

**BID SPECIFICATION FOR**

**OCEAN COMMUNITY POOL & TENNIS FACILITY  
LIFEGUARD SERVICES**

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

**Bids will be received by the Township Manager of the Township of Ocean in the West Wing Conference Room, Second Floor, Deal and Monmouth Roads, Oakhurst, NJ, Tuesday, November 10, 2015 at 10:00. prevailing time.**

**Prepared by Department of Human Services**

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

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

\_\_\_\_\_

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

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

**LEGAL NOTICE**

**LEGAL NOTICE**

**LEGAL NOTICE**

TOWNSHIP OF OCEAN – COUNTY OF MONMOUTH

**TAKE NOTICE** that sealed bids will be received by the **TOWNSHIP MANAGER** of the Township of Ocean in the County of Monmouth, New Jersey for the following:

***LIFEGUARD SERVICES AT THE TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY***

as more particularly described in the Bid Specifications and Bid Proposal Forms.

**SAID BIDS WILL BE OPENED** and read in public by the Township Manager at the Manager's Conference Room, Third Level, Town Hall, 399 Monmouth Road, Oakhurst, New Jersey, on **TUESDAY, NOVEMBER 10, 2015 at 10:00 a.m.** prevailing time.

**OBTAINING/EXAMINING BID DOCUMENTS:** Bid documents will be on file in the Office of the DEPARTMENT OF HUMAN SERVICES located at 601 Deal Road, Ocean, New Jersey and may be inspected by prospective bidders during normal business hours. Bids may also be found on the Township of Ocean website at [www.oceantwp.org](http://www.oceantwp.org).

**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 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/MMC  
Township Clerk

### III. 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 Brannen, 399 Monmouth Road, Oakhurst, New Jersey 07755 on Tuesday, November 10, 10:00 a.m. as stated in the Notice to Bidders, and at such time and place will be 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 designated. 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 un-opened.
- 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 initialed 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 contact person of the bidder, and be signed by an authorized representative as follows:
  - Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
  - Bids by corporations must be signed in the legal name of the corporation, followed by the name of State in which incorporated and must contain the signature and designation of a 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, confer 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

### 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 for the first season, 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 contact shall be cause for declaring the contract null and void pursuant to NJSA 40A:11-22.

### III. INTERPRETATION AND ADDENDA

- A. 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.
- B. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be 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 contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract, pursuant to 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.
- C. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any bidder. Such request shall be in writing, addressed to the 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. 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.

#### D. Discrepancies in Bids

1. If the amount shown in words 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.

#### IV. INSURANCE AND INDEMNIFICATION

- A. INSURANCE REQUIREMENTS (See Schedule A Insurance Specifications)
- 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 cost 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. 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 required regulatory test, which is included as Exhibit 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)

**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 ten percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of corporations and partnerships, including but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the bid.

**D. PROOF OF BUSINESS REGISTRATION**

Each bidder (contractor) shall 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 is available on the Internet at [www.nj.gov/njbgs](http://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 contracting 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.

### VIII. METHOD OF CONTRACT AWARD

- A. The length of the contract shall be stated in the Detailed Requirements. Pursuant to requirement NJAC 5:30-5.1 et seq., any contract resulting from this bid shall subject to the availability and appropriation of sufficient funds annually. Please see Section X. Termination of Contract, Sub-section E for additional information.
- B. The award will be made on the basis of the base bid only, and shall be made to that responsible bidder submitting the lowest base bid.
- C. 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.

### IX. CAUSES FOR REJECTING BIDS

Bids may be rejected for any of the following reasons:

All bids pursuant to NJSA 40A:11-13.2;

- A. If more than one bid is received from an individual, firm or partnership corporation or association under the same name;
- B. Multiple bids from an agent representing competing bidders;
- C. The bid is inappropriately unbalanced;
- D. The bidder is determined to possess, pursuant to NJSA 40A:11-4bm Prior Negative Experience;
- E. If the successful bidder fails to return a completed and executed contract within 30 days of receipt, Sundays and holidays excepted, 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.

### X. TERMINATION OF CONTRACT

- A. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor shall violate any of the requirements of the contract, the 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 until 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 transferred 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.

#### XI. PAYMENT

- A. No payment will be made unless duly authorized by the Owner's authorized representative and accompanied by proper documentation.
- B. The seasonal contract shall be paid on a monthly basis, beginning May 15 and ending September 15 of the current contract year, and is paid in 5 equal payments in accord with the normal schedule of payment for the Township of Ocean contingent upon the proper documentation related thereto.

**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.

V.

**TOWNSHIP OF OCEAN  
INVITATION TO BID**

**INVITATION**

Vendors are invited to bid on the services as described in the Detailed Requirements 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 Human Services.

**SPECIFICATION TERMS**

For each contract period, all bidders must provide both a base bid for lifeguard services and a lifeguard hourly rate on the Bid Proposal form. Failure to provide both amounts will deem the proposal incomplete.

**TAXES**

Municipality ID # (21-6000-959)

**DETAILED REQUIREMENTS**  
**Bid Specification for Lifeguard Services at the**  
**Ocean Community Pool & Tennis Facility**

**INTRODUCTION:**

The following service specifications have been developed to represent the acceptable standards for the provision of lifeguard services at the Ocean Community Pool & Tennis Facility, located at 615 West Park Ave., Oakhurst, NJ 07755.

The Ocean Community Pool & Tennis Facility operates, weather permitting, as indicated on "Attachment A". Noted below is a general schedule of operating hours:

- 10:00 a.m. – 8:00 p.m. Saturday of Memorial Day weekend & all weekends & holidays (except as noted on "Attachment A")
  - 1:00 p.m. – 6:00 p.m. weekdays that correspond to the Township of Ocean Schools' half days (refer to "Attachment A")
  - 10:00 a.m. – 8:00 p.m. daily from the day following the last day of Township of Ocean school through Labor Day (except as noted on "Attachment A").
1. Personnel & services to be provided from the Saturday of Memorial Day weekend through Labor Day during days/times as outlined in "Attachment A". "Attachment A" is specific to the 2016 school calendar and may vary slightly in future seasons.
  2. The following facilities will be staffed during the facility operating hours:
    - a. Main pool
    - b. Kiddie pool
    - c. Diving well
  3. Provide qualified lifeguards that are fully certified. Acceptable certification is in accordance with the New Jersey State Bathing Code.
    - a. Copies of all certifications for each lifeguard will be submitted to the Township prior to the staff starting their first shift of the season.
  4. All lifeguards shall be properly attired in uniforms, i.e. bathing suits, which clearly exhibit the word "GUARD" or similar designation. If a shirt or other apparel covers bathing suit, the shirt or other apparel shall clearly designate the wearer as a Guard. Whistles shall be provided by the successful bidder.
  5. Provide supervision of the lifeguard staff which includes scheduling, overseeing rotations, observing, evaluating and providing ongoing training throughout the season. This position will be referenced as Lifeguard Supervisor.
    - a. Provide Township with written weekly staff schedule at least one week in advance.
    - b. Provide Township with daily written staff rotation. It is expected that the rotation schedule shall meet the best practices of rotation recommendations as found in the MAHC (Model Aquatic Health Code)
  6. Lifeguard Supervisor shall be on the premises as noted on "Attachment A".
    - a. Lifeguard Supervisor, if fully certified as a lifeguard, may periodically sit stand to assist with short term lifeguard breaks, etc.
  7. Periodic in-service training for lifeguards will be conducted throughout season by qualified instructors as provided by successful bidder.
    - a. The successful bidder may have access to the pools for training purposes one week prior to opening day as long as the Township determines the pools are ready for use.
    - b. Based on availability, meeting space within the West Park Recreation Center will be made available for lifeguard meetings/trainings.

- c. All drills/trainings will be documented and submitted to the Township to be kept on file.
8. Lifeguards are required to be on their assigned stand and prepared for duty as outlined on daily rotation schedule.
  9. If agreed upon by both parties, staff scheduled may be adjusted slightly to accommodate the needs of the facility.
  10. Lifeguards will keep the pool and pool area free from dirt and debris.
  11. The Township shall provide the following safety equipment for use by lifeguards: rescue tubes, backboards, CPR masks, rescue hooks, throwing rings, lifeguard stand umbrellas and first aid supplies. It is expected that all equipment will be maintained and returned in appropriate condition at the conclusion of the season.
  12. It is understood that the facility may open late or temporarily close due to weather conditions. The facility manager shall make the determination whether to close the pool for weather conditions. Lifeguards and Lifeguard Supervisor will be available if the facility opens late or shall remain on premises in the event that the facility temporarily closes and then re-opens within the established operating hours.
  13. The employees of the successful bidder will promulgate the rules as prepared by the Township of Ocean personnel for the pools and surrounding area which shall be enforced by both the Township of Ocean personnel and the staff provided by the successful bidder.
  14. Township of Ocean personnel will be responsible to take all necessary chemical readings, document said readings and adjust water chemicals accordingly.
  15. Lifeguards and/or Lifeguard Supervisor will be required to complete the following Township paperwork if/when a situation requires: Accident Report, Water Assistance Report, and Incident Report.
  16. The successful bidder will provide lifeguards, beyond the schedule as specified in "Attachment A" at the hourly rate indicated on the Bid Proposal form.
  17. If successful bidder fails to provide the full complement of staff (Lifeguards & Lifeguard Supervisor) as outlined in "Attachment A", the same lifeguard hourly rate as indicated on the Bid Proposal form will be deducted from the payment due as a result of hours not staffed.
  18. If the Township deems it necessary to close the facility for weather, or other concerns beyond the control of the successful bidder, these hours will not be deducted from payment due to the successful bidder.
  19. The Township may host three events for the local school district. These events are held weekdays in June and are scheduled on dates the facility is not in operation. Each event requires 4 certified lifeguards to be on site for approximately 5 hours each event. The provision of lifeguard services for these three events is included within "Attachment A" and is designated as Picnic. These three events are to be included in the base bid price and will not be paid under the hourly rate. The Lifeguard Supervisor is not required to be on premises during these events.
  20. In accord with Ordinances #1980 providing for a drug-free work place, the successful bidder's staff, assigned to the Ocean Community Pool and Tennis Facility, will participate in the Township's pre-employment drug screening program. If staff fails the pre-employment drug screening they will not be permitted to work at the facility. The successful vendor will reimburse the Township accordingly for the cost of the pre-employment drug screening/staff. The 2015 cost was set at \$7.50/employee and is subject to change based on changes in cost to Township. Pre-employment drug screening is an annual requirement for the length of the contract.

This contract will commence on May 1 and run through Labor Day. This agreement shall be for a period of one (1) year from the date of commencement with the option to renew for up to two (2) successive one (1) year terms. In the Bid Proposal section of these specifications, under the 2016/2017/2018 Lifeguard Services, please list your bid for the service. Either party must give the other written notice of termination by September 15<sup>th</sup> of current contract period.

### **BID QUALIFICATIONS:**

Each bidder shall present evidence that they are now or have been actively engaged in the provision of lifeguard services which includes hiring, training, and scheduling of qualified personnel. The minimum requirement for award will be documentation and references of at least similar services provided during each of the last two-years (summer seasons) from the date of this bid. It will be the decision of the Township Manager and Director of Recreation to qualify or exclude a bidder from award. The bidders shall make themselves thoroughly familiar with the contents of these specifications before submitting their proposal; the bidders automatically acknowledge and accept all provisions and conditions of the specifications. No bid shall be considered from bidders who are unable to show that they are normally engaged in this type work, as described above, for which bids are being solicited.

## BID DOCUMENT CHECKLIST\*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	References	
<input type="checkbox"/>	Status of Present Contracts	
<input type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of Bid Bond)	
<input type="checkbox"/>	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input type="checkbox"/>	Proof of Business Registration	

**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.  
Bid Form - 2005

**BID PROPOSAL**

**FOR THE PROVISION OF Lifeguard Services for the Ocean Community Pool & Tennis Facility**

**FOR THE TOWNSHIP OF OCEAN**

We, the undersigned, do hereby certify and declare that we have carefully examined the Bid Specifications for the Provision of Lifeguard Services for the Ocean Community Pool & Tennis Facility for which an advertisement for bids was published to be received Tuesday, November 10, at 10:00 a.m. at the place designated. We have examined the specifications and do hereby submit the following bids for the services specified in the manner prescribed by the aforesaid specifications.

**PART 1.**

**Bid Guarantee: Not less than ten percent (10%) of the Saturday of Memorial Day weekend through Labor Day, 2016 base bid amount indicated required to accompany bid proposal; (not to exceed \$20,000).**

**ITEM:**

**Base bid price and hourly rate for the provision of Lifeguard Services at the Ocean Community Pool & Tennis Facility from:**

- A. Saturday of Memorial Day weekend through Labor Day, 2016  
 Base Bid Amount (2016) \$ \_\_\_\_\_  
 Lifeguard Hourly Rate (2016) \$ \_\_\_\_\_
- B. Saturday of Memorial Day weekend through Labor Day, 2017  
 Base Bid Amount (2017) \$ \_\_\_\_\_  
 Lifeguard Hourly Rate (2017) \$ \_\_\_\_\_
- C. Saturday of Memorial Day weekend through Labor Day, 2018  
 Base Bid Amount (2018) \$ \_\_\_\_\_  
 Lifeguard Hourly Rate (2018) \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name Federal I.D. # or Social Security #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Agent Type or Print Name

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Telephone Number Date

\_\_\_\_\_  
Fax Number E-mail address

**Bid Form 2005**

**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.

\_\_\_\_\_  
Witness

COMPANY \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
(SEAL)

ATTACHED BID BOND

X

**CONSENT OF SURETY**

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:

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

\_\_\_\_\_, 201\_\_\_\_.

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)**

This is to certify that the \_\_\_\_\_ will provide  
(Surety Company)

to \_\_\_\_\_ a performance bond in the full amount of  
(Owner)

awarded contract in the contractor event that said is awarded a contract for the above project.

\_\_\_\_\_  
Surety Company

Attest: \_\_\_\_\_  
Surety Company / Attorney-in-fact

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

\_\_\_\_\_  
WITNESS TITLE

\_\_\_\_\_  
WITNESS SURETY SEAL

**CONSENT OF SURETY MUST BE SIGNED BY AN AUTHORIZED AGENT OR REPRESENTATIVE OF A SURETY COMPANY AND NOT BY THE INDIVIDUAL OR COMPANY REPRESENTATIVE SUBMITTING THE BID.**

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

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 \_\_\_\_\_, 201\_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Public/Seal/Commission expires on \_\_\_\_\_

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Affiliate)

\_\_\_\_\_  
(Corporate Seal)

**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.

\_\_\_\_\_  
Witness

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

(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 where and reasons 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.

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8) List below, or on an attached sheet, at least two (2) projects the Bidder has completed which are similar to this Project. Provide the name of the Owner, and description of the project.

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9) Provide the names, address and phone number for references for the two (2) projects listed above:

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Signature of bidder's authorized representative: \_\_\_\_\_

Title: \_\_\_\_\_

Witness \_\_\_\_\_

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

(SEAL)

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.S.A. 52:34-15)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Signature

Subscribed and Sworn to before me

this \_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
(Print Name and Title)

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires on \_\_\_\_\_  
(SEAL)

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

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, 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.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

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

In the event that you or your firm is awarded this contract, our office, upon award, will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., codified at N.J.A.C. 17:27-1.1 et seq.)

Does this contract have the potential of having a dollar value of \$17,500 or more?

- Yes (If yes, complete #2)
- No (If no, no further documentation is required)

Does your company have a Federal Affirmative Action Plan Approval Letter?

- Yes (If yes, submit a Photostat copy)
- No (If no, complete "A" below)

1. Does your company have a Certificate of Employee Information Report?

- Yes (If yes, submit a Photostat copy)
- No (If no, complete "B" below)

1. If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report form (AA-302) will be returned to you for your completion.

Each contract over \$17,500 must also contain Language "A".

Are you a minority-owned business?

- Yes
- No

All successful vendors must submit one of the following forms of evidence:

- 1. Letter of Federal Approval    OR    2. Certificate of Employee Information Report.

I certify that the above information is correct to the best of my knowledge.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Special Note: This questionnaire must be completed, signed and returned with your contract or bid proposal.

\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\*

## 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 of 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 judgment 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.

**SAMPLE**

**\*Bidder to attach a copy of Business Registration Certificate\***

**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**



Day	Fac. Hr	G1	G2	G3	G4	G5	G6	G7	G8	Supr.	
Sat	16-Jul	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
Sun	17-Jul	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
M	18-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
T	19-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
W	20-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
Th	21-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
F	22-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
Sat	23-Jul	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
Sun	24-Jul	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
M	25-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
T	26-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
W	27-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
Th	28-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
F	29-Jul	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
Sat	30-Jul	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
Sun	31-Jul	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
M	1-Aug	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
T	2-Aug	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
W	3-Aug	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
Th	4-Aug	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
F	5-Aug	10 - 8	9:30 - 5	9:30 - 5	10 - 6	10 - 6	11-7	1- 8	1- 8	1- 8	9:30 - 5:30
Sat	6-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
Sun	7-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
M	8-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	10 - 6
T	9-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	10 - 6
W	10-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	10 - 6
Th	11-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	10 - 6
F	12-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	10 - 6
Sat	13-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
Sun	14-Aug	10 - 8	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 8	1- 8	1- 8	11- 7
M	15-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	10 - 6
T	16-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	10 - 6
W	17-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	10 - 6
Th	18-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	10 - 6
F	19-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	10 - 6
Sat	20-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	11 - 7
Sun	21-Aug	10 - 7:30	10 - 6	10 - 6	11- 7	11- 7	11-7	1- 7:30	1- 7:30	1- 7:30	11 - 7
M	22-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
T	23-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
W	24-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
Th	25-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
F	26-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
Sat	27-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
Sun	28-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
M	29-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
T	30-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
W	31-Aug	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
Th	1-Sep	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
F	2-Sep	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
Sat	3-Sep	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
Sun	4-Sep	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	10 - 6
M	5-Sep	10 - 7	10 - 6	10 - 6	11- 7	11- 7	11-7	11- 7	x	x	12 - 7