

**BID SPECIFICATION FOR
HEATING AND AIR CONDITIONING SERVICES**

**FOR THE TOWNSHIP OF OCEAN
Monmouth County, New Jersey**

Bids will be received by the Township Manager of the Township of Ocean at the Township of Ocean Council Room, Second Floor, 399 Monmouth Road, Oakhurst, N.J. on Wednesday, December 10, 2014 at 10:00 a.m. prevailing time.

Prepared by

Name of Bidder: _____

Address: _____

Phone: _____

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NOTE: THIS PACKET CONTAINS A COMPLETE SET OF INSTRUCTIONS, BIDDING FORM AND SPECIFICATIONS.
WHEN SUBMITTING A BID YOU MUST RETURN THE COMPLETE PACKET.

LEGAL NOTICE
TOWNSHIP OF OCEAN, MONMOUTH COUNTY

TAKE NOTICE that Sealed Bids will be received by the Township of Ocean, County of Monmouth, State of New Jersey for the following:

HEATING AND AIR CONDITIONING SERVICES

as more particularly described in the Bid Document.

SAID BIDS WILL BE OPENED and read in public by the Township Manager in the Managers Conference Room, 399 Monmouth Roads, Third Floor, Oakhurst, New Jersey, on Wednesday, December 10 , 2014 at 10:00 am prevailing time.

OBTAINING/EXAMINING BID DOCUMENTS: Bid documents will be on file in the Office of the DEPARTMENT OF PUBLIC WORKS located at 399 Monmouth Road, Oakhurst, New Jersey and on the Township of ocean Website at www.oceantwp.org and may be inspected by prospective bidders during normal business hours.

BID SECURITY: Is required in an amount of not less than ten percent (10%) of the total amount indicated in the Bid, but not in excess of Twenty Thousand Dollars (\$20,000.00); and may for certain equipment, materials and services be accompanied by a Certificate of Surety from a surety company authorized to do business in the State of New Jersey indicating consent to be bound as surety and guarantor for performance required under the contract documents.

SUBMISSION OF BIDS: The completed bid form and other items required shall be placed in sealed envelopes including the name and address of the bidder and the name of the item on the outside, addressed to the **Township Clerk**, Township of Ocean, and delivered prior to bid opening to the Township Clerk at Town Hall, First Floor, 399 Monmouth Road, Oakhurst, NJ.

STATUTORY REQUIREMENTS: Bidders are required to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action); and P.L. 1963, C. 150 (Prevailing Wage) and must include a Statement of Ownership of 10% or more of the stock of the bidder corporation or partnership pursuant to P.L. 1977, C. 33 of the laws of New Jersey.

REJECTION OF BIDS: The Township Council reserves the right to reject any and all bids or to waive any formalities, where such formality is detrimental to the best interest of the Municipality.

By order of Mayor and Council of the Township of Ocean.

VINCENT BUTTIGLIERI, RMC/CMC/MMC
Township Clerk

SECTION A: INSTRUCTION TO BIDDERS AND STATUTORY REQUIREMENTS

I. Submission of Bids

- A. Sealed bids shall be received by the Township of Ocean, hereinafter referred to as “owner” in accordance with public advertisement as required by law, with a copy of said notice being attached hereto and made a part of these specifications.
- B. Sealed bids will be received by the Township Manager, Andrew Brennan, 399 Monmouth Road, Oakhurst, New Jersey 07755 on **Wednesday, December 10, 2014 at 10:00 a.m.** as stated in the 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 Township of Ocean, (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.
- D. It is the bidder’s responsibility that bids are presented to the Township of Ocean at the time and place designed. Bids may be hand delivered or mailed; however, the owner 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 owner before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of (60) sixty calendar days.
- F. All prices and amounts must be written in ink or preferably machine-printed. Bids containing any conditions, omissions, unexplained erasure 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 owner, Any changes, whiteouts, strikeouts, etc, in the bid must be entitled with ink by the person signing the bid.

- G. Each bid proposal form must give the full business address, business phone, fax, e-mail if available the contract 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 State in which incorporated and must contain the signature and designation of the present, secret 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:
- NJSA 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.
 - NJSA 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 public servant, which is a violation of official duty.
 - NJSA 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, con 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 shall be applicable to this bid and be made a part of bid documents:

A. BID GUARANTEE

Bidder shall submit with the bid a certified check, cashiers check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the owner. 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 NJSA 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 NJSA 40A:11-21.

B. CONSENT OF SURETY

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the owner stating that it will provide said bidder with a Performance Bond in the full amount of the bid. 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 to the contract, pursuant to NJSA 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 bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

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

INTERPRETATION AND ADDENDA

- D. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the owner. The bidder accepts the obligation to become familiar with these specifications.
- E. 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 properly 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 contacting 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 NJSA 40A:11-13. In the event the bidder fails to notify the owner of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specification and the bidder's submitted bid.
- F. 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 owner's representative stipulated in the specification. In order to be given consideration, a written request must be received at least seven (7) business days 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 of the bid. The owner's interpretations or corrections thereof shall be final.

When issuing addenda, the owner shall provide required notice prior to the official receipt of bids to person who has submitted a bid or who has received a bid package pursuant to NJSA 40A:11-23c.

G. Discrepancies in Bids

1. If the amount shown in works and its equivalent to 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 owner of the extended totals shall govern.

H. Pre-Bid Conference

A pre-bid conference for this proposal will be held on:

**December 1, 2014 at 10:00 AM at the
Department of Public Works Conference room,**
399 Monmouth Road, Oakhurst, N.J.

Attendance is not mandatory, but is strongly recommended. Failure to attend does not relieve the bidder of any obligations or requirements.

III. INSURANCE AND INDEMNIFICATION

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

A. INSURANCE REQUIREMENTS

1. Worker's Compensation Insurance

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to NJSA 34:15-12 (a) and NJAC 12:235-1.6.

2. General Liability Insurance

General liability insurance shall be provided with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$3,000,000.00 aggregate for property damages, and shall be maintained in full force during the life of the contract.

B. CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the owner as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the owner as an additional insured.

C. INDEMNIFICATION

Bidder shall indemnify and hold harmless the owner from all claims, suits or actions, and damages and costs of every kind by name and description to which the owner may be subjected or put by reason of injury, the person or property of another, or the property of the owner, resulting from negligent acts or omissions on the part of the contractor, the contractor's agent servants or subcontractors in the delivery goods and services, or in the performance of the work under the contract.

V PRICING INFORMATION FOR PREPARATION OF BIDS

A The owner is exempt from any local, state or federal sales, use or excise tax.

B. Estimated Quantities (Open-End Contracts): The owner has attempted to identify the item (s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to NJAC 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.

VI 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 provision of NJSA 10:5-31 et seq. and NJAC 17:27-1 et seq. The following information summarizes the full regulatory test, which is included as Appendix A 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 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 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 NJAC 17:27-4; or
- iii. A photocopy of an Employee Information Report (Form AA302)
Provided by the Division and distributed to the public agency to be completed by the contractor in accordance with NJAC 17:27-.

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 owner harmless.

C. STOCKHOLDER DISCLOSURE

NJSA 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 bid or accompanying the bid of said corporation or partnership. Bidders shall submit a statement setting forth the names and address of all stockholders in the corporation or partnership who owns ten percent or more of its stock of any class, or of all individual partners in the partnership who own then percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the bid proposal. This requirements 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

NJSA 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining BRC available on the Internet at www.nj.gov/njbgs or by phone at (609) 292-1730. NJSA 52:32-33 imposes the following requirements on contracts and all subcontractors that knowingly provide goods or perform service 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 contacting agency, a contractor must submit to the contracting agency an accurate list of all subcontractor 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, (NJSA 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.

E. NON-COLLUSION AFFIDAVIT

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

VII. METHOD OF CONTRACT AWARD

- A. The length of the contract shall be stated in the technical specifications. Pursuant to requirement NJAC 5:30-5.1 et seq., any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually. Please see Section IX. Termination of Contract, Sub-section for additional information.
- B. If the award is to be made on the basis of a base bid only, it shall be made to that responsible bidder submitting the lowest base bid.
- C. If the award is to be made on the basis of a combination of a base bid with selection options, it shall be made to that responsible bidder submitting the lowest net bid.
- D. The owner may also elect to award the contract on the basis on unit prices.
- E. The form of contract shall be submitted by the owner to the successful bidder. Terms of the specifications/bid package prevail. Bidder exceptions must be formally accepted by the owner.

VIII CAUSES FOR REJECTING BIDS

Bids may be rejected for any of the following reasons:

- A All bids pursuant to NJSA 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 NJSA 40A:11-4bm Prior Negative Experience.
- F. If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays except or as otherwise agreed upon by the parties to the contract, In this case at its option, the owner may accept the bid of the next lowest responsible bidder.

IX 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 owner 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 owner of any obligation for balances to the contract of any sum or sums set forth in the contract. Owner 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 owner for damages sustained by the owner by virtue of any breach of the contract by the contractor and the owner may withhold any payments to the contractor for the purpose of compensation under such time as the exact amount of the damages due the owner from the contractor is determined.

C. The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractor/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the owner under this provision.

D. In case of default by the contractor, the owner 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 owner 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 or transfer, or by any means convey his/her interest(s) to another party, all obligations are transferee to that new party. In this event, the new owner(s) will be required to submit all documents/legal instruments that were required in the original bid/contract. Any change shall be approved by the Owner.

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 owner.

H. The owner may terminate the contact for convenience by providing 60 calendar days advanced notice to the contractor.

X. PAYMENT

A. No payment will be made unless duly authorized by the Owner's authorized representative and accompanied by proper documentation.

B. Payment will be made in accordance with the Owner's policy and procedures.

REQUIREMENTS OF PROSPECTIVE BIDDERS
P.L. 1977 CHAPTER 33

(Ownership Statement of Compliance)

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey: No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid of said corporation or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The Disclosure shall be continued until names and addresses of every stockholder owning 10% of the stock of the bidding corporation or 10% of the stock of a corporate stockholder owning 10% of the stock of the bidding corporation or their corporate stockholders are submitted non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, have been listed.

This act shall take effect immediately.

Also enclosed herewith is the Ownership Statement of Compliance Form in compliance with Public Law 1977, Chapter 33.

TOWNSHIP OF OCEAN

INVITATION TO BID

INVITATION

Vendors are invited to bid on the items listed below in accordance with the Bid Specifications and the standard Township terms and conditions.

GENERAL TERMS

Vendor is to deliver all specified services under the direction of the Department of Public Works, and to assist in placing in service all services, materials and equipment contracted for the township. The Township specifically reserved the right to inspect, at its convenience, all services, materials and equipment delivered and to run what acceptance tests it may deem appropriate.

DELIVER

Services and materials shall be delivered as provide in the detailed requirements.

QUALITY

The Township requires first quality service, material and equipment. When delivered, if the service, materials and equipment do not meet the Township quality standards, or where the materials and equipment delivered are incomplete or damaged, the Township reserves the right to refuse delivery and the right to return the unsatisfactory item.

RETURN UNUSED MERCHANDISE

The Township reserves the right to return defective merchandise at the time of its use or inspection.

SPECIFICATION TERMS

All bidders must answer compliance questions in full. If a bidder is basing his/her proposals on services other than what is specified in these bid documents and wishes the services he/she proposes to be considered as a "approved equal" he shall SUBMIT ON A SEPARATE SHEET, in the exact format of the Technical specifications contained herein, an item by item description of that which he/she proposes to substitute. Failure to carry out the provisions noted herein may be deemed sufficient reason not to consider the bidder's proposal.

TAXES

Municipality ID # (21-6000-959)

CONTRACTORS SERVICE PROVISIONS:

Contractor will:

1. Have the ability to monitor existing control systems listed below or provide suitable monitoring controls at contractor's own expense:
 - a. Johnson Controls- Metasys
 - b. Carrier Parker System servicing the West Park Recreation Center.
 - c. KMC Digital Control System
2. Provide the following as minimum preventative maintenance required.
 - a. Temperature controls: 2 complete inspections to be done once during heating season and once during cooling season and shall include the systems listed in paragraph (1) above.
 - b. Boilers, HVAC and Heating Units: Four (4) complete inspections to be completed as follows:
 1. One (1) prior to heating season.
 2. One (1) during the heating season.
 3. One (1) prior to cooling Season.
 4. One (1) during the cooling season.
 - c. Boilers and Chiller units.
 1. Contractor shall have all water levels tested for mineral and toxin deposits by a qualified technician and provide reports to the Township of Ocean in all the boiler locations bi-annually. Contractor will be responsible for treating and maintaining acceptable levels in accordance with the boiler specifications.
 2. Contractor shall test all Glycol levels and maintain them to a safe level to ensure no damage will occur under extreme temperatures.
3. Emergency Service -

The contractor shall provide twenty-four (24) hours each day, seven (7) days each week, including weekends and holidays, all labor and all materials required to facilitate any emergency repairs to all equipment as well as automatic temperature control systems. In the event of system failure, the contractor shall provide a competent mechanic to be on the premises within two hours after notice by telephone and said mechanic shall continue his work, regardless of overtime, until the system is returned to proper condition. If parts or further work is required, corrective work shall be immediately re-scheduled.
4. Give the Township preferential service over non-contract customers.
5. Perform all routine service and inspection work during the normal business day. If work is required other than in this period, the Township agrees to pay the difference between regular and overtime labor at regular billing rates, as originally listed by the contractor.
6. Prepare the equipment for seasonal changes during the year. This service will be performed during the regular monthly inspection two (2) times during the year on a schedule satisfactory to the Township. These seasonal changes may need to be adjusted due to variable weather conditions.

7. Should work be required beyond the scope of this contract the Contractor agrees to furnish such supplies, repair and replacement parts, as may be required and to charge the Township for same at the prevailing contractors cost plus the mark-up rate (See bid item – price schedule or discount percentage) on all such supplies and parts under this service agreement.

8. Inspect regularly and perform necessary work on all equipment, check its performance in operation, eliminate as much as possible rattles, noise, vibration (not including design changes), oil, grease, adjust water and refrigerant valve and adjust all variable air volume boxes, controls, adjust belts, check strainers and dehydrators, compressor oil, oil pump and safety devices, thermostats, float controls, test for refrigerant leaks, clean and flush drain pans and screens, make minor balancing adjustments (not including design changes) to air distribution duct system including grilles, registers, dampers, coils, zone valves and controls. Check flues, fire chambers, service gas burner controls and furnish Township with copies of it.

9. Service, inspect, repair and maintain all parts of all Township Buildings Heating, Ventilating and Air Conditioning Systems including:

- a. Refrigeration System
- b. Condensing System
- c. Water and Heat Pumps
- d. Air Handling Units and System
- e. Heating Systems, pumps and couplers
- f. All Controls Pneumatic and Electronic as well as DDC and Electric.
- g. All Other Related Parts and Accessories
- h. Maintain all air filters on all air handler units on a regular basis to maintain proper operation of all units.
- i. All maintainable parts to be inclusive with this contract.
- j. Contractor shall provide completed check out sheets for all the PM's that have been performed at each location with information showing that maintainable parts have been replaced and inspected

10. This paragraph deals with the needs of the West Park Recreation Center. The Contractor shall be an approved Carrier ACS Dealer or install a compatible unit at Contractor's expense (See paragraph 1.) Contractor shall have at their office a dedicated computer that has the ability to remotely monitor all digital controls specified. Contractor shall have the ability to receive alarms from the specified digital controls.

11. Provide complete monitoring service of KMC Digital Control System. Provide complete monitoring service of Johnson Control – Metasys system or any system installed at Contractors expense in lieu of these. Adjust all times and Holiday schedules as may be required. Monitor, check and adjust bypass time schedules. Furnish and install, at no additional cost to the Township, any defective digital controls, sensors, relays, control boards etc., as may be required to keep the system completely functioning in first rate condition.

12. All bidders must be fully qualified to maintain all equipment covered by these specifications and shall be able to demonstrate those qualifications upon request of the Township of Ocean. All bidders are further encouraged to fully inspect all systems covered by these specifications prior to submission of bid.

13. Contractor's regular service will include, however not be limited to:

1. All regular and periodic lubrications.
2. Checking and Adjusting:
 - a. Drives.
 - b. Belts (When replacing V belts on units, Cog belts are to be used to optimize efficiency of motors.)
 - c. Pressures – including checking and logging of refrigeration pressures as well as water pressures.
 - d. Leak checking of all refrigerant and water circuits.
 - e. Lubricant conditions and levels.
 - f. Screens for fresh air intake.
 - g. Carbon Monoxide check.
 - h. Strainers.
 - i. Seals.
 - j. Bearings.
 - k. Thermostats.
 - l. Humidistats.
 - m. Meg/Ohm compressors.
 - n. Draft motors.
 - o. Control pumps.
 - p. Burners, fuel air rations and combustion efficiencies.
 - q. Heating coils.
 - r. Safety devices on boiler, chillers and direct-fired equipment.
 - s. Other parts and accessories necessary to the safe and efficient operation of the system, changing and furnishing needed filters and strainers. This includes cleaning all vents and grilles at least two (2) times per year.
 - t. Clean, inspect and maintain all gas and oil fired boilers.
 - u. Provide analysis of the oil in the compressors once a year, on all refrigerant systems, along with a combustion test for the boilers.
 - v. Supply all necessary replacement of repair parts not covered by the service agreement or manufacturer's warranty at the bid price or bid discount
 - w. Physically inspect and clean as needed all condenser and evaporator coils twice a year.

14. Contractor shall furnish a full inspection report on all equipment, to be submitted to the Township on completion of these inspections. This shall include temperature readings, electrical readings including voltage and amperage systems, suction and discharge pressure readings of all refrigerant systems, meg/ohm readings, supply and return air temperatures, outside air temperatures.

15. Non-maintainable parts, compressors and damage arising from power failures and natural disaster are not to be construed as Contractor's responsibility.

16. The following is a list of various equipment located within the Township of Ocean, which shall be covered as part of the scope of this contract. It is the intention of this contract to include **ALL** HVAC equipment, pumps, fans, etc., in the listed buildings. It shall be the responsibility of the Contractor to perform its own inspections of the various buildings prior to bidding to determine condition of the listed equipment. **The following list is only to be used as a guide. It is the responsibility of the Contractor to verify all the equipment in each building.**

MUNICIPAL COMPLEX – COURT – POLICE DEPT. 399 MONMOUTH RD.

Description	Make / Model	Serial Number	Location
Chiller Unit #1	Dunham Bush / ACDRB050D	13795901B00H	Police Rooftop – Upper Level
Chiller Unit #2	McQuay AGZ050DHHNN-ER10	STNU120300284	Police Rooftop – Upper Level
A/C Unit #1 (Dispatch Area)	LENNOX /LGA102H2BM4Y	5608G00571	Police Rooftop – Upper Level
Ventilator	Greenheck / CBE104	304998	Police Rooftop – Upper Level
Ventilator	Greenheck / CBE244		Police Rooftop – Upper Level
Ventilator	Greenheck / CBE104	305000	Police Rooftop – Upper Level
Ventilator	Greenheck / CBE144	305004	Police Rooftop – Upper Level
A/C Unit	Sanyo / C0911	0066971	Police Rooftop – Lower Level
A/C Unit	Mitsubishi/PLAA18BA	P:A-A18BA1	Server Room- Second floor
A/C Unit	Performance Series / DAYATO36N090A	NFEM073842	Police Rooftop – Lower Level
Ventilator	Greenheck / CBE104	305006	Police Rooftop – Lower Level
Ventilator	Greenheck / CB2244	305001	Police Rooftop – Lower Level
Ventilator	Greenheck / CBE104	304999	Police Rooftop – Lower Level
Ventilator	Greenheck / CBE144	305005	Police Rooftop – Lower Level

Rooftop #D (Court)	TRANE 7.5 TON YHC092E3RHA	103811870L	Court Utility Roof
Rooftop #B (Court Offices)	TRANE 4 TON YHC048E3RHA	103410174L	Court Utility Roof
Rooftop #3 (Police)	TRANE 3 TON YHC036E3RHA	103410065L	Over weight room
Rooftop #C (Front Court Room)	American Standard / YCH090C3HOBE	R27100Z04D	Court Utility Roof
Boiler #1/ #2	Weil McClain / Ultra 500 series 1		Basement – Town Hall
Boiler #1/ #2	Weil McClain/ Ultra 230		Court – Utility Room
Air Handler #1	McQUAY CAH019GDAM	FBOU120301819	Upper Level HVAC Control Room
Air Handler #2	McQUAY LAH003ADH	SLPD120400132	Basement – Town Hall
Air Handlers A/B	Carrier / FV4CNB006 & FV4CNF003		Building Dept ATTIC
Air Handler #4	McQUAY	SLPD120400139	Classroom – Police Dept.
Air Handler #5	McQUAY		Locker Room Bathroom – Police Dept.
Air Handler #7	McQUAY	AUBU121400230	Janitorial Closet L108 – Police Dept.
Hanging Heater	Sterling / H34-108	E019474	Vault 2 – Locker Room area Police Dept.
Hanging Heater #1	Airtherm / C30-4-1RC		
Hanging Heater #2	Airtherm / C30-4-1RC		
Exhaust Fan #1	Jenn-Air / 141-BCRA		
Exhaust Fan #2	Jenn-Air / 141-BCRA		
Exhaust Fan #1	Penn		
Exhaust Fan #2	Penn		
Incremental #1	Nesbitt Roomate II		Court
Incremental #2	Nesbitt Roomate II		Court
Incremental #3	Nesbitt Roomate II		Court
Incremental #4	Nesbitt Roomate II		Court

Incremental #5	Nesbitt Roomate II		Court
All Circulating Pumps			Entire Complex

WEST PARK RECREATION CENTER – LOUISE WELTZ LANE

Description	Make / Model	Serial Number	Location
(5) – 4 TON HEAT PUMPS			Upstairs Utility Room
Unit #1	Heil / NCHH048AHAAOT	HA72014049	Utility/ Roof
Unit #2	Heritage / 6C0048A300A3	RZ51NXJ4F	Utility/ Roof
Unit #3	Whirlpool	R068100163	Utility/ Roof
Unit #4	York AHX60D3XH21A	W1A1571703	Utility/ Roof
Unit #5	York AHX60D3XH21A	W1A1571702	Utility/ Roof

Note: Included in this building is Carrier VVT system with remote communications.

MUNICIPAL GARAGE – SUNSET AVE.

Description	Make / Model	Serial Number	Location
Oil Furnace	Powermatic / CA100	14293	Upper Level Parts Room
Electric HVAC Unit	Goodman / A18-05	9901487959	Lower Level Parts Room

ROAD DIVISION – CORNER BEECROFT PL. & LARKIN PL.

Description	Make / Model	Serial Number	Location
Boiler #1	American Standard / G-24-DPT		Bldg. 1 Archive Storage Room
Hanging Heater #1	Sterling / QVF125	Q9401487	Bldg. 1 Bay 7
Hanging Heater #2	Sterling / QVF125	Q9401491	Bldg. 1 Bay 7
Hanging Heater #3	Modine / PAE145AC	05081010493	Bldg. 1 Bay 5
Hanging Heater #8	Modine / PAE175AA0111	30101024297-0396	Bldg. 1 Bay 3
Hanging Heater #4	Dayton / 3E232B	Q9349045	Bldg. 2 Bay 2
Hanging Heater #5	Dayton / 3E232B	Q9041589	Bldg. 2 Bay 2
Hanging Heater #6	Dayton / 3E406D	E97G009039	Bldg. 3 Bay1
Hanging Heater #7	Reznor / XL-60	ACB3183N68	Bldg. 3 Bay 4
Furnace #1	Dayton / 3E253E	L893020800	Bldg. 5 Day Room
Furnace #2	Comfort Maker / GUI100AD12AIN	L923847701	Bldg. 5 Office Area

JOE PALAIA PARK – BUILDINGS AND GROUNDS 240 WHALEPOND ROAD

Description	Make / Model	Serial Number	Location
Oil Boiler	Weil McLain / 1187		5004 Bldg.
Oil Furnace Unit #1	Duncane / UHZ8125A58K	TD7348619745	5005 Bldg.
Oil Furnace Unit #2	Duncane / UHZ8100A58K	TD7336719743	5005 Bldg.
Oil Hanging Heater Unit #3	Modine	AN289658	5005 Bldg.
Oil Hanging Heater Unit #4	Modine	AN289501	5005 Bldg.
Oil Hanging Heater Unit #5	Modine	AN289489	5005 Bldg.

OAKHURST PARK - FIREMAN'S FIELD MEETING ROOM

Description	Make / Model	Serial Number	Location
A/C Unit	Sundial		Side of Building
4 Electric Baseboard Heat Units			Main Meeting Room

DAVE DAHROUGE PARK – CORNER OF LOGAN ROAD & PARK BLVD.

Description	Make / Model	Serial Number	Location
Gas Furnace	Heil NUG5125BHB1	L932936778	Utility Room

**MAINTENANCE SHOP
1313 SOUTH ROLLER ROAD.**

Description	Make / Model	Serial Number	Location
Gas Furnace	YORK PREDATOR ZJ061W09N2AAA5		ROOF TOP
Three (3) Gas hanging units	Dayton		Garage areas

SENIOR CENTER NEW ADDITION, WEST PARK RECREATION CENTER

1-COLEMAN 5 TON AIR HANDLER
1-COLEMAN 5 TON CONDENSING UNIT
1-COLEMAN 4 TON AIR HANDLER
1-COLEMAN 4 TON CONDENSING UNIT
1-WEIL MCCLAIN BOILER

COLONIAL GOLF COURSE

1003 WICKAPECKO DRIVE

HYDROTHERM BOILER, HOT WATER BASEBOAD HEATING
MODEL M-72 SERIAL 21934
SANYO Model- KMS1872 spilt unit

MUSEUM

2 GOODMAN AIR HANDLERS MODEL GMV90905DXA
1 GOODMAN CONDENSER MODEL CLJ48-IC
1 GOODMAN CONDENSER MODEL CLJ48-IC

HUMAN SERVICES, 601 DEAL ROAD

1-GOODMAN 2 TON AIR HANDLER
1-GOODMAN 2 TON CONDENSING UNIT
1-GOODMAN 2.5 TON AIR HANDLER
1-GOODMAN 2.5 TON CONDENSING UNIT
1-GOODMAN 5 TON AIR HANDLER
1-GOODMAN 5 TON CONDENSING UNIT
4- BELL AND GOSSETT HOT WATER PUMPS
1-A.O. SMITH BOILER

COMMUNITY GYM, 1100 WEST PARK AVENUE

4-LENNOX 250,000 BTU TANDEM HANGING HEATERS
1-LENNOX 60,000 BTU FURNACE
1-SAMSUNG 9,000 BTU DUCTLESS SPLIT

OCEAN TOWNSHIP TOWER, 3437 SUNSET AVENUE, BLOCK 184, LOT 7

1-BARD 4 TON HEAT/COOL UNIT

LIBRARY – 701 DEAL ROAD, OAKHURST, NJ.

Description	Make / Model	Serial Number	Location
Remote Controller	KMC		AHU-1,2,3
Lochinvar Copper Fin II	CHN651	A04H00161248	Basement
Expansion Tank	SX60V		Basement
TACO Circulating Pumps with Baldor Electric Motors 2HP	M3116T	35B101T469H1	Basement
Trane Heater Unit	UHSA042S8EAA1T00000BE	L03B33017	Basement
AHU-1	Trane	K02M94134A	Basement
AHU-2	Trane	K02M94126A	Attic
AHU-3	Trane	K02M94105A	Basement
Trane Condensing Unit	TTA120A400EA	3094NPLAD	Rooftop
Trane Condensing Unit	TTA120A400EA	3094K57AD	Rooftop
Trane Condensing Unit	RAUCC304BX0300D000000	C03B01422	Rooftop
3 VAV Units			Ceiling
All Circulating Pumps			Entire Complex
Exhaust Fans			Bathrooms

BID DOCUMENT CHECKLIST

FAILURE TO SUBMIT ANY OF THESE DOCUMENT(S) IS A FATAL DEFECT AND CAUSE FOR REJECTION OF BID.

			Items submitted with bid (BIDDERS INITIALS)
1	Form of Bid Proposal	Mandatory	
2	Bid Guarantee (10% of bid)	Mandatory	
3	Consent of Surety	Mandatory	
4	Ownership Statement of Compliance	Mandatory	
5	List of Subcontractors	Mandatory	
6	NJ Business Registration Certificate (required for Contractor & Sub-contractor)	Mandatory	

SUBMISSION OF THESE DOCUMENT(S) IS REQUESTED WITH BID SUBMISSION AND MANDATORY BEFORE CONTRACT AGREEMENT.

			Items submitted with bid (BIDDERS INITIALS)
7	Vendor Certification Form		
8	Bidder Qualification Form		
9	Non-Collusion Affidavit		
10	Exhibit A – Mandatory Affirmative Action Language		
11	Procurement and Service Contracts Language “A”		
12	Bidder’s Reference Sheet		

THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS.

Name of Person preparing Proposal

Signature

Telephone #

Date

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

TOWNSHIP OF OCEAN
HEATING AND AIR CONDITIONING SERVICES FOR THE
TOWNSHIP OF OCEAN
BID PROPOSAL

To The Council
of the Township of Ocean

Gentlemen:

We, the undersigned, do hereby certify and declare that we have carefully examined the bid specification and contract terms described in the "Invitation to Bid", Specification and Contract Terms for the Department of Public Works on **Wednesday, December 10, 2014 at 10:00 a.m.** at the place designated. We have examined the specifications on file in the office of the Township Manager of the Township of Ocean in the manner prescribed by the aforesaid specification

BID ITEM:

Performance of Heating and Air Conditioning Services for the Township of Ocean in accordance with the bid specifications for the period of JANUARY 1, 2015 through DECEMBER 31, 2015 with an option for up to two one year renewals.

BID PRICE

ONE YEAR

Furnish all services and repair work as described above for the sum of

\$_____

Discount Percentage on Parts and Supplies

\$_____

Regular Labor Billing Rate per Hour

\$_____

OPTIONAL YEAR TWO

BID ITEM:

Performance of Heating and Air Conditioning Services for the Township of Ocean in accordance with the bid specifications for the period of January 1, 2016 through December 31, 2016.

<u>BID PRICE</u>	<u>YEAR TWO</u>
Furnish all services and repair work as described above for the sum of	\$ _____
Discount Percentage on Parts and Supplies	\$ _____
Regular Labor Billing Rate Per Hour	\$ _____

OPTIONAL YEAR THREE

BID ITEM:

Performance of Heating and Air Conditioning Services for the Township of Ocean in accordance with the bid specifications for the period of January 1, 2017 through December 31, 2017.

<u>BID PRICE</u>	<u>YEAR THREE</u>
Furnish all services and repair work as described above for the sum of	\$ _____
Discount Percentage on Parts and Supplies	\$ _____
Regular Labor Billing Rate Per Hour	\$ _____

BID GUARANTEE

Accompanying this proposal is a Consent of Surety and a Bid Guarantee, in the form of a Bid bond, or a Certified or Cashier's Check payable to the order of the

TOWNSHIP OF OCEAN

In the sum of _____ dollars (\$_____)

Which the Undersigned agrees is to be forfeited as liquidated damages, and not as a penalty, if the contract is awarded to the undersigned and the undersigned shall fail to execute the contract for a the project or furnish the bonds required within the stipulated time; otherwise, the check will be returned to the Undersigned.

_____ COMPANY _____
Witness SIGNATURE _____
TITLE _____ (SEAL)

ATTACHED BID BOND

CONSENT OF SURETY

In consideration of the premises and of One Dollar (\$1.00), lawful money of the United States, it is in hand paid by the CONTRACTOR, the receipt whereof is hereby acknowledged, the undersigned surety consents and agrees that if the contract, for which the preceding estimate and proposal is made, be awarded to the person or persons submitting the same as contracted, it will become bound as surety and guarantor for its faithful performance, in an amount equal to one hundred percent (100%) of the contract price, and will execute it as party of the third part thereto when required to do so by the OWNER, and if the said CONTRACTOR shall omit or refuse to execute such contract, if so awarded, it will pay without proof of notice and on demand to the OWNER any increase between the sum to which the said CONTRACTOR would have been entitled upon the completion of the said contract and the sum which the said OWNER may be obligated to pay to another contractor to whom the contract may be afterwards awarded, the amount in such case to be determined by the bids plus the cost, if any, of re-advertising for bids for this work, less the amount of any certified check or bid bond payable and received.

In witness whereof, said surety has caused these presents to be signed and attested by a duly authorized officer and its corporate seal to be hereto affixed this _____ day of _____, 200_____.

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

(A corporate acknowledgment and statement of authority to be here attached by the Surety Company)

Surety Company

Surety Company
Attorney-in-fact

Attest

(Surety may substitute a similar statement subject to the Owner's approval.)

WITNESS

TITLE

WITNESS

SURETY SEAL

OWNERSHIP STATEMENT COMPLIANCE

NOTICE FOR CORPORATIONS AND PARTNERSHIPS

Chapter 33 of the Public Laws of 1977 (NJSA 52:25-24.2 et seq.) provides that no Corporation or Partnership shall be awarded any contract by the State, County, Municipal or School District, or any subsidiary or agency thereof, unless prior to the receipt of the bid corporation or partnership, there is submitted to the public contracting unit a statement setting forth the names and address of all individuals who own ten percent (10%) or more of the stock or interest in the corporation or partnership.

- 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

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:** _____

THIS STATEMENT SHALL BE INCLUDED WITH BID SUBMISSION

Subscribed and Sworn to before me

this _____ day of _____, 20____

State of _____ County of _____

Notary Public/Seal/Commission expires on _____

(Name of Business)

(Affiliate)

(Corporate Seal)

BIDDER QUALIFICATION FORM
(N.J.S.A. 40A:11-20)

Project known as _____

Name of Prospective Bidder _____

Address _____

Phone Number _____ Date _____

1) How many years has your organization been in business under your present name? _____

2) Have you ever failed to complete any work awarded you? Yes _____ No _____
If yes, State reason why?

3) Has any officer or partner of your organization ever failed to complete a contract handled in his own name? Yes _____ No _____

4) Have any liens or lawsuits of any kind been filed against any of your contracts?
Yes _____ No _____ Give full details _____

5) List Surety Companies which have heretofore bonded you (name, address & amount of bond).

6) List all contracts which you are now performing or for which you have signed contracts, but not started work (owners name, location and amounts).

7) State all equipment owned by you for use in this contract.

8) Additional remarks:

9) Provide the names, address and phone number for references for the three (3) projects listed above:

Signature of bidder's authorized representative: _____

Title: _____

Witness _____ Date: _____

(SEAL)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF _____

ss:

I, _____ of the Municipality of _____
(Print Name)

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

I, am _____ of the firm of _____
(Print Title) (Print Name of Firm)

the bidder making the Proposal for the above named Project, and that I executed the said Proposal with full authority to do so: That said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and further agree that I will not so participate in any collusion violate the terms of the specifications, and, in particular, paragraph II E 1, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Ocean 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 contact upon and agreement or understanding for a commission, percentage, brokerage or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by:

(Name of Contractor) (N.J.A.S. 52:34-15)

Witness Authorized Signature

Subscribed and Sworn to before me
on this ____ day of _____, 20____

(Print Name and Title)

State of _____

County of _____

(SEAL)

Signature of Notary Public
My Commission Expires on _____
(SEAL)

EXHIBIT A

MANDATORY EQUAL OPPORTUNITY EMPLOYMENT LANGUAGE (N.J.S.A. 10.5-31 et seq.) (N.J.A.C. 17:27)

GOODS, SERVICES AND PROFESSIONAL CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting 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, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency 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 or applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time and with the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2; promulgated by the Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment

goals determined by the Div. of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the* statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)**.

INSURANCE SPECIFICATIONS

SCHEDULE A

The Contractor, prior to commencing work, shall provide at its own expense, the following insurance to the **TOWNSHIP** together with evidence of such insurance as stated below. Thirty (30) days prior to cancellation or material change or notice of non-renewal of the policies, the Contractor shall give notice to the **TOWNSHIP** by registered mail, return receipt requested, for all of the following stated insurance policies. The Certificate of Insurance shall state:

“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left.”

All notices shall name the Contractor and identify the Agreement. All policies with the exception of workers' compensation shall be endorsed naming the **TOWNSHIP** as additional insured. All policies shall require that the insured will pay all defense claims and any judgments entered therein. It is expected that all policies will be issued on an “occurrence” basis. The **TOWNSHIP** may waive or modify any requirement stated herein if the **TOWNSHIP**, in its sole judgment and discretion, deems it would be in its best interest to do so.

A. Workers' Compensation

The Contractor shall obtain Standard Workers' Compensation Insurance indemnifying the Contractor against any loss arising from liability or injuries sustained by any and all agents, servants or employees of the Contractor who shall be entitled to compensation under the Workers' Compensation Law of the State of New Jersey. If the contractor is incorporated outside the State of New Jersey, the said policy must include the "the Other States Endorsement."

B. General Liability

The Contractor shall obtain General Liability Insurance on an “occurrence” form with a one million dollar (\$1,000,000.00) combined single limit of liability per occurrence and a three million dollar (\$3,000,000.00) annual aggregate. The policy will include the ISO Simplified Occurrence Form, the policy will contain no endorsements that would limit or eliminate the coverage provided by the ISO version and will include ISO Form CG-25-03-11-85 Amendment-Aggregate Limits of Insurance (per project)

C. Automobile Liability

The Contractor shall obtain Automobile Liability Insurance with a minimum combined limit of liability of one million dollars (\$1,000,000.00) per accident. Said policy must include coverage for owned, non-owned and hired autos.

D. Umbrella/Excess Liability

Excess or Umbrella Liability Policy (to respond in excess of the commercial general liability, employer's liability and commercial automobile liability policies) at the limit of \$5,000,000.00 combined single limits per occurrence.

E. Policy Changes

If at any time, any of the foregoing policies shall be or become unsatisfactory to the Entity, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Entity, the Contractor shall, upon notice to that effect from the Entity, within thirty (30) days obtain a new policy, submit the same to the Entity of approval and submit a Certificate thereof as hereinabove provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this Agreement, at the election of the Entity, may be forthwith declared suspended, discontinued or terminated. Failure of the Contractor to take out an/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve the Contractor or any liability under the Agreement. All policies required above shall contain a thirty-(30) day notice of cancellation and/or non-renewal and shall require the insured to notify the Entity of its intent to either cancel or not to renew immediately.

F. Insurance Companies

The Contractor shall use an Insurance Company(ies) that has (have) an A.M. Best Rating of at least AX.

The **TOWNSHIP**, at its sole judgement and discretion, if it considers it appropriate to do so, may allow the Contractor to utilize and insure with a rating less than AX. All such requests must be forwarded to the **TOWNSHIP** for its review and approval. The Contractor shall use an insurance company(ies) that is (that are) authorized to underwrite insurance risks for the specific line(s) of coverage by the Department of Banking and Insurance of the State of New Jersey.

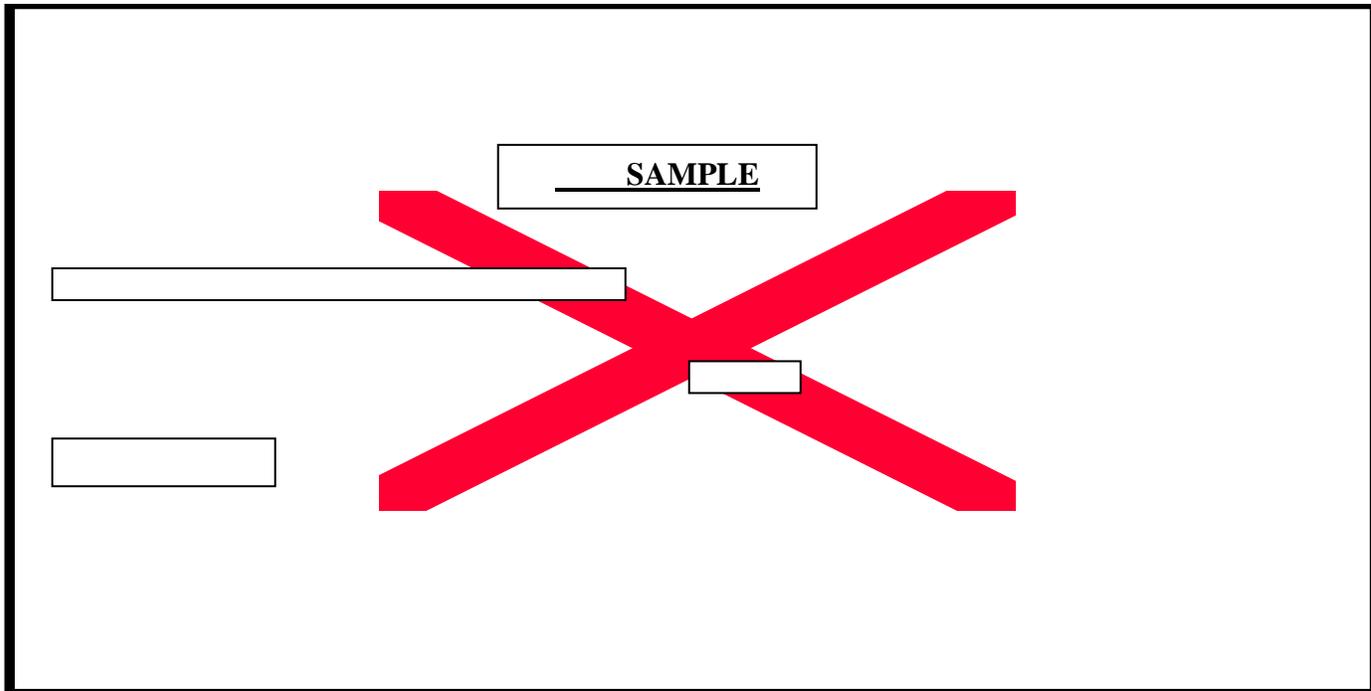
G. Hold Harmless Provision

Contractual Liability Insurance: The Contractor shall indemnify, defend, and hold harmless the **TOWNSHIP**, its consultants, its officers, agents, contractors, subcontractors, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, because of bodily injury, sickness, disease or death, sustained by any person or persons or injury or damages to, or destruction of, any property directly or indirectly arising out of, relating to, or in connection with the work, whether or not due or claimed to be due, in whole or in part, to the active, passive or concurrent negligence or fault of the Contractor, its officers, agents, servants, or employees and/or any other person or persons and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent. The Contractor shall furnish evidence to the **TOWNSHIP** that with respect to accomplishing the work in the Agreement, it carries said contractual Liability Insurance in the amounts specified in Paragraph B above.

“Business Registration Certificate”
(C. 57, Laws 2004-S1778)

Pursuant to P.L. 2004, C.57 all Bidders are required to submit a Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue, which will establish that the Bidder is Registered Pursuant to the Business Registration Act.

(NOTE: required for both Contractor & Sub-contractor)



Bidder to attach a copy of Business Registration Certificate

“Contractor & Sub-Contractors”

LIST OF SUBCONTRACTORS

NJSA 40A:11-16 provides that bidders on public projects shall provide “the name or names of all subcontractors to whom the bidder will subcontract with, each of which subcontractors shall be qualified in accordance with this act.”

The bidder to provide the name, address and description of work to be performed by all subcontractors.

Name of bidder: _____

Address: _____

The undersigned bidder declares that the subcontractors listed below be used as subcontractors to complete certain portions of the work in this project.

The subcontractors identification form shall set for the scope of work for which the subcontractor has submitted a price quote and which the bidder has agreed to award to each subcontractor should the Bidder be awarded the contract.

Subcontractor Name and Address	Nature of Work to completed by Subcontractor

Attach additional sheets if necessary

Signature of Bidder’s Authorized Representative: _____

Title: _____

Date: _____

BIDDER REFERENCE SHEET

1. Name and address of all previous locations where said service has been performed.

a. _____

b. _____

c. _____

d. _____

e. _____

2. Name, address and telephone number of the principal party to whom you or your firm were responsible for the satisfactory performance of this service.

a. _____

b. _____

c. _____

d. _____

e. _____

Name of Person preparing Proposal

Signature

Telephone #

Date

VENDOR CERTIFICATION FORM

Also enclosed herewith in conformity with the specifications is a certified check made payable to the order of the Treasurer of the Township of Ocean in the sum of _____ Dollars (\$_____) or bid bond in the like amount which the undersigned agrees is to be forfeited as liquidated damages and not as a penalty, if this bidder is the successful bidder to whom or which a contract is awarded and the undersigned shall fail to execute the contract in accordance with the specifications.

Also enclosed herewith are the executed standard Non-Collusion Affidavit and the Bidder Qualification Form.

Also enclosed herewith is the Affirmative Action Affidavit in compliance with the Affirmative Action Regulation P.L. 1975-127.

The undersigned is an individual, corporation or partnership having its principal offices at _____ and in the event that it is a corporation it is organized under the Laws of the State of New Jersey or authorized to do business thereon.

COMPANY_____

SIGNATURE_____

TITLE_____

(SEAL)

Witness