

DOING BUSINESS WITH MONMOUTH COUNTY, NJ



**MONMOUTH COUNTY PURCHASING DIVISION
300 HALLS MILL RD, 2ND FLOOR
FREEHOLD, NJ 07728**

**Ms. Gerri C. Popkin, RPPO, CPPB, CPM, MAS, QPA, Director
Mrs. Dorothy Woodford, Assistant Purchasing Agent**

10/4/2010

TABLE OF CONTENTS

Welcome.....2

Purchasing Staff.....3

Purchasing Policies.....4

Introducing Your Products.....5

How the County Buys Goods and Services (RFQ).....5

Submitting Your Formal RFQ.....6

Bid Openings.....6

Tabulation, Evaluation, Award and Contract.....6

Request for Proposal (RFP).....6

Deliveries.....7

How the County Pays.....7

Applicable Taxes.....7

Disposition of Surplus.....7

Sample Bidder’s Application.....8-12

Ethics and Transparency.....13

NIGP Code of Ethics.....14-17

NJ Business Registration Certificate.....18

NJBRC Sample.....19

Public Works Projects.....20

State of NJ Public Works Certification Information.....21-28

County Cooperative Contract Option.....29

Cooperative Contract Option Sample Form.....30

WELCOME

This booklet will acquaint you with procedures followed by the Monmouth County Purchasing Division in carrying out procurement activities for our 62+ departments, divisions and agencies.*

Familiarity with the procedures will assist you in presenting your product or service and in developing cordial, professional, and mutually beneficial relationships between your business and Monmouth County.

Intended as a general guide and overview, this information may not answer all the questions that you may have. For further information, contact us at:

Monmouth County Division of Purchasing
300 Halls Mill Road
2nd Floor
Freehold, NJ 07728

Hours: M-F, 8:30 am – 4:30 pm

Phone: 732-431-7370 Fax: 732-431-7379
Website: www.visitmonmouth.com/purchasing

*To do business with the Monmouth County Parks System/Board of Recreation Commissioners, contact Fran Lorelli at 732-842-4000

Monmouth County Purchasing Division Staff

Ms. Gerri C. Popkin,
Mrs Dorothy Woodford,
Mrs. Annette Burt,

Director, RPPO, CPPB, CPM, MAS, QPA
Assistant Purchasing Agent
Office Manager

Formal Bid Section

Leslie Mancil
Carol Giglio
Kathy Stewart
Anne Nicastle
Rose Borzone-Higgins

Informal Bid Section

Pembe Tumbasolan
Mabel Schuler
Jill Palmer
Paula Bosco

Accounts Payable

Donna Savino-Peluso
Melissa Felix

Fixed Assets

Karen Retzer

Receptionist

Lena Alsman

PURCHASING POLICIES

Our governing statutes for the NJ Local Public Contracts Law are found in NJSA 40A:11-1, et seq, and accompanying regulations NJAC 5:34 et seq., as well as the County's Fair & Open Policy (see our website www.visitmonmouth.com/purchasing). Our division's activities are governed by a number of basic policies and procedures.

- To obtain the necessary quality and quantity of goods and services at the lowest possible cost, at the time and for the places they are needed.
- To purchase recycled, recyclable, or refined products where practicable.
- To stimulate competitive, fair, open and transparent bidding, in order to obtain items at the least cost possible.
- To provide viable vendors the opportunity to do business with Monmouth County.
- To treat all fairly, while complying with all applicable bidding laws and County policies.

NJ OPEN PUBLIC RECORDS ACT (OPRA)

Those members of the public seeking to obtain copies of our Purchasing documents, must complete an OPRA request form, file with our divisions current custodian, Office Manager Annette Burt, pay the required fee and then the documents will be provided in a timely manner.

INTRODUCING YOUR PRODUCTS

The County engages in varied activities, which provide services to its residents. Our 62+ departments, divisions and agencies include: County Clerk, Sheriff, Correctional Institution, Prosecutor, Surrogate, Highway, Bridge, Engineering, Buildings and Grounds, Transportation, Veterans, Economic Development, Tourism, Libraries, Health and Care Centers, Planning Board, Human and Social Services, etc. These all require supplies and services which are procured by the Purchasing Division. We process thousands of “informal” quotations (in amounts under the current formal bid threshold of \$17,500.00) and more than 300 “formal”, publicly-advertised bids (totals over \$17,500.00) per year, with dollar volume over 100 million, depending on the projects scheduled. Our current database lists more than 15,000 vendors, in hundreds of commodity categories. Please remember that products or services are best introduced to departments(s). Any information regarding manufacturers, warranties, licenses, maintenance, or any applicable State Contract Information must be fully supplied where indicated and when requested.

HOW THE COUNTY BUYS GOODS AND SERVICES **REQUEST FOR QUOTATION**

“Informal” quote totals are under the current “formal” bid threshold (\$17,500.00). RFQ’s are sought by our buyers after requisition by the using department, and may be mailed, written, or given by fax or phone. If a department has solicited a quotation, it submitted with a requisition to Purchasing, where the quote is confirmed by one of our buying staff, before a purchase order is cut and issued. (Vendors are reminded that being on our bidders’ list does not automatically guarantee an opportunity to quote on every order). All prices must include shipping charges.

“Formal” bids are published in the Asbury Park Press under “Notice to Bidders”. Ads may appear in other publications, where warranted. All respondents are given the same information and are treated fairly. Specifications may be mailed to past bidders for regularly-ordered items, and depending on the project, may need to be obtained at the location of another department or at a professional engineer or architect’s office, and may require the payment of a fee. Obtaining bid packages in time to prepare the bids is the sole responsibility of the vendors. The County specifically disclaims any liability for failure to mail bid packages. Vendors who do not respond to solicitations may be dropped from the database, you are advised to respond with a “no-bid” if you chose not to bid. A “Bidders’ Application” may be found in the back of this booklet or you can download an application at our website www.visitmonmouth.com/purchasing.

SUBMITTING YOUR “FORMAL” RFB

Bids must be submitted on forms provided by the County or its hired professional(s). Vendors are responsible to read and understand all aspects of the specifications and bid documents, and are urged to direct any questions in a timely manner to the Division of Purchasing, prior to the bid receipt date. All documents must be completed and signed by the appropriate parties, where indicated. Failure to submit your bid in a sealed envelope, on time, on the day of the bid opening, or to include any of the required documents may be a cause for rejection. It is the responsibility of all vendors to present their bids at the time and place listed in the “Notice for Bidders”. Bid securities, such as bid and/or performance bonds, when requested, must be included in the sealed bid envelope, with all the accompanying forms and documents, at the time of the bid opening. Late submission is unacceptable and will result in not being considered. Bid bonds may be in the form of an executed bond by an acceptable insurance company or in the form of a certified or bank cashier’s check. Cash is discouraged and personal and business checks are unacceptable. Bid securities are returned in as timely a manner as possible. All vendors are responsible to obtain any addenda which may be issued, and are cautioned, if using a bid spec service, that you still check for any bid addenda. Failure to obtain and acknowledge addenda in your bid is cause for rejection.

BID OPENINGS

Bid openings are held at the time and place listed in the specifications and “Notices to Bidders”. Vendors and members of the public are welcome to attend. The Director of Purchasing or designee opens the bids and records the totals in public. Any protests or problems must be submitted to the Division of Purchasing in writing.

TABULATION, EVALUATION, AWARD AND CONTRACT

Following the bid opening, all bids are tabulated and checked for arithmetical accuracy by the Purchasing staff. Bids may be sent to the department of jurisdiction for evaluation and recommendations. Award is made by the Board of Chosen Freeholders at a voting session (held twice monthly). Contract documents are prepared by an Assistant or Special County Counsel, along with the necessary required paperwork. When documents are fully executed and received, the purchase order is released to the vendor, who can then supply the commodity or service.

RFP-REQUESTS FOR PROPOSAL

Depending on the commodity or service, certain items are considered by law to be “extraordinary, unspecifiable services” for professional services. These are now listed on our Purchasing website and prospective bidders must register, download and submit their proposal at the stated time and place. Awards are made by the Board of Chosen Freeholders from a specific period of time. For further information contact the Div. of Purchasing.

DELIVERIES

All shipments to the County must be inside-delivery to the departments(s) indicated on the purchase order. A County Purchase Order Number must appear on the vendor's shipping document(s). Failure to meet specified delivery schedule and locations may result in cancellation of an order, or jeopardize future orders, due to lack of responsibility. In the case of partial deliveries, shipping documents and invoices must indicate the quantity being delivered, not the total awarded quantity.

HOW THE COUNTY PAYS

After the RFQ/RFB/RFP is awarded to the lowest responsible and responsive bidder, a purchase order (P.O) is sent to the vendor. Vendors are reminded not to fill any orders or begin any work for the County without a P.O. or P.O. number, issued by the Purchasing Division. After a P.O. has been issued, a number of steps must be followed to complete the transaction. They are:

1. Delivery at correct location and acceptance of goods and services by authorized employee.
2. Report (processing) of receipt of goods by the using department to the Accounts Payable section of the Purchasing Division, including a signed voucher and original, completely detailed invoice, and any other applicable paperwork.
3. Approval of bills at twice monthly meetings of the Board of Chosen Freeholders.
4. Processing of bills by Purchasing to the Finance Department for payment by County check.

Every effort is made to pay in a timely manner, but vendors are reminded that bills are paid twice a month, with cut-off dates that may not coincide with your billing cycle. Call our office with any questions, 732-431-7370.

APPLICABLE TAXES

Federal excise tax and State sales tax are not applicable on sales made to the County.

DISPOSITION OF SURPLUS/OBSOLETE ITEMS

State statute mandates that most items no longer needed for public use must be sold at a public sale, with the proceeds being returned to the County. Call the Purchasing office for the date of our next online County auction which will be publicly advertised and currently held in the fall and in the spring. County employees are precluded from bidding on county auction items.



County of Monmouth

PURCHASING DEPARTMENT www.visitmonmouth.com

300 HALLS MILL ROAD * FREEHOLD, NJ 07728-1262 * 732-431-7370 * FAX 732-431-7379

<input type="checkbox"/> Initial Application <input type="checkbox"/> Revision	BIDDER'S MAILING LIST APPLICATION	Vendor Number
Date Of This Application		Company Name
NJ Business Registration Certificate (BRC) Number		Non-Profit? (Check if yes, and enter ID number.) <input type="checkbox"/>
		Federal Employee ID Number
Mailing Address For Bidding Forms And Purchase Orders		Contact Information
Address 1		Contact Name
Address 2		Telephone Number (Include extension number if applicable.)
City	State	Zip
		Fax Number
Country		E-Mail Address
NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.		
(A) President		(B) Vice President
(C) Secretary		(D) Treasurer
(E) Owners Or Partners		
PERSONS OR CONCERNS AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (If agent, so specify)		
Name	Official Capacity	Telephone Number
		Fax Number
Please Attach The NIGP Class Items Of Equipment, Supplies, Material And/Or Services On Which You Desire To Bid		
Category (Check the category which applies to the applicant.)		
<input type="checkbox"/> (A) Manufacturer or Producer	<input type="checkbox"/> (B) Wholesaler	<input type="checkbox"/> (C) Retailer
<input type="checkbox"/> (D) Mfg's Agent	<input type="checkbox"/> (E) Distributor	<input type="checkbox"/> (F) Service Establishment
I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.		
Signature Of Person Authorized To Sign This Application		Name And Title Of Person Signing (Please type or print.)

- 208 - COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
- 209 - COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
- 210 - CONCRETE AND METAL CULVERTS, PILING, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
- 220 - CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
- 225 - COOLERS, DRINKING WATER (WATER FOUNTAINS)
- 232 - CRAFTS, GENERAL
- 233 - CRAFTS, SPECIALIZED
- 240 - CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES
- 245 - DAIRY EQUIPMENT AND SUPPLIES
- 250 - DATA PROCESSING CARDS AND PAPER
- 255 - DECALS AND STAMPS
- 260 - DENTAL EQUIPMENT AND SUPPLIES
- 265 - DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)
- 269 - DRUGS AND PHARMACEUTICALS
- 271 - DRUGS, PHARMACEUTICALS, AND SETS (FOR LARGE-VOLUME PARENTERAL ADMINISTRATION, INFUSION, IRRIGATION, AND TUBE FEEDING)
- 280 - ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
- 285 - ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
- 287 - ELECTRONIC COMPONENTS, REPLACEMENT PARTS, AND ACCESSORIES: AND MISCELLANEOUS ELECTRONIC EQUIPMENT (NOT FOR TESTING OR ANALYZING -SEE 730)
- 290 - ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
- 295 - ELEVATORS AND ESCALATORS, BUILDING TYPE
- 305 - ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
- 310 - ENVELOPES, PLAIN OR PRINTED
- 315 - EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
- 318 - FARE COLLECTION EQUIPMENT AND SUPPLIES
- 320 - FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIES
- 830 - TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND TYPES
- 832 - TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
- 840 - TELEVISION EQUIPMENT AND ACCESSORIES
- 845 - TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
- 850 - TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS
- 855 - THEATRICAL EQUIPMENT AND SUPPLIES
- 860 - TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
- 863 - TIRES AND TUBES
- 864 - TRAIN CONTROLS, ELECTRONIC
- 865 - TWINE
- 870 - VENETIAN BLINDS, AWNINGS, AND SHADES
- 875 - VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
- 880 - VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
- 883 - VOICE RESPONSE SYSTEMS
- 885 - WATER AND WASTEWATER TREATING CHEMICALS
- 890 - WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
- 895 - WELDING EQUIPMENT AND SUPPLIES
- 898 - X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
- 905 - AIRCRAFT OPERATIONS SERVICES
- 906 - ARCHITECTURAL SERVICES, PROFESSIONAL
- 907 - ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
- 908 - BOOKBINDING, REBINDING, AND REPAIRING
- 909 - BUILDING CONSTRUCTION SERVICES, NEW
- 910 - BUILDING MAINTENANCE AND REPAIR SERVICES
- 912 - CONSTRUCTION SERVICES, GENERAL

- 325 - FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)
- 330 - FENCING
- 335 - FERTILIZERS AND SOIL CONDITIONERS
- 340 - FIRE PROTECTION EQUIPMENT AND SUPPLIES
- 345 - FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
- 350 - FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
- 360 - FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
- 365 - FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
- 370 - FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
- 375 - FOODS: BAKERY PRODUCTS (FRESH)
- 380 - FOODS: DAIRY PRODUCTS (FRESH)
- 385 - FOODS, FROZEN
- 390 - FOODS: PERISHABLE
- 393 - FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS
- 395 - FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
- 400 - FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES
- 405 - FUEL, OIL, GREASE AND LUBRICANTS
- 410 - FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
- 415 - FURNITURE: LABORATORY
- 420 - FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
- 425 - FURNITURE: OFFICE
- 430 - GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
- 435 - GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
- 913 - CONSTRUCTION SERVICES, HEAVY
- 914 - CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
- 915 - COMMUNICATIONS AND MEDIA RELATED SERVICES
- 918 - CONSULTING SERVICES
- 920 - DATA PROCESSING SERVICES AND SOFTWARE
- 924 - EDUCATIONAL SERVICES
- 925 - ENGINEERING SERVICES, PROFESSIONAL
- 926 - ENVIRONMENTAL AND ECOLOGICAL SERVICES
- 928 - EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
- 929 - EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - AGRICULTURAL, HEAVY INDUSTRIAL EQUIPMENT, AND MARINE EQUIPMENT
- 931 - EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
- 934 - EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
- 936 - EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - GENERAL EQUIPMENT
- 938 - EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
- 939 - EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
- 940 - EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES - RAILROAD
- 941 - EQUIPMENT MAINTENANCE, RECONDITIONING, REPAIR, AND RELATED SERVICES - POWER GENERATION
- 945 - FISHING, HUNTING, TRAPPING, GAME PROPAGATION, AND RELATED SERVICES
- 946 - FINANCIAL SERVICES
- 947 - FORESTRY SERVICES
- 948 - HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
- 952 - HUMAN SERVICES
- 953 - INSURANCE, ALL TYPES

- 440 - GLASS AND GLAZING SUPPLIES
- 445 - HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
- 450 - HARDWARE AND RELATED ITEMS
- 460 - HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL, AND GARDEN
- 465 - HOSPITAL AND SURGICAL EQUIPMENT, INSTRUMENTS, AND SUPPLIES
- 470 - HOSPITAL HANDICAP AND RELATED SPECIALIZED EQUIPMENT AND SUPPLIES: MOBILITY, SPEECH IMPAIRED, AND RESTRAINT ITEMS
- 475 - HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUNDRY ITEMS
- 485 - JANITORIAL SUPPLIES, GENERAL LINE
- 490 - LABORATORY EQUIPMENT AND ACCESSORIES (FOR GENERAL ANALYTICAL AND RESEARCH USE): NUCLEAR, OPTICAL, AND PHYSICAL
- 493 - LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
- 495 - LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
- 500 - LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES, PARTS AND SUPPLIES - COMMERCIAL
- 505 - LAUNDRY AND DRY CLEANING COMPOUNDS AND SUPPLIES
- 510 - LAUNDRY TEXTILES AND SUPPLIES
- 515 - LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRICULTURAL APPLICATIONS)
- 520 - LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORIES, AND SUPPLIES
- 525 - LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
- 530 - LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
- 540 - LUMBER AND RELATED PRODUCTS
- 545 - MACHINERY AND HARDWARE, INDUSTRIAL
- 550 - MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
- 555 - MARKING AND STENCILING DEVICES
- 556 - MASS TRANSPORTATION - TRANSIT BUS
- 557 - MASS TRANSPORTATION - TRANSIT BUS ACCESSORIES AND PARTS
- 558 - MASS TRANSPORTATION - RAIL VEHICLES
- 954 - LAUNDRY AND DRY CLEANING SERVICES
- 956 - LIBRARY SERVICES (SEE CLASS 908 FOR BOOKBINDING, REBINDING, AND REPAIRING)
- 958 - MANAGEMENT SERVICES
- 959 - MARINE CONSTRUCTION SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR; RELATED MARINE SERVICES
- 961 - MISCELLANEOUS PROFESSIONAL SERVICES
- 962 - MISCELLANEOUS SERVICES
- 965 - PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
- 966 - PRINTING AND RELATED SERVICES
- 968 - PUBLIC WORKS AND RELATED SERVICES
- 971 - REAL PROPERTY RENTAL OR LEASE
- 975 - RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTURAL, AIRCRAFT, AUTOMOTIVE, HEAVY EQUIPMENT, AND MARINE EQUIPMENT
- 977 - RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
- 979 - RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
- 981 - RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT
- 983 - RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY AND TEXTILE EQUIPMENT
- 984 - RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
- 985 - RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
- 988 - ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
- 989 - SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
- 990 - SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
- 992 - TESTING AND CALIBRATION SERVICES
- 998 - SALE OF SURPLUS & OBSOLETE ITEMS
- 071 - AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALL OTHER FUEL TYPES)
- 072 - TRUCKS (INCL. DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNITS)

AND SYSTEMS

559 - MASS TRANSPORTATION - RAIL VEHICLE PARTS AND ACCESSORIES

560 - MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS

565 - MATTRESS MANUFACTURING MACHINERY AND SUPPLIES

570 - METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS

575 - MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES

578 - MISCELLANEOUS PRODUCTS

580 - MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES

590 - NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES

595 - NURSERY STOCK, EQUIPMENT, AND SUPPLIES

600 - OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES

605 - OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES

610 - OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES

073 - TRAILERS

257 - DEFENSE SYSTEM AND HOMELAND SECURITY EQUIPMENT, WEAPONS AND ACCESSORIES

279 - EIGHTEENTH (18TH) CENTURY REPRODUCTION GOODS

312 - ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE AND OUTSIDE)

553 - MANUFACTURING COMPONENTS AND SUPPLIES

593 - NUCLEAR EQUIPMENT COMPONENTS, ACCESSORIES AND SUPPLIES

804 - SPACECRAFTS, ACCESSORIES AND COMPONENTS

944 - FARMING AND RANCHING SERVICES, ANIMAL AND CROP

963 - NON-BIDDABLE MISCELLANEOUS ITEMS

967 - PRODUCTION AND MANUFACTURING SERVICES

726 - RADIO COMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES

838 - TELECOMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES

839 - TELEPHONE EQUIPMENT, ACCESSORIES AND SUPPLIES

ETHICS AND TRANSPARENCY

The County of Monmouth expects a high standard of ethics and transparency in conducting business, and reserves the right to reject any supplier whose performance breaches these standards.

Employees of Monmouth County may not accept gifts or gratuities.

The Purchasing Division subscribes to the Code of Ethics of the New Jersey Association of County Purchasing Officials, The Governmental Purchasing Association of New Jersey, Inc., and the National Institute of Governmental Purchasing.

The Monmouth County Purchasing Division believes that equal treatment, plus fairness and professionalism equals sound and successful business relationships. Our staff is dedicated to these goals.



NIGP CODE OF ETHICS

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

GUIDELINES TO THE NIGP CODE OF ETHICS

I. RESPONSIBILITY TO YOUR EMPLOYER

Follow the lawful instructions or laws of the employer.

Understand the authority granted by the employer.

Avoid activities, which would compromise or give the perception of compromising the best interest of the employer.

Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.

Obtain the maximum benefit for funds spent as agents for the employer.

II. CONFLICT OF INTEREST

Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your employer.

Avoid engaging in personal business with any company that is a supplier to your employer.

Avoid lending money to or borrowing money from any supplier.

III. PERCEPTION

Avoid the appearance of unethical or compromising practices in relationships, actions and communications.

Avoid business relationships with personal friends. Request a reassignment if the situation arises.

Avoid noticeable displays of affection, which may give an impression of impropriety.

Avoid holding business meetings with suppliers outside the office. When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

IV. GRATUITIES

Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers which might influence or appear to influence purchasing decisions.

Never solicit gratuities in any form for yourself or your employer.

Items of nominal value offered by suppliers for public relations purposes are acceptable when the value of such items has been established by your employer and would not be perceived by the offeror, receiver or others as posing an ethical breach.

Gifts offered exceeding nominal value should be returned with an explanation or if perishable either returned or donated to a charity in the name of the supplier.

In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.

V. BUSINESS MEALS

There are times when during the course of business it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose.

Avoid frequent meals with the same supplier.

The purchasing professional should be able to pay for meals as frequently as the supplier. Budgeted funds should be available for such purposes.

VI. CONFIDENTIAL INFORMATION

Keep bidders' proprietary information confidential.

Develop a formal policy on the handling of confidential information.

VII. RELATIONSHIP WITH THE SUPPLIER

Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions.

Association with suppliers at lunches, dinners or business organization meetings is an acceptable professional practice enabling the buyer to establish better business relations provided that the buyer keeps free of obligation. Accordingly, it is strongly recommended that if a seller pays for an activity that the buyer reciprocate.

Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.

Preclude from showing favoritism or be influenced by suppliers through the acceptance of gifts, gratuities, loans or favors. Gifts of a nominal value that display the name of a firm which is intended for advertisement may or may not be accepted in accordance with the recipient's own conscience or jurisdictional rules.

Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, and other proprietary information.

Refrain from publicly endorsing products.

VIII. RELATIONSHIP WITH THE EMPLOYER

Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of the employer.

Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest.

Exercise discretionary authority on behalf of the employer.

Avoid acquiring interest or incurring obligations that could conflict with the interests of the employer.

IX. RELATIONSHIPS WITH OTHER AGENCIES AND ORGANIZATIONS

A buyer shall not use his position to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he may represent.

All involvement and transactions shall be handled in a professional manner with the interest of the buyer's employer taking precedent.

X. RELATIONSHIP WITH PROFESSIONAL PURCHASING ORGANIZATIONS AND ASSOCIATIONS.

It is the obligation and the responsibility of the buyer, through affiliation with professional organization, to represent that organization in a professional and ethical manner.

A buyer shall not use his position to persuade an individual or firm to provide a benefit to an organization.

XI. POLICY

It is the policy of NIGP that any member of the Institute who personally, or on behalf of his local chapter, is involved in the process of acquiring advertisers and/or exhibitors on behalf of the Institute, shall act only in the capacity of providing referrals of potential or interested parties to the Institute. As a result of such referral, should the Institute form a contractual obligation, appropriate credit shall be given to the individual or chapter.

N.J. BUSINESS REGISTRATION CERTIFICATE

All vendors desiring to do business with any governmental entity in NJ must obtain a “NJBRC”, whether located within or outside of the State of NJ.

For information on obtaining a BRC, go to:
<http://www.state.nj.us/treasury/revenue/busregcert.htm>

In most bid, quote, or RFP situations, a copy of your NJ BRC should be included with your submission.

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

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

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 388 TRENTON, NJ 08646-0388
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT negotiable or transferable. It must be continuously displayed at place of business.	

PUBLIC WORKS PROJECTS

“The Public Works Contractor Registration Act” (P.L. 1999, c238) states that no contractor/subcontractor will be permitted to bid on or engage in any contract for public work, as defined in section 2 of P.L. 1963, c.150 (C.34:11-56.25, et seq.) , unless that contractor/subcontractor is registered with the New Jersey Department of Labor. The Act provides that upon registration with the Department, a public works contractor/subcontractor will be issued a certificate by the Department indication compliance with the Act’s requirements. The registration fee is \$300.00 per year. Public bodies will be expected to request production of such a certificate from those bidding on or engaging in public works projects.

It is important to note that the term “contractor”, is defined in the Act as “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 provision of the “New Jersey Prevailing Wage Act”, P.L. 1963, c 150 (C.34:11-56.25, et seq.) for the construction, reconstruction, demolition, alteration, repair or maintenance of a public building regularly open to and used by the general public or a public institution.

For more information please visit:

http://lwd.dol.state.nj.us/labor/wagehour/regperm/pw_cont_reg.html



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

Instructions for Completing the Application for Public Works Contractor Registration

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

Please read all questions carefully and provide complete and accurate responses. Incomplete applications will cause a delay in processing the contractor registration certificate. If it is later determined that your application contained inaccurate information, misstatements, or omissions, the contractor registration certificate could be denied, suspended, or revoked.

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

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

This application and other required forms are available at <http://www.nj.gov/labor/lssc/lspubcon.html> or by contacting the Contractor Registration Unit at (609) 292-9464 or Fax (609) 633-8591.

Type of Application and Certificate Number:

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

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

Questions 1 – 9:

1. Type or print legibly the legal name of business used to contract/subcontract public works projects. If more than one business entity name is party to contracts, separate registrations are required.
2. Enter corporate name if different than item #1.
3. Enter the firm's street address, city, state, zip code, and county.
4. Enter the firm's mailing address if different than item #3.
5. Enter telephone number, fax number, and email address.
6. Enter Federal Employer Identification Number (FEIN). If no FEIN assigned, enter Social Security Number of owner.

7. Check the type of business. If business is a corporation, enter the date of incorporation, the State of incorporation, and the New Jersey Business/Corp. Number.

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

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

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

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

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

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

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

Questions 10 – 16:

Read each question carefully and give complete and accurate responses. For questions 13 and 14, be sure to disclose any prior history of any alleged violation of any State or Federal Labor Laws. If the answer to a question is "Yes," provide the requested information. *Add additional sheets if necessary.*



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



Applicant Statement:

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

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

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

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

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

APPLICATION FOR PUBLIC WORKS
CONTRACTOR REGISTRATION

FOR OFFICE USE ONLY:

Log # _____
Check # _____
Check Amount \$ _____

This application and other required forms are available at <http://www.nj.gov/labor/lsse/lspubcon.html>.

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

- New Application - \$300 Non-Refundable Fee
 One-Year Renewal - \$300 Non-Refundable Fee
 Two-Year Renewal (see instructions) - \$500 Non-Refundable Fee
- Current Certificate No. _____

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

Business Name: _____

Certificate No. _____

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

a.

First Name Last Name Title

Social Security No. % of financial ownership in business (if zero, so state) Telephone No.

Street Address City State Zip Code

b.

First Name Last Name Title

Social Security No. % of financial ownership in business (if zero, so state) Telephone No.

Street Address City State Zip Code

c.

First Name Last Name Title

Social Security No. % of financial ownership in business (if zero, so state) Telephone No.

Street Address City State Zip Code

10. Have any of the individuals listed in item #9 ever held an "interest" (for definition of "interest," see N.J.A.C. 12:60-7.2 in the instructions) in another company bidding or performing work on a public works project, whether as an owner, partner, managing member (for LLC companies only), corporate officer, principal, manager, employee, agent, consultant, or representative? Yes No

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

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

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

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

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

Business Name: _____

Certificate No. _____

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

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

a. New Jersey State Labor Law? Yes No

If yes, provide date of notice, description of violation, and case number.

b. United States Federal Labor Law including OSHA (*Occupational Safety and Health Act*), NLRB (*National Labor Relations Board*), or Affirmative Action laws? Yes No

If yes, provide date of notice, description of violation, and case number.

c. Labor Laws of any other state or public entity (*e.g. city, county, board of education, etc.*)? Yes No

If yes, provide date of notice, description of violation, and case number.

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

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

a. New Jersey State Labor Law? Yes No

If yes, list the name of the individual, date of notice, description of violation, and case number.

b. United States Federal Labor Law including OSHA (*Occupational Safety and Health Act*), NLRB (*National Labor Relations Board*), or Affirmative Action laws? Yes No

If yes, list the name of the individual, date of notice, description of violation, and case number.

c. Labor Laws of any other state or public entity (*e.g. city, county, board of education, etc.*)? Yes No

If yes, list the name of the individual, date of notice, description of violation, and case number.

15. Are there pending or concluded administrative, civil, or criminal allegations by any federal, state, or local government jurisdiction in which the firm or its responsible representatives are alleged to have committed an offense in obtaining or attempting to obtain a public contract or subcontract there under or in the performance of such contract or subcontract? Yes No

If yes, provide the name of the government agency making the allegation, date of notice, and description of alleged offense.

Business Name: _____

Certificate No. _____

16. Has the business listed in item #1 engaged in any public works projects in the past 12 months (24 months for applicants whose previous registration was for a two-year period)? Yes No

If yes, provide the following information for each public works contract and the corresponding subcontractor(s). Additional space is on page 5. Add additional sheets if necessary.

PUBLIC WORKS PROJECT #1

Project Name _____

Contract Amount _____

Project Location _____

Start Date _____

Public Entity/Owner _____

Completion Date _____

SUBCONTRACTORS

a. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

b. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

c. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

d. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

e. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

(Continue to Page 5)

Business Name: _____

Certificate No. _____

16. (Public Works Project Statement – continued from Page 4)

PUBLIC WORKS PROJECT # 2

Project Name _____

Contract Amount _____

Project Location _____

Start Date _____

Public Entity/Owner _____

Completion Date _____

SUBCONTRACTORS

a. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

b. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

c. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

d. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

e. Subcontractor Name _____

LWD Certificate No. _____

Address _____

Type of Work Performed _____

Telephone No. _____

APPLICANT STATEMENT

As the responsible applicant, I attest to the following:

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

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

Signature

Date

Print Name and Title

RETURN TO: NJ Department of Labor and Workforce Development
Division of Wage and Hour Compliance
PO Box 389
Trenton, NJ 08625-0389

COUNTY COOPERATIVE CONTRACT OPTION

As of 2005, Counties are permitted to offer a “County Co-op Option” in certain bids for their own needs, which, if extended by the successful vendor(s) in their original bid, municipalities and school districts may utilize in lieu of doing their own bid.

If you find this form in your bid package from the County, you will need to decide and check whether you will or will not extend your pricing and follow the exact terms and conditions of any contract awarded to you by the Board of Chosen Freeholders. You may state a “last date to order” on the form, as well. Please call our office with any questions on the County Co-op Option, prior to submitting your bid.

COUNTY COOPERATIVE CONTRACT OPTION

Monmouth County has established a "County Cooperative Contract Purchasing System", pursuant to NJSA 40A:11-1, et seq.

The identifier for this system is CK08-Monmouth. This system allows local contracting units located within the geographical boundaries of the County to purchase goods & services awarded as the result of this bid proposal if it is extended by the low bidder. Goods & services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. Any such orders will be placed directly by the contracting units, subject to the overall terms of the contract to be awarded by the County of Monmouth. The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Monmouth County Board of Chosen Freeholders. If the vendor chooses to extend the resulting contract to all other local contracting units within the County, the quantities could be higher. Please check (✓) YES or NO below to indicate whether or not you will extend contract prices to all local contracting units within the County. If neither box is checked or if this form is not submitted with your bid, it will be understood that you will not extend prices.

Willing to extend: _____ YES _____ NO

If you are willing to extend, please set forth the latest date on which orders will be accepted. If no date is stated and the contract is for a specific time period, you must honor orders placed at any time during the term of the contract, for the remainder of the term. If no date is stated and the contract is not for a specific time period, you must honor orders placed within sixty (60) days after the County accepts your bid, unless you voluntarily extend the time beyond sixty (60) days.

LATEST ORDER DATE (IF ANY): _____

X _____
COMPANY REPRESENTATIVE

PRINT NAME

PRINT TITLE

DATE

BID NUMBER