shall submit a maintenance bond (N.J.S.A. 40A:11-16.3) in an amount not to exceed 100% of the project costs guaranteeing against defective quality of work or materials for the period of 1 year.

F. MANDATORY CONSTRUCTION CONTRACTOR DISPUTE PROCEDURES - NJSA 40A:11-41 (Alternate Dispute Resolution) All construction disputes arising under the contract shall be submitted to mediation pursuant to the rules and regulations of the American Arbitration Association or to such other mediator as shall be mutually agreed upon. The cost for mediation shall be split between the parties.

III. INTERPRETATION, ADDENDA AND DISCREPANCIES

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the County. The bidder accepts the obligation to become familiar with these specifications. The laws and guidelines identified within the instructions, front-end documents and forms, are not to be superseded by any similar or contradicting guidelines found within the technical specification portion.

B. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids.

Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-13. In the event the bidder fails to notify the County of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.

C. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any bidder. Such request shall be in writing, addressed to the Director of Purchasing, or as otherwise stipulated in the specification. In order to be given consideration, a written request must be received at least seven (7) business days (Saturday, Sunday and holidays excluded), prior to the date fixed for the opening of the bid for goods and services.

All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the specification and bid documents, and shall be acknowledged by the bidder in the bid. The County's interpretations or corrections thereof shall be final. When issuing addenda, the County shall provide required seven days notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package pursuant to N.J.S.A. 40A:11-23c.1.

D. Discrepancies in Bids

1. If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the County of the extended totals shall govern.

E. Pre-Bid Conference

If so stated in the Bid Proposal Compliance Form, a pre-bid conference for this proposal will be held. Attendance is not mandatory, but is strongly recommended. Failure to attend does not relieve the bidder of any requirements.

IV. BRAND NAMES, STANDARDS OF QUALITY AND PERFORMANCE

A. Brand names and/or descriptions used in these specifications are intended to acquaint bidders with the types of goods and services desired and will be used as a standard by which goods and services offered as equivalent will be evaluated. The use of brand names is not intended to preclude bidders from proposing equivalent goods or services.

B. Variations between the goods and services described and the goods and services offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any exceptions by the bidder, it will be presumed and required that the goods and services as described in the bid specification be provided or performed.

C. It is the responsibility of the bidder to document and/or demonstrate the equivalency of the goods and services offered. The County reserves the right to evaluate the equivalency of the goods and services.

D. In submitting its bid, the bidder certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the County harmless from any damages resulting from such infringement.

E. Only manufactured and farm products of the United States, wherever available, shall be used pursuant to N.J.S.A. 40A:11-18.

F. The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.

V. INSURANCE AND INDEMNIFICATION

The insurance documents shall include but are not limited to the following coverage:

Liabilities

1.1 The contractor shall take out and maintain during the life of this contract, at his own expense, such public liability insurance for bodily injury and property damage, and municipality's and contractor's protective insurance and automobile insurance as shall protect himself, the municipality and any subcontractor performing work covered by this contract, from claims for personal injury, including wrongful death, as well as from claims for property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or by anyone directly or indirectly employed by either of them.

1.2 Indemnification - the contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the COUNTY OF ESSEX and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplies under this contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

1.3.1 Insurance -the successful bidder shall secure and maintain in force for the term of the contract, liability insurance as provided herein. The successful bidder shall provide the COUNTY OF ESSEX with current certificates of insurance for all coverage's and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to the COUNTY OF ESSEX, legal department. The insurance to be provided shall be as follows:

A. Commercial general liability insurance shall provide not less than \$3,000,000 per occurrence / \$5,000,000 aggregate bodily injury and property damage, under simplified form of coverage.

B. Commercial automobile liability insurance shall provide coverage for claims arising from owned, hired, or non-owned vehicles with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage.

C. Worker's compensation insurance, pursuant to N.J.S.A. 34:15-1 et.seq. and N.J.A.C. 12:235-1.6 and employers liability insurance, should cover all employees of the general contractor. Subcontractors should provide certificates of insurance to the general contractor. Employer's liability should be no less than \$1,000,000 (one million dollars).

D. Other forms of insurance

1.4 Endorsement - the contractor shall add the COUNTY OF ESSEX as a named insured upon all insurance certificates.

1.5 Certificates of insurance attesting to the type of coverage and limits liability shall be required prior to the execution of this contract by the COUNTY OF ESSEX. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey.

VI. PRICING INFORMATION FOR PREPARATION OF BIDS

- A. The County is exempt from any local, state or federal sales, use or excise tax.
- B. Estimated Quantities (Open-End Contracts): The County 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 bid documents pursuant to N.J.A.C. 5:30-11.2 and 11.10. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.
- C. 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. COUNTY OF ESSEX fees shall be waived.
- D. 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, F.O.B. destination and placement at locations specified by the County.**

As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made for the contractor's convenience.

VII. STATUTORY AND OTHER REQUIREMENTS

The following are mandatory requirements of this bid and contract.

A. 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. The following information summarizes the full, required regulatory text, which is included as Appendix A (Goods and Services) or Appendix B (Construction Contracts) of this bid specification.

1. Goods and Services (including professional services) 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 photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
- ii. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- iii. A photocopy of an Employee Information Report (Form AA 302) 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.

2. Maintenance/Construction Contracts

After notification of award, but prior to signing the contract, the contractor shall submit to the public agency compliance officer and the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division) an initial project workforce report (Form AA201) provided to the public agency by the Division for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7.

The contractor shall also submit a copy of the Monthly Project Workforce Report (AA202) once a month thereafter for the duration of the contract to the Division and to the public agency compliance officer. The AA202 form is available at the following website:

http://liberty.state.nj.us/treasury/contract_compliance/pdf/aa202.pdf.

The contractor shall also cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

B. AMERICANS 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 as Appendix B of this specification and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the County harmless.

C. STOCKHOLDER DISCLOSURE

N.J.S.A. 52:25-24.2 provides that 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 a stockholder disclosure document shall result in rejection of the bid.

D. PROOF OF BUSINESS REGISTRATION

Pursuant to PL 2004, Chapter 57, each bidder (contractor) and any listed sub-contractor, is required to be registered at or before time of bid opening. Proof of registration shall be a copy of the bidder's Business Registration Certificate (**BRC**), which must be submitted by (or before) award of bid. A BRC is obtained from the New Jersey Division of Revenue.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, the contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.
- 4) A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

AS A PROFESSIONAL COURTESY,
PLEASE PLACE HERE A
PHOTOCOPY OF YOUR BRC

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 282 TRENTON, NJ 08646-0282
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-087-3821500	0107550	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE	07/14/04	
TRENTON NJ 08611		
EFFECTIVE DATE:		
01/01/01		
FORM BRC(04/01)		

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

SAMPLE ONLY

E. NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34:51 et seq., and N.J.A.C 5:89-5 et seq.). Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all the components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheet - must be furnished.

F. NON-COLLUSION AFFIDAVIT

The Affidavit shall be properly executed and must be submitted with the bid proposal.

G. PREVAILING WAGE ACT

Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the County within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at www.state.nj.us/labor/lssse/lspubcon.html.

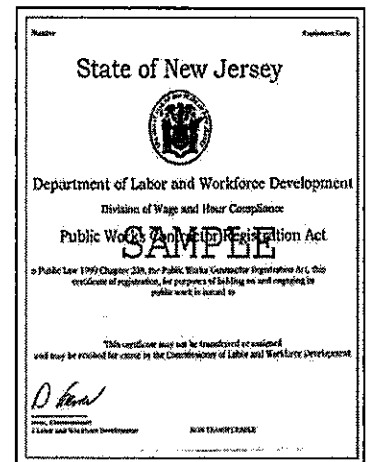
H. THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT

N.J.S.A. 34:11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate (sample below) *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 sub-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.

The law defines "public works projects" as contracts for "public work" as defined in the Prevailing Wage statute [N.J.S.A. 34:11-56.26(5)]. The term means:

- "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
- "Public work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds..."
- "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.



To register, a contractor must provide the State Department of Labor with a full and accurately completed application form. The form is available online at www.state.nj.us/labor/lssse/lspubcon.html. N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate of registration. Certified Payroll records shall be submitted prior to the final payment being made.

PLACE HERE PHOTOCOPY OF CONTRACTOR'S REGISTRATION CERTIFICATE

Number	Expiration Date
State of New Jersey	
	
Department of Labor and Workforce Development	
Division of Wage and Hour Compliance	
Public Works Contractor Registration Act	
SAMPLE	
By Public Law 1999 Chapter 238, the Public Works Contractor Registration Act, this certificate of registration, for purposes of bidding on and engaging in public work is issued to	
This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.	
	
_____ Commissioner of Labor and Workforce Development	NON TRANSFERABLE

VIII. AWARD OF CONTRACT

- A. Pursuant to requirements of N.J.A.C. 5:30-5.1 et seq., any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds. Please see Section X, Termination of Contract, Sub-section E, for additional information.
- B. If the award is to be made on the basis of a total bid only, it shall be made to the responsible responsive bidder submitting the lowest base bid. In case of a tie the bid shall be awarded based on County experience and/or proximity to County.
- C. If the award is to be made on the basis of a combination of a base bid with selected options (based on the availability of funds); it shall be made to the lowest responsible responsive bidder. In case of a tie bid, the closest in proximity shall be awarded, if necessary historical experience will be the final factor.
- D. The County may also elect to award the contract on the basis of lowest unit prices or total categories.
- E. The form of contract shall be submitted by the County to the successful bidder. Terms of the specifications/bid package prevail. Bidder exceptions must be formally accepted by the County.
- F. Within ten (10) days of receipt, the executed contract shall be returned to the County Legal Department along with Certificate of Insurance and Performance Bond in the amounts required by these specifications. 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 at its option, the County may accept the bid of the next lowest responsible bidder. (N.J.S.A. 40A:11-24b)

IX. CAUSES 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. The bidder is determined to possess, pursuant to N.J.S.A. 40A:11-4b, Prior Negative Experience; or,
- F. After award, should the successful bidder fail 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 County may accept the bid of the next lowest responsible bidder. (N.J.S.A. 40A:11-24b)

X. TERMINATION OF CONTRACT

- A. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor shall violate any of the requirements of the contract, the County shall there upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the County of any obligation for balances to the contractor of any sum or sums set forth in the contract. County will pay only for goods and services accepted prior to termination.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the contractor and the County may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the County from the contractor is determined.
- C. The contractor agrees to indemnify and hold the County harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the County under this provision.
- D. In case of default by the contractor, the County may procure the goods or services from other sources and hold the contractor responsible for any excess cost.

- E. Continuation of the terms of the contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the County reserves the right to cancel the contract.
- F. ACQUISITION, MERGER, SALE AND/OR TRANSFER OF BUSINESS, ETC. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and or/transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new parties will be required to submit all documentation/legal instruments that were required in the original bid/contract. Any change shall be approved by the County.
- G. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the County.
- H. The County may terminate the contract for convenience by providing 60 calendar days advanced notice to the contractor.

XI. EXEMPTION FROM NEW JERSEY STATE SALES TAXES

The attention of the Contractor is directed to the following provision of the New Jersey State Sales and Use Tax Act

"8. Exempt sales. Receipts from the following shall be exempt from the tax on retail sales imposed under subsection (a) of Section 3 and the use tax imposed under section 6;

"(w) Sales made to contractors, subcontractors or repairmen or materials, supplies, or services for exclusive use in erecting structures, or building on, or otherwise improving, altering or repairing real property of organizations described in subsections (a) and (b) of section 9 of this act, provided any person seeking to qualify for this exemption shall do so pursuant to such rules and regulations and upon such forms as shall be prescribed by the director." P.L. 1966, Ch. 53.

The County is an exempt organization of the type described in subsection (a) of section 9 of the Act.

In view of the foregoing, the Contractor should not include an amount for such New Jersey State taxes in his prices.

XII. TIME OF COMPLETION AND LIQUIDATED DAMAGES

Unless a Notice To Proceed provision is established otherwise herein, the work specified shall commence within twenty (20) days after the executed Contract is delivered to the Contractor and shall continue without interruption until all work is completed.

The Contractors obligations for the performance and completion of the Work within the times provided in this Contract are of the essence. The Contractor guarantees that he can and will complete such performance (including Extra Work) within the time above provided, subject, however, to an added clause entitled "Extensions of Time", should such clause be established in the technical specifications herein.

Inasmuch as the damage and the loss to the County which will result from the failure of the Contractor to complete such performance within the time above provided will include items of loss whose accurate amount will be incapable or very difficult for accurate estimation, the damages to the County for delay in the case of such failure on the part of the Contractor shall be liquidated in the sum of Two Thousand Dollars (\$ 2000.00) for each calendar day by which the Contractor shall fail to complete such performance in accordance with the provisions hereof; such liquidated damages shall not be considered as a penalty. The County will deduct and retain out of any money due, or become due hereunder, the amount of the liquidated damages.

XIII. RETAINAGE

A retainage shall be withheld from interim payments until final acceptance and final payment is made on the project in accordance with the following schedule:

<u>Contract Amount</u>	<u>Retainage</u>
Over \$100,000	2.0%

XIV. PAYMENT

A. Prompt Payment of Construction Contracts

Prime Contractor shall be paid according to the guidelines set forth in NJSA 2A:30A-1 et seq. provided:

1. The contractor has performed in accordance with the contract; and
2. The work has been approved and certified by the County's "Designated Project Manager", hereafter referred to as "DPM", who shall be named in the technical specifications herein, and
3. That a written statement identifying any discrepancies in the work has not been sent by the County to the contractor explaining any amount withheld and the reason for withholding payment.
4. If any or all of the work associated with this bill is disputed, the portion of work which is not being questioned shall be paid in accordance with NJSA 2A:30A-1 et seq. A written explanation of any discrepancies shall be sent to the contractor no more than twenty days from the billing date.

If the foregoing conditions have been met, the County shall pay the bill not more than thirty (30) calendar days after the billing date, or after the next Council Meeting date, whichever is less.

B. REQUEST FOR PAYMENT NOTIFICATION

1. When mailing or hand-delivering a Request for Payment, envelopes shall be clearly marked "Request for Payment" and sent directly to the County's DPM. If an outside Consultant or Engineer has been contracted by the County for Construction Observation or Work Inspection, the contractor shall also submit a copy of the request for payment to the Consultant.

C. FINAL PAYMENT AND CLAIMS

1. After the final acceptance of work by the County and the Engineer, the balance of monies due will be paid up to 100% of the total work completed.

XV. E.L.E.C. NOTICE

REGARDING "PAY-TO-PLAY" DISCLOSURE OF CONTRIBUTIONS BY BUSINESS ENTITIES

Summary "pay-to-play" prohibition on business entity contributions (N.J.S.A. 19:44a-20.3 through 20.25): contributions by business entities that have or are seeking new jersey government contracts, the "Pay-To-Play" disclosure law requires that prior to entering a contract with a governmental entity of more than \$17,500 that is not publicly advertised, a business entity must disclose to that governmental entity certain contributions made during the past year. Further, a business entity that has received \$50,000 or more through government contracts in a calendar year must file an annual disclosure statement electronically with the commission to report contract information and reportable contributions it has made. The due Date for the first annual disclosure report for calendar year 2006 is September 28, 2007. For each subsequent calendar year the proposed due date is March 30th. The business entity annual statement form and instructions can be found at the following web address: <https://wwwnet1.state.nj.us/lpd/elec/ptp/form.aspx>

XVI. COMPLIANCE

Any documents attached to this bid package shall be subject to the provisions of New Jersey Local Public Contracts Law (40A:11 et seq.), and should there be conflict of any sort within the technical specifications, or with any AIA or DOT documents attached, the statutes of the Local Public Contracts Law and guidelines found therein shall prevail.

HOLD HARMLESS AGREEMENT

BETWEEN: The County of Essex
Hall of Records
465 Dr. Martin Luther King, Jr. Blvd.
Newark, NJ 07102

AND

Contractor's Name

Address – not a post office box

Telephone Number; Fax Number; & e-mail address

It is understood and agreed the Contractor is:

1. An independent Contractor and not an employee of the County of Essex.
2. The Contractor agrees to indemnify and hold harmless the County of Essex, the Essex County Board of Chosen Freeholders, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and charges of whatsoever kind and nature, including attorneys' fees to which the County of Essex may be put for, or on account of, any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this contract, or by or in consequence of any neglect or omission on the part of the Contractor in the performance of operations under this contract, whether such operations, or the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.
3. The Contractor shall hold the County of Essex harmless for damages to the Contractor's equipment utilized during the term of this contract.

S/ _____
President, Vice President or Signature of Authorized Representative

Print Name

Title

Date

VENDOR'S INFORMATION SHEET

Please fill in the following information and submit with your proposal:

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

FEDERAL TAX I.D. NUMBER: _____

NAME OF PERSON PREPARING BID: _____

PHONE NUMBER _____ EXT. _____

CONTACT PERSON FOR CORRESPONDENCE REGARDING THE PROPOSAL

NAME: _____

ADDRESS: _____

PHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS _____

PROJECT MANAGER/PROJECT COORDINATOR

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON'S NAME: _____

PHONE NUMBER: _____

CELL PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

**STATEMENT OF
CERTAIN POLITICAL CONTRIBUTIONS**
MADE AFTER JULY 11, 1986

(This statement is part of the proposal packet)

Ordinance Number 0-86-0007, as amended by Ordinance Number 0-95-0003, adopted by the Board of Chosen Freeholders of the County of Essex, requires that all proposals for negotiated contracts submitted by individuals and/or business entities seeking to provide goods or to perform services for the County of Essex shall contain a statement setting forth each political contribution by them of \$500.00 or more made within five years next preceding the date of said contract, either directly or indirectly, to any County elected political official, County political party and/or County official, political organization, or any State political party.

Set forth name of County elected official, County political party and/or County official, political organization, or State political party to whom a political contribution of \$500.00 or more was made by proposers within five (5) years of the date hereof. If none, write "none".

Name

Amount

Proposer: _____

By: _____
(Signature)

Name of Signatory: _____
(Print or Type)

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 C.33)

This Statement Shall Be Included with Bid Submission

Name of Business: _____

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

OR

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

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Bidder must sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

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

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires: _____
(seal)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

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

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

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

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

Subscribed and sworn to

before me this day _____ of

Signature

_____, 2 _____

(Print name)

Notary Public

My Commission expires _____

(Seal)

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

The contractor and the COUNTY OF ESSEX, (hereafter "County") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), 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 County 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 County in any action or administrative proceeding commenced pursuant to this Act.

The contractor shall indemnify, protect, and save harmless the County, 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 claimed 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 County's grievance procedure, the contractor agrees to abide by any decision of the County which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the County, or if the County 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 County 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 County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County 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 County pursuant to this paragraph.

It is further agreed and understood that the County 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 County from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

PREVAILING WAGE COMPLIANCE DECLARATION

THE CONTRACTOR HEREBY AGREES TO COMPLY IN ALL RESPECT WITH THE NEW JERSEY PREVAILING WAGE ACT, CHAPTER 150, P.L. 1963 AS AMENDED. A COPY OF THE PREVAILING WAGE RATES PERTAINING TO THE WORK AND ISSUED BY THE NEW JERSEY DEPARTMENT OF LABOR AND INDUSTRY ENTITLED, "PREVAILING WAGE RATE DETERMINATION," IS ON FILE IN THE ENGINEER'S OFFICE OR IS INCLUDED HEREIN OR MAY BE OBTAINED FROM THE NEW JERSEY DEPARTMENT OF LABOR AND INDUSTRY. WORKERS SHALL BE PAID NOT LESS THAN THE PREVAILING WAGE RATE. IN THE EVENT IT IS FOUND THAT ANY WORKER EMPLOYED BY THE CONTRACTOR OR ANY SUBCONTRACTOR COVERED BY THE CONTRACT HEREIN HAS BEEN PAID A RATE OF WAGES LESS THAN THE PREVAILING RATE REQUIRED TO BE PAID BY SUCH CONTRACT, THE COUNTY MAY TERMINATE THE CONTRACTOR'S OR SUBCONTRACTOR'S RIGHT TO PROCEED WITH THE WORK OR SUCH PART OF THE WORK AS TO WHICH THERE HAS BEEN A FAILURE TO PAY REQUIRED WAGES AND TO PROSECUTE THE WORK TO COMPLETION OR OTHERWISE. THE CONTRACTOR AND HIS SURETIES SHALL BE LIABLE TO THE COUNTY FOR ANY EXCESS COSTS OCCASIONED THEREBY. THE SCHEDULE FOR PREVAILING WAGES FOR ESSEX COUNTY CAN BE FOUND ONLINE AT: http://lwd.dol.state.nj.us/labor/wagehour/wagerate/prevailing_wage_determinations.html

BEFORE FINAL PAYMENT IS MADE BY OR ON BEHALF OF THE COUNTY OF ANY SUM OR SUMS DUE TO THE WORK, THE CONTRACTOR OR SUBCONTRACTOR SHALL FILE WITH THE COUNTY, WRITTEN STATEMENTS IN FORM SATISFACTORY TO THE COMMISSIONER OF LABOR AND INDUSTRY CERTIFYING TO THE AMOUNTS THEN DUE AND OWING FROM SUCH CONTRACTOR OR SUBCONTRACTOR FILING SUCH STATEMENT TO ANY AND ALL WORKMEN FOR WAGES DUE ON ACCOUNT OF THE WORK, SETTING FORTH THEREIN THE NAMES OF THE PERSONS WHOSE WAGES ARE UNPAID AND THE AMOUNT DUE TO EACH RESPECTIVELY WHICH STATEMENT SHALL BE CERTIFIED BY THE OATH OF THE CONTRACTOR OR SUBCONTRACTOR AS THE CASE MAY BE IN ACCORDANCE WITH THE SAID NEW JERSEY PREVAILING WAGE ACT.

THE PREVAILING WAGE RATE SHALL BE DETERMINED BY THE COMMISSIONER OF LABOR AND INDUSTRY OR HIS DULY AUTHORIZED DEPUTY OR REPRESENTATIVE.

THE UNDERSIGNED IS AN (INDIVIDUAL) (PARTNERSHIP) (CORPORATION) UNDER THE LAWS OF THE STATE OF

_____ HAVING PRINCIPAL OFFICES AT _____

BIDDER: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

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

Upon award of a construction contract, the contractor must access Form AA-201, the Initial Project Workforce Report. The Division of Public Contracts Equal Employment Opportunity Compliance has web-enabled Form AA-202, Monthly Project Workforce Report for Construction Contractors. Vendors and contractors may obtain these forms directly from the Division by accessing the following: www.state.nj.us/treasury/contract_compliance. Contractors and vendors are responsible for sending copies of the forms to the County.

Proper completion and submission of these reports shall constitute evidence of the contractor's compliance with the regulations. Failure to submit these forms may result in the contract being terminated. The contractor also agrees to submit a copy of the Monthly Project Workforce Report, Form AA-202 once a month thereafter for the duration of the contract to the Division and to the County Compliance Officer. After notification of award, but prior to signing a construction contract the EEO/AA evidence must be submitted. The County shall retain the Affirmative Action evidence in the bid file for review by the Division.

All successful Construction Contractors must submit the following as evidence:

1. Complete Form AA-201 (Initial Project Workforce Report).
2. This report must be submitted to the Department of Purchasing after notification of award but prior to signing a contract.
3. The contractor shall submit Form AA-202 (Monthly Project Workforce Report) to the County and to the Division of Public Contracts Equal Employment Opportunity Compliance once a month thereafter for the duration of the contract.

The undersigned contractor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

(REVISED 10/08)

EXHIBIT B
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27 - CONSTRUCTION CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27 7.2; provided, however, that the Division may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Division is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Division, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27 7.2.

The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines or is so notified by the Division that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

- (1) To notify the public agency compliance officer, the Division, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
- (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;

(3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

(4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;

(5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

(6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

(i) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Division. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(ii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in paragraph (i) above, whenever vacancies occur. At the request of the Division, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iii) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Division.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Division and submitted promptly to the Division upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Division an initial project workforce report (Form AA 201) provided to the public agency by the Division for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Division and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on the job and/or off the job programs for outreach and training of minorities and women.

(D) The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

AA-201 FORM
(SAMPLE ONLY)

FORM AA-201 REV. 5/95	State of New Jersey INITIAL PROJECT WORKFORCE REPORT--CONSTRUCTION	Official Use Only Assignment _____ Code _____																																																																																																																																																																																																																										
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② MBE ☐ WBE ☐ _____ County		④ Name and Location of Project _____																																																																																																																																																																																																																										
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PLAN AND EQUIPMENT QUESTIONNAIRE

FIRM NAME: _____

ADDRESS: _____
 Street City State Zip

Telephone: _____

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. In what manner have you inspected the proposed work? Explain in detail.

2. Explain your plan or layout for performing the proposed work.

3. The work, if awarded to you, will have the personal supervision of whom?

4. Do you intend to do the grading on the proposed work with your own forces? If so, give type of equipment to be used.

5. Do you intend to sublet any portions of the work? _____

If so, state amount of sub-contract, and, if known, the name and address of the sub contractor, amount and type of his equipment and financial responsibility.

PLAN AND EQUIPMENT QUESTIONNAIRE (CONTINUED)

7. What equipment do you own that is available for and intended to be used for this work?

QUANTITY	ITEM	DESCRIPTION – SIZE CAPACITY, ETC.	CONDITION	YEARS OF SERVICE	PRESENT LOCATION

8. What equipment do you intend to purchase or lease for use on the proposed work, should the contract be awarded to you?

QUANTITY	ITEM	DESCRIPTION – SIZE, CAPACITY, ETC.	APPROXIMATE COST PURCHASE	APPROXIMATE COST LEASE

PLAN AND EQUIPMENT QUESTIONNAIRE (CONTINUED)

9. Have you made contracts or received firm offers for all materials within prices used in preparing your Proposal? Do not give name of dealers or manufacturers.

The undersigned hereby declares that the answers to the foregoing questions and all statements herein contained are true and correct.

The equipment listed on Item 7 herein is owned by _____ and are available for and intended to be used on the project. If _____ is awarded the contract the additional items of equipment stated in Item 8 shall be purchased or leased for the project and certificates shall be furnished to the County of leased equipment to the effect that in case of default of contract, the COUNTY OF ESSEX has the right to take over the leased equipment for its use in completing the work.

Date: _____

Company: _____

Signature: _____

State of _____

County of _____

_____, being duly sworn, deposes and says that he is the _____
of _____

Sworn to before me this _____ day of _____ 20 _____

Notary Public _____

My Commission expires _____

(seal)

STATEMENT OF FINANCIAL RESPONSIBILITY

NAME OF FIRM: _____

ADDRESS: _____

Street	city	State	Zip
--------	------	-------	-----

TELEPHONE _____
Area Code Telephone Number

1. CHECK TYPE OF WORK PERFORMED

- ☐ Blasting
- ☐ Boring-Tunneling
- ☐ Building Construction
- ☐ Contractors
- ☐ Disposal
- ☐ Electrical
- ☐ Excavation
- ☐ General Construction
- ☐ Heating-Ventilating
- ☐ Landscaping
- ☐ Mechanical
- ☐ Painting
- ☐ Paving
- ☐ Plumbing
- ☐ Roofing
- ☐ Sewers & Drains
- ☐ Steel Tanks
- ☐ Structural Steel
- ☐ Subsurface Sewage
- ☐ Swimming Pools
- ☐ Water Mains
- ☐ Well Drilling
- ☐ Wrecking

2. Previous work of a similar nature completed within the past five years
(list two or three):

A. County: _____

Phone No. _____

Business Address of County:

Type of Work:

Contract Price \$ _____ Extra Work Required \$ _____

Approx. Date of Approx. Date of Award of Contract _____

Completion _____

Name, Address and Telephone No. of County's Engineer or Superintendent

B. County: _____

Phone No. _____

Business Address of County:

Type of Work:

Contract Price \$ _____ Extra Work Required \$ _____

Approx. Date of Approx. Date of Award of Contract _____

Completion _____

Name, Address and Telephone No. of County's Engineer or Superintendent

C. County: _____

Phone No. _____

Business Address of County:

Type of Work:

Contract Price \$ _____ Extra Work Required \$ _____

Approx. Date of Approx. Date of Award of Contract _____

Completion _____

Name, Address and Telephone No. of County's Engineer or Superintendent

3. Total approximate volume of work of a similar nature completed within the past five years: \$ _____

4. General Business references (list two or three):

Name	Occupation	Business Address	Telephone No.
------	------------	------------------	---------------

A. _____

B. _____

C. _____

5. Bank References:

Name	Address	Telephone No.
------	---------	---------------

A. _____

B. _____

C. _____

6. Number of permanently employed persons in your organization _____

7. Number of additional employees contemplated for this work _____

STATEMENT OF FINANCIAL RESPONSIBILITY – CONTINUED

8. Set forth all and any outstanding judgments, if any, and attached the caption of the case, amount of judgment, and attorneys for the respective parties in the particular case. If none, state none.

Date: _____

Company name

Signature

Title

Subscribed and sworn to

Before me this day _____

Of _____, 2_____

Notary Public

My Commission Expires _____

(Seal)

SUB CONTRACTOR IDENTIFICATION
CONCERNING PUBLIC WORKS CONTRACTS PER NJSA 40A:11-16
NOTICE TO BIDDERS

Per NJ Local Public Contracts Law 40A:11-16, pertaining to the construction or repair of a public building, Bidders shall provide the name or names of all subcontracting entities to whom the bidder will subcontract any portion of the specified project that falls under the following work: plumbing, hvac, electrical work, , and ornamental iron work/structural steel and their required forms once the project awarded.

Each subcontractor listed must be registered with the NJ Department of Labor pursuant to the Public Work Contractors Registration Act at the time of the bid opening, and photocopies of applicable licenses must be included with the bid.

Note: Bidder's can save time by submitting the Subcontractor's Forms with the Bid.

Note: Sub Contractors Shall Not Perform More Than Fifty Percent (50%) of The Contracted Work.

Note: If the contract does not involve any of the specialty trade categories below, please insert the word "NONE" in each appropriate space provided. **DO NOT LEAVE ANY SPACE BLANK**

PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY

1. Plumbing and Gas Fitting and Kindred Work:

Name: _____ Amount (*): _____

Address: _____

License number: _____

2. Steam Power Plants, Steam, Hot Water Heating and Ventilating Apparatus and Kindred Work:

Name: _____ Amount (*): _____

Address: _____

License number: N/A _____

3. Electrical Work:

Name: _____ Amount (*): _____

Address: _____

License number: _____

4. Structural Steel and Ornamental Iron Work:

Name: _____ Amount (*): _____

Address: _____

License number: N/A _____

(*) Amount **ONLY** needs to be written in if multiple subcontractors are needed per trade.

BIDDERS SIGNATURE: _____ DATE: _____

AUTHORIZATION AND RELEASE

The undersigned hereby:

Releases Essex County, New Jersey, and its affiliates, their respective officers, employees and agents from any liability for any damage whatsoever as a result of any investigation, inquiry, consumer report or investigative consumer made or received by the County, its representatives and designees.

Authorizes any person, association, firm, company, law enforcement agency or personnel office to furnish any information including but not limited to business reputation, credit history, references, performance, criminal conviction record, civil record, and any other record, as well as any records or reports relating to me or the Company.

Print Name

Signature (Include maiden name if applicable)

Home Address

City

State

Zip

Phone (Daytime)

Company Name

Company Address

City

State

Zip

Date

**ACKNOWLEDGEMENT OF PRINCIPAL,
IF A CORPORATION, PARTNERSHIP OR INDIVIDUAL**

Vendor must check the appropriate description:

CORPORATION _____ **PARTNERSHIP** _____ **INDIVIDUAL** _____

STATE OF _____)
COUNTY OF _____) SS:

BE IT REMEMBERED, that on this _____ day of _____ in the year _____ ,
AND

Before me, the subscriber, a Notary Public of the State of _____ personally appeared
who, being by me duly sworn on h_____ oath, doth depose and make proof to my satisfaction the he is
the Secretary or Assistant Secretary of _____ the Corporation named
in the within Instrument; that _____ is the President of said
Corporation; that the execution, as well as the making of this Instrument has been duly authorized by a
proper resolution of the Board of Directors of said Corporation; that deponent well knows the corporation
seal of said Corporation; and the seal affixed to said Instrument is such Corporation seal and was thereto
affixed and said Instrument signed and delivered by said President, as and for h voluntary act and deed
and as and for the voluntary act and deed of said Corporation; in presence of deponent, who thereupon
subscribed h_____ name thereto as witness.

Signature of Secretary or
Signature of Assistant Secretary

A Notary Public

My Commission Expires: _____
(seal)

BID BOND FORM

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, _____ as
Principal, and _____ as Surety, are
hereby held and firmly bound unto the COUNTY OF ESSEX in the penal sum of _____
_____ for the payment of which, well and truly to be made, we hereby
jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That, **WHEREAS**, the Principal has
submitted to the COUNTY OF ESSEX a certain Bid attached hereto and hereby made a part hereof, to
enter into a contract in writing for the supplying and furnishing of _____
_____.

NOW, THEREFORE,

(a) If said Bid shall be rejected, or, in the alternate

(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 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 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 the time within which the
Obligee may accept such bid; and said 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, this _____ day of
_____, 20_____.

By: _____
Principal Signature

Title

By: _____
Attorney-in-Fact

CONSENT OF SURETY FORM

STATE OF NEW JERSEY)
) SS:
COUNTY OF)

IT IS HEREBY UNDERSTOOD AND AGREED that the

duly authorized to transact business in the State of New Jersey, will become Surety on the bond
of _____

to the COUNTY OF ESSEX for the supplying and furnishing of

provided they are the successful bidder and are awarded the contract and make application to us for the required
Performance and Payment Bonds.

SIGNED, SEALED AND DELIVERED AT _____

This _____ day of _____, 20____

Surety

By: _____
Attorney-in-fact

ATTEST:

As to Surety

BONDS OF CONTRACTORS ON PUBLIC WORKS AND IMPROVEMENTS
(P.L. 1995, C. 384, 2A:44-143)

When public buildings or other public works or improvements are about to be constructed, erected, altered or repaired under contract, at the expense of the contracting unit, as defined in section 2 of P.L. 1971, c. 198 (C. 40AA 1-2), the board, officer or agent contracting on behalf of the contracting unit shall require the payment and performance bond, as provided for by law, with an obligation for the payment by the contractor, and by all subcontractors, for all labor performed or materials, provisions, provender or other supplies, teams, fuels, oils, implements or machinery used or consumed in, upon, for or about the construction erection, alteration or repair of such buildings, works or improvements and shall require that all payment and performance bonds be issued by a surety which meets the following standards:

- (a) The surety shall have a minimum surplus and capital stock or net ash assets required by R.S. 17:17-6 or R.S. 17:17-7, whichever is appropriate, at the time the invitation to bid is issued; and
- (b) With respect to all payment and performance bonds in the amount of \$850,000 or more.
 - (i) if the amount of the bond is at least \$850,000 but not more than \$3.5 million, the surety shall hold a current certificate of authority, issued by the United States Treasury Circular 570, except that if the surety has been operational for a period in excess of five years, the surety shall be deemed to meet the requirements of this subparagraph if it is rated in one of the three highest categories by an independent, nationally recognized United States rating company that determines the financial stability of insurance companies, which rating company or companies shall be determined pursuant to standards promulgated by the Commissioner of Insurance by regulation adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c. 410 (C. 52:1413-11 et. seq.), and (ii) if the amount of the bond is more than \$3.5 million, then the surety shall hold a current certificate of authority issued by the United States Secretary of the Treasury pursuant to 31 U.S.C. 9305, that is valid in the State of New Jersey as listed annually in the United States Treasury Circular 570 and, if the surety has been operational for a period in excess of five years, shall be rated in one of the three highest categories by an independent, nationally recognized United States rating company that determines the financial stability of insurance companies, which rating company or companies shall be determined pursuant to standards promulgated by the Commissioner of Insurance by regulation adopted pursuant to the "Administrative Procedure Act." P.L. 1968 C. 52:11413-11 et. seq.). A surety subject to the provisions of subparagraph (ii) of this subparagraph which does not hold a certificate of authority issued by the United States Secretary of the Treasury shall be exempt from the requirement to hold such a certificate if the surety meets an equivalent set of standards developed by the Commissioner of Insurance through regulation which at least equal, and may exceed, the general criteria required for issuance of a certificate of authority by the United States Secretary of the Treasury pursuant to 31 U.S.C. 9305. k surety company seeking such an exemption shall, not later than the 180th day following the effective date of P.L. 1995, c. 384, 2A:44-143 et. al., certify to the appropriate contracting unit that it meets that equivalent set of standards set forth by the Commissioner as promulgated.

SURETY DISCLOSURE STATEMENT AND CERTIFICATION

_____ surety(ies) on the attached bond, hereby certifies the following:

1. The surety meets the applicable capital and surplus requirements of R.S. 17:17-6 or R.S. 17:17-7 as of the surety's most current annual filing with the New Jersey Department of Insurance.
2. The capital (where applicable) and surplus, as determined in accordance with the applicable laws of the State, of the surety(ies) participating in the issuance of the attached bond is (are) in the following amount(s) as of the calendar year ended December 31, 20_____ (most recent calendar year for which capital and surplus amounts are available), which amounts have been certified as indicated by certified public accountants (indicating separately for each surety's capital and surplus amounts, together with the name and address of the firm of certified public accountants that shall have certified those amounts): _____
3. (a) With respect to each surety participating in the issuance of the attached bond that has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. 9305, the underwriting limitation established therein and the date as of which that limitation was effective is as follows (indicating for each such surety that surety's underwriting limitation and the effective date thereof):

(b) With respect to each surety participating in the issuance of the attached bond that has not received such a certificate of authority from the United States Secretary of the Treasury, the underwriting limitation of that surety as established pursuant to R.S. 17:18-9 as of (date on which such limitation was so established) is as follows (indicating for each such surety that surety's underwriting limitation and the date on which that limitation was established):

4. The amount of the bond to which this statement and certification is attached is
\$ _____

5. If, by virtue of one and more contracts of reinsurance, the amount of the bond indicated under item (4) above exceeds the total underwriting limitation of all sureties on the bond as set forth in items (3) (a) or (3) (b) above, or both, then for each such contract of reinsurance:

a. The name and address of each such reinsurer under that contract and the amount of that reinsurer's participation in the contract is as follows:

(b) Each surety that is party to any such contract of reinsurance certifies that each reinsurer listed under item (5) (a) satisfies the credit for reinsurance established under P.L. 1993, c. 243 (C. 17:5113-1 et. seq.) and any applicable regulations in effect as of the date on which the bond to which this statement and certification is attached shall have been filed with the appropriate public agency.

CERTIFICATION

(to be completed by an authorized agent for each surety on the bond)

I, _____ (name of agent), _____ as (title of agent) for _____ (name of surety), a corporation/mutual insurance company/other (indicate type of business organization) (circle one) domiciled in _____ (state of domicile), DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me are true, and ACKNOWLEDGE that, if any of those statements are false, this bond is VOID.

signature of certifying agent

printed name of certifying agent

title of certifying agent

NOTE: Bid Bonds that contain the following language: "shall pay the Obligee the difference..." are unacceptable, the law is 10% of the bid amount not to exceed \$20,000.00.

SAMPLE FORM

PERFORMANCE, AND LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned _____
_____ As Principal, and the _____
_____ SURETY COMPANY a corporation organized and existing under the laws of
the State of NEW JERSEY and duly authorized to do business in the State of New Jersey, as Surety, are held and firmly bound
unto COUNTY OF ESSEX as obligee in the penal sum of _____
_____ for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs,
executors, administrators, successors and assigns.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the above named Principal did enter into a contract with
COUNTY OF ESSEX For Contract No. _____ which contract is made part
of this bond the same as though set forth herein.

NOW, if the said _____ shall well and faithfully do and perform the things agreed by IT to be done and
performed according to the terms of the said contract, and shall pay all lawful claims of subcontractors, material men, laborers,
persons, firms or corporations for labor performed or materials, provisions, provender or other supplies or teams, fuel, oils
implements, or machinery furnished, used or consumed in the carrying forward, performing or completing of said contract, we
agreeing and assenting that this undertaking shall be for the benefit of any subcontractor, material man, laborer, person, firm, or
corporation having a just claim, as well as for the obligee herein; 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 said Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the said contract;
or in or to the plans or specifications therefore, shall in any way affect the obligation of said Surety on its bond. This bond is
given in compliance with the requirements of the statutes of the State of New Jersey in respect to bonds of contractors on public
works. Revised Statutes of the State of New Jersey, N.J.S.A. 2A:44-143 to 2A:44-147, both inclusive, and liability hereunder is
limited as in said statutes provided.

SIGNED, SEALED, AND DATED THIS _____ day of _____

Contractor

By: _____

ATTEST

By: _____

Corporate Seal

ATTEST

By: _____

Seal

(to be accompanied by the usual proof of authority of officers of Surety to Company to execute same)

COUNTY OF ESSEX

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder/company)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

BID PROPOSAL PRICING PAGE P-1

For the purpose of: **CONTRACT NO. 11-095**
2011 ASBESTOS ABATEMENT/REMOVAL FOR
VARIOUS ESSEX COUNTY FACILITIES

In the **COUNTY OF ESSEX**

To the Governing Body of **COUNTY OF ESSEX.**

The Undersigned hereby declare that he has carefully examined the Advertisement, Standard Specifications, Supplementary Specifications, Plans and Form of Contract and Bond for the Project named above; that he carefully examined the site of the Project; and that he will carry out and complete said project as specified and delineated at the price per unit of measure for each scheduled item of work stated in the Schedule of Prices sheet following.

It is understood that the TOTAL PRICE stated by the undersigned is based on the estimated quantities and will control in the awarding of the Contract. It is further understood that the quantities stated in this Bid Pricing Worksheet sheet for the various items are estimated only and may be increased or decreased as provided in the Specifications.

Bidders shall submit a price for each and every bid item shown on the following Bid Pricing Worksheet. Failure to do so shall be cause for automatic disqualification of the Bid.

The undersigned proposes to furnish and deliver the above project pursuant to the bid specification in the following total amount (base bid and allowances from the following proposal pages/worksheets):

\$ _____
Total Amount in numbers

Total Amount written

Company Name

Address

City

State

Zip Code

Signature of Authorized Agent

Date

Type or Print Name

Title

Telephone Number

corporate seal here

BID PROPOSAL
2011 ASBESTOS ABATEMENT/REMOVAL FOR
VARIOUS ESSEX COUNTY FACILITIES

BID # 11-095

To: Purchasing Director, Room 325, Hall of Records, County of Essex, New Jersey

The undersigned proposes to furnish all labor, material and equipment required to comply in every detail with the indicated and / or outlined in the specifications herein.

CONTRACT TO BE AWARDED FOR TWO YEAR OF SERVICES FROM THE DATE OF NOTICE TO PROCEED, BASED ON THE FOLLOWING UNIT PRICES:

ITEM No.	Description	Unit	Quantity	Unit Price	Amount
1	Service Hourly Rate Time	Hours	4,000		
2	Service Hourly Rate Overtime	Hours	2,000		
3	Permits, Monitoring and Material Disposal (*)	Lump Sum	\$ 75,000	XX,XXX,xx	75,000.00
TOTAL					\$

(*)-This Line Item includes the 10% mark-up of the cost for permits and materials disposal paid by the contractor.

Total bid amount expressed in figures \$ _____

Total bid amount expressed in words _____

COMPANY NAME: _____

SIGNATURE: _____

NAME AND TITLE: _____

**SPECIFICATIONS FOR
2011 ASBESTOS ABATEMENT/REMOVAL FOR
VARIOUS ESSEX COUNTY FACILITIES**

**SECTION I
GENERAL**

1.1 SCOPE OF WORK

The work of this agreement consists of performance of authorized *Asbestos Abatement and/or Removal at Various Essex County Facilities* by a Contractor who can demonstrate that he/she has the qualifications and experience to perform such work.

During the entire duration of this agreement, the Contractor shall be directed by the County to perform inspections, rehabilitations and improvements at specific areas

QUALIFICATIONS

The Contractor will be required to demonstrate that he/she has the qualifications and experience to perform such work. Contractor's employees shall be trained, experienced and certified in Asbestos Abatement and/or Removal work related to buildings. References of previous contracts, including cost and description, must be attached to bid proposal.

All necessary equipment must be available and used for working on site with complete safety, in full accordance with current laws and regulations. Contractor's employees shall be trained and properly certified in asbestos control work safety practices, lockout/tagout, and confined space entry if and where applicable to the work being performed.

1.2 DURATION OF AGREEMENT

The entire work of the Project shall be completed in 730 calendar days after notice to proceed.

1.3 ESTIMATE OF QUANTITIES

The estimated quantities of the items involved in the performance of this agreement and stated in the form of proposal are approximate. The actual quantities may be greater or less. Payment will be made only for the actual quantity of authorized work performed under each item as described further herein.

1.4 PERMITS, MONITORING AND MATERIALS DISPOSAL

Permits and materials disposal costs caused in this asbestos services to be used under this contract are exempt from the New Jersey Sales Tax. The Contractor shall obtain the appropriate tax-exempt number from the County of Essex Department of Purchasing.

All pertinent permits in accordance to the current regulations shall be obtained as necessary for the performance of the asbestos remediation required for any individual location.

1.5 SUBCONTRACTORS WORK

Should the nature of the repair require the Contractor to hire a subcontractor to perform specialized work, payment will be made for the actual cost of subcontractor plus 10% for overhead and profit. Any subcontractors work must be approved by the County Engineer. The contractor shall obtain at least three (3) quotes from different subcontractors to ensure a competitive price.

1.6 NORMAL AND OVERTIME HOURS

Normal working hours is 8:00 a.m. to 4:30 p.m. on weekdays. Overtime hours are 4:30 p.m. to 8:00 a.m. weekdays, Saturdays, Sundays and Holidays and/or as authorized by the County.

1.7 METHOD OF PAYMENT

Payment for all work performed under this contract shall be made on claim forms provided by the County of Essex.

1.8 PERSONAL LIABILITY

Before signing this contract the successful bidder shall comply with the following insurance requirements:

In carrying out the provisions of the Contract or in exercising any power or authority granted them by their positions, there shall be no liability upon Essex County, it is being understood that in such matters they act as agents and representatives of the County.

1.9 DAMAGE CLAIMS

The Contractor shall indemnify and hold harmless the County of Essex and its members, officers, agents and servants and each and every one of them against and from all suits and costs of every kind and description and from all damages to which the Essex County Board of Chosen Freeholders, its members or any of its officers, agents and servants, may be subjected by reason of injury to the person or property of other resulting from the performance of or defective machinery, implements or appliances used by the Contractor

in the performance of this agreement, or through any act or omission on the part of the Contractor, subcontractor, their agents, employees, and servants and he shall further indemnify and save harmless the Counties, their members or any of their officers, agents, and each and every one of them, from all suits and actions of any kind of character whatsoever which may be brought or instituted by any subcontractor, material man or laborer who has performed work or furnished materials in or about the project or by or on account of any claim or amount recovered for any infringement or patent trademark or copyright.

The Contractor shall indemnify and hold harmless the Board of Chosen Freeholders of the County of Essex, its members, officers, agents and servants and each and every one of them from all loss or damage occasioned to them or to any third person or property by reason of any carelessness or negligence on the part of the Essex County Board of Chosen Freeholders, the Contractor, subcontractors, their officers, agents and servants in the performance of the Contract and will, after reasonable notice thereof, defend and pay the expense of defending any suit which may be commenced against the Essex County Board of Chosen Freeholders, its members, officers, agents and servants by any third person alleging injury by reason of such carelessness or negligence, and will pay any judgment which may be obtained against them in such suit.

SECTION II **SERVICES**

2.1 DESCRIPTION

Only the Essex County Engineer or his/her authorized representative may authorize and direct the contractor to perform services.

No services will be performed by the Contractor until Essex County Engineer, or a designated representative authorizes the work.

The Contractor shall provide the appropriate manpower, tools, equipment and materials to successfully complete each work assignment. The Contractor shall agree to provide services during the normal working hours of 8:00 a.m. through 4:30 p.m. Contractor shall also agree to provide services on weekends and legal holidays as requested by the County. The Contractor is required to be available 24 hours per day, seven days per week and shall respond within eight (8) hours of notification for normal work assignments and within two (2) hours for emergency assignment.

2.2 QUANTITY AND PAYMENT

The quantity of work performed during normal working hours for which payment will be made, will be the number of normal man-hours actually performed at the site and the cost for materials and/or permits actually used.

The quantity of work performed during overtime hours of which payment will be made will be the number of overtime man-hours actually performed at the site and the cost for materials and/or permits actually used.

Payment will be made for the quantity as above determined at unit price bid for the items NORMAL SERVICE HOURLY RATE and OVERTIME SERVICES HOURLY RATE in the proposal, which price includes the cost of labor, traveling, equipment and tools normally associated with the type of services, benefits, overhead, profit and all else necessary therefore and incidental thereto.

Payment for PERMITS, MONITORING AND MATERIALS DISPOSAL will be made as per actual cost of Permits obtained as necessary to proceed with the work, Monitoring Services for Air quality as required by law, if necessary, and any cost for Materials disposal as required and authorized by the engineer, paid by the contractor plus 10% for handling and overhead, provided that the contractor submits paid receipts.

2.3 PROJECT REPORT SHEET

After each performance of service/repair at the site, the Contractor will be required to sign a "Project Report Sheet".

No payment will be made without the submission of the project report sheet.

The hours actually worked shall be confirmed by the Engineer or his representatives by signing the Project Report Sheet at the beginning of the work day. No payment will be made without properly executed Project Report Sheet.

The vendor shall comply with provisions of "Prevailing Wage Act" N.J.S.A. 34:11.25 and 34:1B-5, Chapter 150 Laws of 1963. Together with the invoice for payment, the vendor shall submit certified payroll covering the period of work performed for Essex County. Certified payroll is required also for subcontractors.

Fringe Benefits are an integral part of the prevailing wage rate and are in addition to those wages tabulated as rate per hour. Employers not paying these benefits to a payee designated in a collective bargaining agreement shall pay the benefits directly to the employee on each pay day.
