

**INSTRUCTIONS TO BIDDERS—Continued**

**BIDDER'S CHECKLIST**

**BID # 0063-13**

(Owner's checkmarks) Items submitted with bid  
(Bidder's INITIALS)

- ↓ **A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH  
BID IS MANDATORY CAUSE FOR REJECTION** ↓
- Bid Proposal (Original) \_\_\_\_\_
  - Bid Guarantee (bid bond or guaranteed funds-certified/cashier's check) \_\_\_\_\_
  - Surety Certificate (Consent of Surety) \_\_\_\_\_
  - List of Designated Sub-Contractors \_\_\_\_\_
  - Acknowledgement of Receipt of Addenda or Revisions (if any) \_\_\_\_\_
  - Statement of Ownership \_\_\_\_\_
  - Non-Collusion Affidavit \_\_\_\_\_
  - Other \_\_\_\_\_

- B. ITEMS PREFERRED WITH THE BID, BUT MANDATORY  
PRIOR TO AWARD OF CONTRACT**
- Copy of Public Works Contractor Registration Act Certificate for the bidder and the designated subcontractors, effective on the date of bid, prior to award of contract \_\_\_\_\_
  - Copy of New Jersey Business Registration Certificate for the bidder and any designated subcontractors - prior to award of contract \_\_\_\_\_
  - EEO/Affirmative Action Compliance Notice Checklist \_\_\_\_\_
  - References / List of previous and/or active relevant work (CQ&R-1) \_\_\_\_\_
  - Contractor's Qualification Statement \_\_\_\_\_
  - Other: \_\_\_\_\_

**THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:**

PRINT OFFICIAL COMPANY NAME: \_\_\_\_\_

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

PRINT NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS**

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

**PROPOSAL 1**

**FURNISHING OF SERVICES FOR THE PREPARATION AND PAINTING  
OF A METAL ROOF AND THE REMOVAL OF  
EXISTING ASPHALT ROOF SHINGLES,  
AND THE INSTALLATION OF NEW ROOFING AND GUTTER GUARDS  
TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY  
TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS.**

The undersigned hereby declares that he has carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and that he will execute the contract according to the specifications, terms, and conditions with respect to the following:

<u>ITEM</u>	<u>LOCATION / DESCRIPTION</u>	<u>AMOUNT</u>
1.	<b>Building #202</b> – Maintenance Storage Barn – Holmdel Park (Remove and Replace Pitched Roof)	\$ _____
2.	<b>Building #203</b> – Residence – Holmdel Park (Remove and Replace Pitched Roofs ONLY; Install Gutter Guards)	\$ _____
<p>These Add Alternates apply ONLY IF cedar shingles are found to be under the asphalt shingles on either of the two lower pitched roofs. They are to cover <u>only</u> the removal of the cedar shingles and the installation of 5/8" plywood sheathing over the spaced sheathing. That would be in addition to Item #2 above.</p>		
3.	<b>Add Alternate Item #1 for Building #203</b> <b>Middle Pitched Roof</b> – over the front entrance (Remove Cedar Shingles; Install 5/8" Plywood Sheathing Over Spaced Sheathing)	\$ _____
4.	<b>Add Alternate Item #2 for Building #203</b> <b>East End Pitched Roof</b> – driveway end of the house (Remove Cedar Shingles; Install 5/8" Plywood Sheathing Over Spaced Sheathing)	\$ _____
5.	<b>Building #229</b> – Tenant House – Longstreet Farm (Clean and Paint the Raised Seam Roof, Gutters and Leaders According to Contract Specifications )	\$ _____
<b>TOTAL LUMP SUM</b>		\$ _____

**Proposal is to be awarded based on the total lump sum of all five items**

The following items are to be bid for work as specified in the sections itemized for "if and where" directed by the owner. These materials only cover those conditions that were not evident at the time of bidding

- Additional CDX Exterior Douglas Fir Plywood roof sheathing,
  - ½" installed; Unit Price per square foot \$ \_\_\_\_\_ s.f.
  - ⅝" installed; Unit price per square foot \$ \_\_\_\_\_ s.f.
  - ¾" installed; Unit price per square foot \$ \_\_\_\_\_ s.f.
  
- Additional roof spaced sheathing, pine, to match existing, installed;
  - Unit price per linear foot \$ \_\_\_\_\_ l.f.
  
- Additional roof solid sheathing, pine, to match existing, installed;
  - Unit price per square foot \$ \_\_\_\_\_ s.f.

**ACKNOWLEDGMENT OF ADDENDA**

BIDDER acknowledges receipt of the following listed Addenda that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda. (BIDDER must type or print acknowledged Addenda numbers and dates --- or "NONE" ---on the lines below.

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

**TAX EXEMPTION: NO. #69-0220842**

**VARIANCE IF ANY:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The undersigned fully understands that if awarded this Contract, the Monmouth County Park System expects substantial completion of all Work within (10) working days per building. This Contract Time shall commence on the next day following the Contractor's receipt of the Notice-to-Proceed from the Monmouth County Park System. It is agreed by all parties that this Contract Time may be adjusted for cause in accordance with terms and conditions of the General Conditions of the Contract.

**LIQUIDATED DAMAGES (not a penalty) shall be assessed at the rate of \$250 for contracts in the maximum amount of \$500,000 and \$500 for contracts in excess of \$500,000 for each and every calendar day that completion of the work overruns the CONTRACT TIME.**

Accompanying this proposal is a Certificate (Consent of Surety) from \_\_\_\_\_  
\_\_\_\_\_ INSURANCE COMPANY that they will give a bond in the amount called for in this specification, and ( ) Certified Check, ( ) a Cashier's check, or ( ) Bid Bond made payable to the order of the Monmouth County Board of Recreation Commissioners in the sum of DOLLARS (\$\_\_\_\_\_) (must be at least ten percent (10%) of the total lump sum bid) as liquidated damages - not as a penalty- if the contract is awarded to the undersigned, and the undersigned shall fail to execute the contract for the project or furnish a bond required within a stipulated time. Otherwise, the check will be returned to the undersigned.

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
a corporation  
an individual  
having principle offices at \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

FEDERAL TAX ID # or SOCIAL SECURITY #: \_\_\_\_\_

DATED: \_\_\_\_\_

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

**PROPOSAL 2**

**FURNISHING OF SERVICES FOR THE REMOVAL OF EXISTING CEDAR ROOF SHINGLES, AND THE INSTALLATION OF NEW ASPHALT SHINGLES, GUTTERS AND GUTTER GUARDS TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS.**

The undersigned hereby declares that \_he has carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and that \_he will execute the contract according to the specifications, terms, and conditions with respect to the following:

<u>ITEM</u>	<u>LOCATION / DESCRIPTION</u>	<u>AMOUNT</u>
1.	<b>Building #2003</b> – Cabana/Pool House – Dorbrook Recreation Area (Remove Cedar Shingles; Install Plywood Sheathing; Install Asphalt Shingles; Install Ridge Vent)	\$ _____
2.	<b>Building #2023</b> – Pool Filter Building – Dorbrook Recreation Area (Remove Cedar Shingles; Install Asphalt Shingles)	\$ _____
3.	<b>Building #2024</b> – Rest Room Building – Dorbrook Recreation Area (Remove Cedar Shingles; Install Asphalt Shingles; Install Gutters, Leaders, Gutter Guards)	\$ _____
4.	<b>Building #2025</b> – Picnic Shelter – Dorbrook Recreation Area (Remove Cedar Shingles; Install Asphalt Shingles)	\$ _____
<b>TOTAL LUMP SUM</b>		\$ _____

**Proposal is to be awarded on a Lump Sum basis**

The following items are to be bid for work as specified in the sections itemized for "if and where" directed by the owner. These materials only cover those conditions that were not evident at the time of bidding

- Additional CDX Exterior Douglas Fir Plywood roof sheathing,
- 1/2" installed; Unit Price per square foot \$ \_\_\_\_\_ s.f.
  - 5/8" installed; Unit price per square foot \$ \_\_\_\_\_ s.f.
  - 3/4" installed; Unit price per square foot \$ \_\_\_\_\_ s.f.
- Additional roof spaced sheathing, pine, to match existing, installed;  
Unit price per linear foot \$ \_\_\_\_\_ l.f.

### **ACKNOWLEDGMENT OF ADDENDA**

BIDDER acknowledges receipt of the following listed Addenda that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda. (BIDDER must type or print acknowledged Addenda numbers and dates --- or "NONE" ---on the lines below.

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

**TAX EXEMPTION: NO. #69-0220842**

**VARIANCE IF ANY:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned fully understands that if awarded this Contract, the Monmouth County Park System expects substantial completion of all Work within (10) working days per building. This Contract Time shall commence on the next day following the Contractor's receipt of the Notice-to-Proceed from the Monmouth County Park System. It is agreed by all parties that this Contract Time may be adjusted for cause in accordance with terms and conditions of the General Conditions of the Contract.

**LIQUIDATED DAMAGES (not a penalty) shall be assessed at the rate of \$250 for contracts in the maximum amount of \$500,000 and \$500 for contracts in excess of \$500,000 for each and every calendar day that completion of the work overruns the CONTRACT TIME.**

Accompanying this proposal is a Certificate (Consent of Surety) from \_\_\_\_\_  
\_\_\_\_\_ INSURANCE COMPANY that they will give a bond in the amount called for in this specification, and ( ) Certified Check, ( ) a Cashier's check, or ( ) Bid Bond made payable to the order of the Monmouth County Board of Recreation Commissioners in the sum of DOLLARS (\$\_\_\_\_\_) (must be at least ten percent (10%) of the total lump sum bid) as liquidated damages - not as a penalty- if the contract is awarded to the undersigned, and the undersigned shall fail to execute the contract for the project or furnish a bond required within a stipulated time. Otherwise, the check will be returned to the undersigned.

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
a corporation  
an individual  
having principle offices at \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

FEDERAL TAX ID # or SOCIAL SECURITY #: \_\_\_\_\_

DATED: \_\_\_\_\_

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

**PROPOSAL 3**

**FURNISHING OF SERVICES FOR ROOF REPAIR AND THE REMOVAL OF EXISTING ASPHALT ROOF SHINGLES AND INSTALLATION OF NEW ROOFING TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS.**

The undersigned hereby declares that \_he has carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and that \_he will execute the contract according to the specifications, terms, and conditions with respect to the following:

<u>ITEM</u>	<u>LOCATION / DESCRIPTION</u>	<u>AMOUNT</u>
1.	<b>Building #207</b> – Carriage House – Longstreet Farm (Sheathing Replacement; Standing Seam Metal Roof Repair)	\$ _____
2.	<b>Building #212</b> – New Cow House (Remove and Replace Spaced Sheathing and Bottom Course of Cedar Shingles Under Pole Gutters; Refasten Pole Gutter Bottom Flanges)	\$ _____
3.	<b>Building #512</b> – 11 Bay Garage – Thompson Park (Remove and Replace Damaged Shingles)	\$ _____
4.	<b>Building #513</b> – Lumber Shed – Thompson Park (Remove and Replace Damaged Shingles)	\$ _____
5.	<b>Building #514</b> – Lumber Storage Building – Thompson Park (Remove and Replace Damaged Shingles)	\$ _____
6.	<b>Building #520</b> – 40 Stall Barn – Thompson Park (Remove and Replace Damaged Shingles)	\$ _____
7.	<b>Building #2019</b> – Maintenance Garage – Dorbrook Recreation Area (Remove and Replace Damaged Shingles)	\$ _____
8.	<b>Building #2028</b> – Horse Barn – Dorbrook Recreation Area (Remove and Replace Damaged Shingles)	\$ _____
9.	<b>Building #2517</b> – Rain Shelter – Charleston Springs Golf Course, (Replace Cupola) North – 3 <sup>rd</sup> Green	\$ _____
10.	<b>Building #2518</b> – Rain Shelter – Charleston Springs Golf Course, (Repair Cupola) North – 9 <sup>th</sup> Tee	\$ _____
<b>TOTAL LUMP SUM</b>		\$ _____

**Proposal is to be awarded on a Lump Sum basis**



The following items are to be bid for work as specified in the sections itemized for "if and where" directed by the owner. These materials only cover those conditions that were not evident at the time of bidding

- Additional CDX Exterior Douglas Fir Plywood roof sheathing,
- 1/2" installed; Unit Price per square foot \$ \_\_\_\_\_ s.f.
  - 5/8" installed; Unit price per square foot \$ \_\_\_\_\_ s.f.
  - 3/4" installed; Unit price per square foot \$ \_\_\_\_\_ s.f.

Additional roof spaced sheathing, pine, to match existing, installed;  
Unit price per linear foot \$ \_\_\_\_\_ l.f.

Additional roof solid sheathing, pine, to match existing, installed;  
Unit price per square foot \$ \_\_\_\_\_ s.f.

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Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

**TAX EXEMPTION: NO. #69-0220842**

**VARIANCE IF ANY:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned fully understands that if awarded this Contract, the Monmouth County Park System expects substantial completion of all Work within (10) working days per building. This Contract Time shall commence on the next day following the Contractor's receipt of the Notice-to-Proceed from the Monmouth County Park System. It is agreed by all parties that this Contract Time may be adjusted for cause in accordance with terms and conditions of the General Conditions of the Contract.

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\_\_\_\_\_ INSURANCE COMPANY that they will give a bond in the amount called for in this specification, and ( ) Certified Check, ( ) a Cashier's check, or ( ) Bid Bond made payable to the order of the Monmouth County Board of Recreation Commissioners in the sum of DOLLARS (\$ \_\_\_\_\_) (must be at least ten percent (10%) of the total lump sum bid) as liquidated damages - not as a penalty- if the contract is awarded to the undersigned, and the undersigned shall fail to execute the contract for the project or furnish a bond required within a stipulated time. Otherwise, the check will be returned to the undersigned.

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a corporation  
an individual  
having principle offices at \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

FEDERAL TAX ID # or SOCIAL SECURITY #: \_\_\_\_\_

DATED: \_\_\_\_\_

## INSTRUCTIONS TO BIDDERS

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### MODEL CONSENT OF SURETY

*The Consent of Surety that is to be submitted with the Bid must be prepared, signed and issued by the Bidder's bonding company or other authorized surety. Two sample wordings for the required Consent of Surety which are acceptable to the Owner appear below.*

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It is understood and agreed that (*insert name of surety*) will become surety on the bond of (*insert name of Bidder*), the principal, for the Contract for the (*insert title of Bid*) if the principal is the successful Bidder. If the Contract is awarded to the principal (*insert name of surety*) will issue a Performance Bond and a Labor and Material Payment Bond, each of which shall be for 100% of the amount of the awarded Contract, or a combined Performance and Labor Material Payment Bond in the amount of 200% of the awarded Contract Sum, and will issue a Maintenance Bond for 100% of the Final Contract amount, as amended during construction, upon substantial completion of the Work, all as more fully specified by the Bidding Documents.

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It is understood and agreed that (*insert name of surety*) will become surety on the bond of (*insert name of Bidder*), the principal, for the Contract for the (*insert title of Bid*) if the principal is the successful Bidder. If the Contract is awarded to the principal (*insert name of surety*) will issue all bonds that are required by the Bidding Documents.

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**NOTE:** A Surety Disclosure Statement and Certification may be required. See paragraph 16 of the Supplementary Instructions to Bidders.

## INSTRUCTIONS TO BIDDERS

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### CAUTION

#### REGARDING STATEMENT OF OWNERSHIP

The enclosed Statement of Ownership form must be properly completed. If it is not properly completed, your bid must be rejected, as required by N.J.S.A. 40A:11-23.2. **Mistakes cannot be cured after bids are received.**

For example, if your firm, bidder "A", is entirely owned by corporation "B", you must disclose the names and addresses of the owners of 10% or more of corporation "B". Furthermore, if corporation "C" owns 10% or more of corporation "B", you must disclose the names and addresses of the owners of 10% or more of corporation "C", and so on, until the names and addresses of all persons, i.e., human beings, in this "10%" chain of ownership have been disclosed.

The same procedure applies if any 10% or more owner is a partnership, limited liability company, estate or any other type of legal entity, as opposed to a corporation.

**INSTRUCTIONS TO BIDDERS—Continued**

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COMPANY NAME \_\_\_\_\_

**STATEMENT OF OWNERSHIP**

BIDDER is (check one):  Corporation  Partnership  Joint Venture

The BIDDER, in accordance with P.L. 1977, Chapter 33, effective March 8, 1977, declares and submits that herein below are the names and legal addresses of all persons and entities who own 10% or more of the Bidder corporation, or, if applicable, persons and entities who have a 10% or greater interest in the Bidder partnership.

NAMES:	ADDRESSES:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**NOTES:**

- A. Attach additional sheets if needed and check here.....
- B. If a corporation, partnership, or joint venture owns a 10% or greater interest in the BIDDER entity, attach a separate Statement of Ownership for each such corporation, partnership or joint venture. Repeat the process of disclosure as is necessary until the name and address of each person who owns a 10% or greater interest in the Bidder has been revealed.

**INSTRUCTIONS TO BIDDERS—Continued**

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
(type or print affiant's name)

of full age, being first duly sworn according to law on my oath depose and say that I am a lawful representative of

\_\_\_\_\_  
(type or print name of Bidder)

the Bidder making the Bid for the above cited project, and that I executed the said Bid with full authority to do so; that said Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above cited project, and that all statements contained in said Bid and in this affidavit are true and correct, and made with full knowledge that the Monmouth County Board of Recreation Commissioners relies upon the truth of the statements contained in said Bid 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 the Bidder.

*Sworn and Subscribed to*  
*before me this \_\_\_\_\_ day*  
of \_\_\_\_\_ 200\_ /s/ \_\_\_\_\_  
/s/ \_\_\_\_\_  
\_\_\_\_\_  
(Title)

NOTARY PUBLIC OF \_\_\_\_\_  
(state)  
My commission expires \_\_\_\_\_

# NOTICE

## **THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT (P.L.1999, s.238, as amended by P.L.2003,c.91)**

**Revision to Existing Law effective August 17, 2003:**

### **34:11-56.51 Registration required for contractors, subcontractors.**

No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963,c.150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act.

### **34:11.56.55 Submission of all subcontractor registration certificates by contractor.**

Each contractor shall, after the bid is made and prior to the awarding of the contract, submit to the public entity the certificates of registration for all subcontractors listed in the bid proposal. Applications for registration shall not be accepted as a substitute for a certificate of registration for the purposes of this section.

L.1999,c.238,s.8; amended 2003,c.91., s4.

**Registration now pertains to ALL ‘PUBLIC WORKS’ not just buildings with public access.**

## NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS - CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted for the bidder and any designated subcontractors (N.J.S.A. 40A:11-16, including plumbing, HVAC, electrical and structural steel). No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) ) shall 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. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.


A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

Sample Business Registration Certificates are attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** proof of Business Registration.

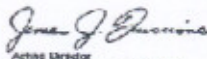
Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>



THESE ARE SAMPLES OF THE ONLY ACCEPTABLE  
N.J. BUSINESS REGISTRATION CERTIFICATES:

	<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>
Taxpayer Name: Trade Name: Address:  Certificate Number: Effective Date: Date of Issuance:	
For Office Use Only:	

**OR**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 625 TRENTON, N.J. 08646-0125</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		 Acting Director New Jersey Division of Revenue
<small>FORM DBC (03-01)</small>		<small>This Certificate is NOT an invoice or receipt. It may be requested by telephone at above address.</small>

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Commission, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program?**    Yes     No   
**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Commission as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?**    Yes     No   
**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a \$150.00 Fee and forward a copy of the Form to the Commission. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

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

**COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

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

## **CONTRACTORS QUALIFICATION AND REFERENCES**

*The Bidder must supply a minimum of three references. References must be from jobs similar to this project.*

### ***References:***

1. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

2. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

3. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

4. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_