

**NEW JERSEY WATER SUPPLY AUTHORITY  
CLINTON, NEW JERSEY**

**INVITATION FOR BIDS**

**WSA-B19019W**

**for**

**Purchase & Delivery of  
Water Treatment Chemicals**

**at the**

**Manasquan Water Supply System  
Water Treatment Plant  
2061 Hospital Road  
Allenwood, New Jersey**

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## **SECTION I – PURPOSE AND INTENT**

### **A. Purpose of Solicitation**

This Invitation for Bids (IFB) is being released by the New Jersey Water Supply Authority, hereinafter referred to as the "Authority," to obtain bids for the purchase and delivery of the following Water Treatment Chemicals:

1. Sodium Hypochlorite, bulk liquid.
2. Polyaluminum Chloride, bulk liquid.

### **B. Requesting Agency**

The Authority was created by an Act of the New Jersey Legislature on October 7, 1981 and operates and maintains wholesale water supply facilities, including the Spruce Run/Round Valley Reservoir Complex, the Delaware and Raritan (D&R) Canal Transmission Complex, and the Manasquan Reservoir Water Supply System in accordance with the provisions of the New Jersey Water Supply Authority Act (N.J.S.A. 58:1B-1 et seq.). The Authority also operates the Manasquan Water Treatment Plant for and under the terms of an agreement with the Southeast Monmouth Municipal Utilities Authority.

## SECTION II - BID INFORMATION

### **A. Issuing Office**

This Invitation for Bids (IFB) is issued by the New Jersey Water Supply Authority Procurement Office, which is the sole point of contact for purposes of this solicitation.

### **B. Bid Preparation**

The Bidder shall follow the instructions contained in Section II, paragraph F, and Section V of this document in preparing and submitting its bid.

### **C. Rejection and Selection of Bids**

The Authority reserves the right to reject any or all bids, to waive informalities and/or minor irregularities and to award a contract to the Bidder best meeting specifications and conditions, price and other factors considered.

### **D. Revisions to the Invitation for Bids**

In the event it becomes necessary to revise any part of this IFB prior to the public opening of the bids, it will be done by issuance of an addendum no less than five (5) calendar days in advance of the date required for submission of the bids. Each addendum will become an integral part of the bid documents and will be issued to all prospective Bidders who requested and received this IFB. The Bidder must acknowledge receipt of each addendum, if any, on the "Notices" form of the bid package located in the Appendices hereof.

### **E. Response Date**

In order to be considered for selection, bids must arrive at the issuing office on or before the date and time specified on the Bid Form. Bidders forwarding their bids via the U.S. Post Office mail service, overnight express services or by courier should allow for timely delivery of their bids to the issuing office. The Authority shall not be responsible for late postal, overnight express or courier deliveries. Delivery dates imprinted on bid packages and/or postmark dates will not be considered in honoring bids, nor will the Authority consider any bids transmitted by electronic means. (Fax, telephone, computer, etc.) Failure of the Bidder to have the Sealed Bid reach the Authority by the prescribed time will result in a return of the submission unopened and unread.

**F. Bidders Proposal**

In order to be considered for selection, the Bidder must submit a response to this IFB in accordance with the format in Section V. **Bidders may submit a sealed bid for one (1) or any combination of the products specified in Section IV of the IFB. The Authority will award contract(s) to the responsive vendor(s) supplying the lowest cost for each chemical category.** The complete bid package should be returned sealed in an envelope identifying the bid. Bids will be publicly opened and read at the office of the Authority, 1851 Route. 31, Clinton, New Jersey 08809 on the date and at the time specified on the Bid Form.

**G. Non-Collusion Certification**

All bidders must complete the Non-Collusion Affidavit evidencing the bid has been submitted in good faith. This form is located in the appendices hereof.

**H. Pre-qualification by Another Agency**

Each Bidder is hereby put on notice that pre-qualification with the State of New Jersey, or any agency or subdivision thereof, may or may not serve as a basis to qualify the Bidder for the award of services stated herein. The Bidder should not generally rely on the pre-qualification received from another agency for evidence of qualifications required herein.

**I. Acceptance of Bid Content**

The contents of the bid of the successful Bidder and the contents of this Invitation for Bids and any Addenda thereto, will become a part of any Contract awarded.

**J. Mandatory Pre-Bid Meeting**

There is no mandatory pre-bid site meeting required for this procurement.

**K. Obligations of Bidder**

The Bidder is required to carefully examine the bid documents and specifications before submitting a bid. The submission of a bid will be considered the Bidder's representation that the Bidder has made such an examination and understands the conditions to be encountered; the character, quality and quantities of work to be performed; the material(s) to be furnished; and the requirements of the specifications and bid form. The Authority will make no allowance or concession for a Bidder's failure to examine the bid documents and specifications before submitting a bid.

**L. Withdrawal of Bid**

Bidders may withdraw, modify, alter or amend bids by written request received by the Authority prior to the date and time set for the opening of the bids. After such time a Bidder may not withdraw his bid unless the Authority fails to accept it within ninety (90) days after the date of bid opening.

**M. Tax Exemptions**

With respect to goods sold and/or the performance of work in the State of New Jersey, the Bidder is directed to the New Jersey State Sales and Use Tax Act. The Authority is an exempt organization of the type described in subsection (a) of Section 9 of the Act, therefore, the Bidder shall not include in the bid price any amounts for New Jersey State Sales and Use taxes on the goods and/or services requested under this bid. A copy of the exemption certificate is available upon request.

**N. Completing Bid Form**

- (1) The Bidder's Total cost must be stated in writing on the Authority's Bid Form. Failure to do so shall be cause for automatic rejection of the bid.
- (2) Any corrections to entries made on Bid Forms shall be initialed by the person signing the form.
- (3) Bidders may quote prices for either one or both chemicals.
- (4) In the case of inconsistencies or errors in unit prices, extensions, and totals, the Authority shall have the sole discretion to make determinations with regard to same.
- (5) The Authority reserves the right to accept any item or group of items of any bid.

**O. Nondiscrimination/Affirmative Action Requirements**

Contractors shall agree to the New Jersey Statutes and all operative Affirmative Action Regulations issued of N.J.S.A. 10:5-31 et seq. N.J.A.C. 17:27. These provisions are set forth in Section III at Paragraph F thereof.

**P. Diane B. Allen Equal Pay Act**

On April 24, 2018 Governor Phil Murphy signed into law New Jersey's Diane B. Allen Equal Pay Act (P.L.2018, c.9). Bidders shall agree to the provisions as set forth in Section II at Paragraph G thereof.

**Q. Subcontracting Requirement**

All bidders must complete the **Notice of Intent to Subcontract Form** indicating whether they intend to utilize subcontractors in connection with the work set forth in this IFB. If the bidder intends to utilize subcontractor(s), the **Subcontractor Utilization Plan** must also be completed and submitted with the bid indicating the subcontractor(s) participating, the subcontractor(s) small business status, if applicable, and the type and estimated value of the subcontract(s) goods or services. A bidder's identification of a pool of potential subcontractors on the Subcontractor Utilization Form from which it may select a subcontractor is prohibited and shall constitute adequate grounds for rejection of its bid. The successful bidder shall utilize the subcontractors identified on the Subcontractor Utilization Form and failure to do so shall constitute a material breach of contract. The provisions are set forth in Section III Paragraph H thereof.

**R. Business Certification**

Bidders will be required to comply with provisions of N.J.S.A. 52:32-44. Procedures relative to registration of certain businesses. These provisions are set forth in Section III Paragraph H thereof.

**S. Restrictions on Political Contributions**

All bidders are advised of the following: (1) pursuant to Public Law 2005 (Chapter 51) State departments, agencies and authorities are precluded from awarding contracts exceeding \$17,500 to vendors who, make certain political contributions on or after October 15, 2004, to avoid any appearance that the selection of state Contractors is based on the contractors' political contributions. Chapter 51 also requires the disclosure of all contributions to any political organization organized under 26 U.S.C. 527 that also meet the definition of a "continuing political committee" within the meaning of NJSA 19:44A-3(n) and N.J.A.C. 19:25-1.7; (2) pursuant to Public Law 2005, Chapter 271 (Chapter 271) your firm is required to disclose its (and its principals') political contributions within the immediately preceding twelve (12) month period as set forth in the attached Chapter 271 disclosure statement along with your proposal. No prospective firm will be precluded from entering a contract with the Authority by virtue of the information provided in the Chapter 271 disclosure provided the form is fully and accurately completed. The provisions are set forth in Section III Paragraph M thereof.

**T. Conflict of Interest Law**

Each Bidder must comply with the New Jersey Conflict of Interest Law, N.J.S.A. 52:13D-12 through 27. If the low or successful Bidder is a member of the Legislature or is a State officer or State employee or if the Bidder is a business entity of which more than ten (10%) percent is owned or controlled by a member of the Legislature or State officer or State employee, approval of the Joint Legislative Committee on Ethical Standards or the Executive Commission on Ethical Standards, as the case may be, must be received by the Authority within ten (10) days of notice to the Bidder that its bid was



the low or successful bid. Failure to comply with the above or any provision of the New Jersey Conflict of Interest Law will result in disqualification of the bid. The Bidder is to detail this information on the "Stockholders Disclosure Form" located in the Appendices hereof.

**U. Insurance**

Insurance requirements are set forth in Section III at Paragraph K thereof.

**V. Interpretations and Addenda**

All questions about the meaning or intent of the Invitation for Bids shall be submitted to the Authority in writing. In order to receive adequate consideration, questions should be received by the Authority at least ten (10) calendar days prior to the date fixed for the opening of Bids. Any question(s) which in the opinion of the Authority require(s) interpretations or clarifications will be answered by Addenda in accordance with paragraph D above. The Authority will not be responsible for oral interpretations or clarifications which anyone presumes to make on their behalf.

**W. Set-off for State Tax**

All Bidders are advised that pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off so much of that payment as shall be necessary to satisfy the indebtedness. The amount set-off shall not allow for the deduction of any expense or other deductions which might be attributable to the taxpayer, partner, or shareholder subject to set-off under this Act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer, partner or shareholder and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No request for conference, protest, or subsequent appeal to the Tax Court from any protest shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c. 184 (c. 52:32-32 et seq.) to the taxpayer shall be stayed.

**X. Protests Against Award**

The Authority will notify all bidders in writing of the most responsive bid. Any objection to the decision of the Authority must be submitted in writing to the Contract Manager within five (5) working days of issuance of said written notification by the Authority. Any objection filed must set forth specific grounds for challenging the award.

**Y. Safety Requirements**

The New Jersey Water Supply Authority has determined that the worksite conditions of this project constitute a potential for serious injury if appropriate safety measures are not followed by all personnel involved. When working on the project, the successful Contractor will be required to comply with all OSHA and New Jersey Water Supply Authority safety requirements.

Prior to commencement of any work on this project the successful Contractor will be required to coordinate all relevant safety related matters with the New Jersey Water Supply Authority Safety Coordinator.

**Z. Security Requirements**

Throughout the duration of the contract, contractors, their agents, subs and representatives must maintain security protocols established by the Authority while working in and around secured areas. Contractors will coordinate job site access on a daily basis with the Authority assigned project manager. Buildings; pumping stations, vaults, chambers, towers or fenced and gated areas that are normally locked, must not be left open and unattended.

Contractor shall adequately secure and protect its own tools equipment, materials and supplies. The Authority assumes no liability for any damage, theft or negligent injury to contractor's property.

**AA. Standards Prohibiting Conflict of Interest**

Bidders are advised that the following prohibitions on Contractor activities shall apply to all contracts made with the Authority, pursuant to Executive Order No. 189 (1988), as set forth in Section III at Paragraph R thereof.

### **SECTION III - CONTRACT INFORMATION**

#### **A. Award of Bid**

The Bidder(s) to whom the award is made will be required to execute a Purchase Order Agreement and will also be required to furnish the necessary Certificate(s) of Insurance within ten (10) days after Purchase Order Agreement is presented to him for signature.

The successful Bidder shall be given a Notice of Intent to Award from the Authority upon being selected as the vendor to provide the services so stated in Section IV of the solicitation.

#### **B. Purchase Order Agreement Information**

A Purchase Order Agreement shall be issued to the most responsive Bidder(s), effective for a period of twelve (12) months from the date of execution of the Agreement by the Authority.

The Vendor's bid prices shall be firm and not subject to increase during the effective period of the agreement. Payment will not be rendered by the Authority without the Purchase Order Agreement number appearing on the Seller's invoice(s).

#### **C. Payment Procedures**

The Authority shall render payments based upon the contractor's application for payment during the performance of the agreement. At the conclusion of each delivery, the seller shall submit an invoice to the Authority referencing the Purchase Order Agreement number and the release number for that delivery. The Authority shall render payment. Terms are net thirty (30) days from date of product receipt.

Acceptance by the Vendor of said payments shall operate as, and shall be, a release to the Authority from all claims and liability to the Vendor or others for anything done or furnished for and pursuant to the provisions of the agreement.

#### **D. Default**

The Authority, by written notice of default to the Vendor, may terminate the whole or any part of this agreement in any one of the following circumstances:

- (1) If the Vendor fails to make delivery of supplies or to perform the services within the time specified herein or any extension thereof.
- (2) If the Vendor fails to perform any of the other provisions of the Purchase Order Agreement, or so fails to make progress as to endanger performance of the Purchase Order Agreement in accordance with its terms, and in either of these two circumstances does not

cure such failure within a period of seven (7) days (or such longer period as the Authority may authorize in writing) after receipt of notice from the Authority specifying such failure; or

(3) If the Vendor becomes insolvent or goes into liquidation or receivership or admits to the benefits of any procedure for the settlement of debts or be declared bankrupt; or

In each and every instance stated above, the Authority may procure, upon such terms and in such a manner as the Authority may deem appropriate, supplies or services the same as or similar to those so terminated, and the Authority may proceed to avail itself of any and all appropriate remedies.

If, after notice of termination of the agreement under this provision, it is determined for any reason that the Vendor was not in default, the Purchase Order Agreement shall be equitably adjusted to compensate for such termination and the Purchase Order Agreement modified accordingly. The rights provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Purchase Order Agreement.

#### **E. Prime Vendor Responsibilities**

The successful Vendor shall be required to assume sole responsibility for delivery of said equipment offered in the bid, whether or not he/she is the manufacturer or producer of the unit. The Authority will consider the selected Vendor to be the sole point of contact with regard to Purchase Order Agreement matters.

#### **F. State Nondiscrimination/Affirmative Action Provisions**

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

The Vendor, 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 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not 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 vendor 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 Vendor, 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 Vendor, where applicable, will send to each labor union or representative or 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 Vendor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Vendor 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 Vendor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C.17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The Vendor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 Vendor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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 applicable 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, 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

The Vendor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27**.

## **G. Diane B. Allen Equal Pay Act**

On April 24, 2018 Governor Phil Murphy signed into law New Jersey's Diane B. Allen Equal Pay Act (P.L.2018, c.9). The law provides in pertinent part that as of July 1, 2018, any employer entering into a contract with the State of New Jersey or any Instrumentality of the State for "qualifying services" or "public works" must provide to the Department of labor and Workforce Development – upon commencement of the contract - wage and demographic data for employees who are employed in connection with the contract for "public works" and for all employees relative to "qualifying services". The report must contain the gender, race, ethnicity, job category, compensation, and number of hours worked for each employee.

The Department of labor and Workforce Development is required by the Act to retain these records, and to make the information available to the Division of Civil rights, and, upon request, to employees and their authorized representatives. Two forms, as required by the law, are to be completed by employers. The forms should be used to report the employee's wage and demographic data and can be found on the LWD website (<http://www.nj.gov/labor/equalpayact>).

## **H. New Jersey Business Certification**

The Authority requires the Vendor to provide valid proof of business certification with the State of New Jersey Division of Revenue (Business Certification) prior to contract execution (N.J.S.A. 52:32-44). The Vendor shall also forward to the Authority, Business Certifications for all subcontractors utilized by the Vendor to perform any contract work. The Authority is prohibited from executing a contract for which a valid proof of a Vendor's Business Certification has not been produced. The Authority shall withhold contract payments in the event a Vendor fails to provide subcontractor's Business Certifications.

## **I. Subcontracting Requirement**

The New Jersey Water Supply Authority requires that the prime Vendor pursuant to N.J.S.A. 52:32-17 et. seq., Executive Order No. 84 (1993), and N.J.A.C. 17:13-1.1 et. seq. shall make a good faith effort to award seven percent (7%) of this contract to eligible minority businesses and three percent (3%) of this contract to eligible female businesses.

Invoices presented to the Authority for payment must include verifiable information as to the payments made to each of the eligible subcontractor(s) during the period covered by the prime contractor's invoice. The reported payments shall be exclusive of any mark-up, fees, overhead and profit to the prime contractor.

## **J. Indemnification**

The Vendor will indemnify, defend and save harmless the Authority, its officers, employees and agent, against any claim, liability or loss for personal injury, property damage or workmen's compensation, or any other type of claim wheresoever recognizable, they or any of them may be put by reason of injury to the person or property of another, whether or not the damage is caused

by the Vendor or its servants or subcontractors, or otherwise, from any improper or defective methods, materials or machinery, implements or appliances used in the performance of the services herein.

**K. Insurance Requirements**

The following insurance is required:

Workers' Compensation - New Jersey Statutory Limits.

Automotive Bodily Injury & Property Damage - in amounts of at least \$1,000,000 single limit.

Vendor's Liability (MNC or CGL form) including personal injury endorsement in amounts of at least \$1,000,000 single limit, or applicable Excess Liability coverage to reach this limit.

Note: If applicable, Vendor shall also be insured in the minimum limits required by the Motor Carrier Act of 1980.

All insurance to be with insurance companies licensed in the State of New Jersey with Best's Key Rating of "A" or better.

The "New Jersey Water Supply Authority" shall be named as an "Additional Insured" with regard to General & Automobile liability coverage.

All of the policies of insurance so required to be purchased and maintained (or certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty (30) days prior written notice has been given to the Authority by certified mail. The Vendor shall submit proof(s) of insurance to the Authority for all insurance required under this section.

The Vendor shall not proceed with any work under the Purchase Order Agreement until all required insurance coverages are obtained and bound.

**L. Delivery Information**

(1) Unless noted otherwise in the specification, all prices for items in bids are to be submitted F.O.B. Destination. Bid submitted other than F.O.B. Destination may not be considered. Regardless of the chosen method of shipment, Seller shall assume all liability and responsibility for the delivery of the requested product meeting specification to the Authority.

Delivery Address:

New Jersey Water Supply Authority  
Manasquan Water Treatment Plant  
2061 Hospital Road  
Allenwood, New Jersey 08720

(2) The Seller shall make every effort to make deliveries between the hours of 8:00 a.m. and 4:00 p.m. on regular scheduled Authority workdays. Deliveries outside those times or days are authorized but only where delays and/or emergencies have occurred or by Authority authorization. The Seller shall make its best efforts to coordinate deliveries with the Authority under those circumstances.

(3) Seller shall prepare cargo security seals or tags bearing a customer identification number for delivery of product purchased pursuant to this agreement, and communicate the identification number to the Authority no later than ten days after execution of this agreement. The Seller shall secure the cargo with the security seals or tags immediately upon loading of product onto the delivery vehicle.

The Seller shall, no later than ten days after execution of this agreement, provide the Authority with (1) the photographs, names and drivers license numbers of employees/ contractors approved to make deliveries; (2) the vehicle make, model, license plate numbers of the tractor and trailer delivery vehicles(s); and (3) the date(s) of delivery. In the event there is a change in delivery personnel, vehicles or date of delivery, the Seller shall communicate the updated information to the Authority no later than 48 hours prior to delivery.

The Authority may, in its sole discretion, reject deliveries due to Seller's failure to comply with the provisions of this section K(3) at which time, Seller shall immediately remedy the deficiencies.

#### **M. Restrictions on Political Contributions**

Pursuant to Public Law 2005 (Chapter 51) State departments, agencies and authorities are precluded from awarding contracts exceeding \$17,500 to vendors who make certain political contributions on and after October 15, 2004, to avoid any appearance that the selection of State contractors is based on the contractors' political contributions. Chapter 51 also requires the disclosure of all contributions to any political organization organized under 26 U.S.C. 527 that also meet the definition of a "continuing political committee" within the meaning of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The low bidder will be required to submit Chapter 51 disclosures to the Authority upon notification.

Pursuant to Public Law 2005, Chapter 271 (Chapter 271) your firm is required to disclose its (and its principals') political contributions within the immediately preceding twelve (12) month period as set forth in the attached Chapter 271 disclosure statement. The bidder is required to submit Chapter 271 disclosures to the Authority upon notification. No prospective firm will be precluded from entering a contract with the Authority by virtue of the information provided in the Chapter 271 disclosure provided the form is fully and accurately completed.

Please also be advised of your responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271 section 3) if your firm receives contracts in excess of \$50,000 from a public entity during a calendar year. It is your firm's responsibility to determine



if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or [www.elec.state.nj.us](http://www.elec.state.nj.us).

#### **N. Effective Date of Contract**

The contract time will commence to run on the thirtieth (30th) calendar day after the contract has been signed by both the Authority and the Vendor or, if a Notice to Proceed is given, on the date indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within thirty (30) calendar days after the contract has been signed by both parties.

#### **O Safety**

The Contractor shall take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage. The Contractor shall provide protection for all persons including but not limited to his or her employees and employees of other contractors or subcontractors; members of the public; and employees, agents and representatives of the Authority, the Engineer, and regulatory agencies that may be on or about the Worksite. The Contractor shall provide protection for all public and private property including but not limited to structures, pipes, and utilities, above and below ground.

The Contractor shall provide and maintain all necessary safety equipment such as fences, barriers, signs, lights, walkways, guards and fire prevention and firefighting equipment and shall take such other action as is required to fulfill his or her obligations under this subsection.

The Contractor shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations and lawful orders of all authorities having jurisdiction for the safety of persons and protection of property.

#### **P. Security**

Throughout the duration of the contract, contractors, their agents, subs and representatives must maintain security protocols established by the Authority while working in and around secured areas. Contractors will coordinate job site access on a daily basis with the Authority assigned project manager. Buildings; pumping stations, vaults, chambers, towers or fenced and gated areas that are normally locked, must not be left open and unattended.

Contractor shall adequately secure and protect its own tools equipment, materials and supplies. The Authority assumes no liability for any damage, theft or negligent injury to contractor's property.

The Contractor shall comply with all Authority field controls at the site prior to the start of service/construction. If the Contractor detects or suspects an error in the field controls, the Contractor shall immediately notify the Authority or the Engineer and shall suspend any related work until any discrepancy is resolved.

## **Q. Set-Off For State Tax**

The Contractor is advised that pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off so much of that payment as shall be necessary to satisfy the indebtedness. The amount set-off shall not allow for the deduction of any expense or other deductions which might be attributable to the taxpayer, partner, or shareholder subject to set-off under this Act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer, partner or shareholder and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No request for conference, protest, or subsequent appeal to the Tax Court from any protest shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c. 184 (c. 52:32-32 et seq.) to the taxpayer shall be stayed.

## **R. Standards Prohibiting Conflicts Of Interest**

The following prohibitions on Contractor activities shall apply to all contracts or purchase agreements made with the Authority, pursuant to Executive Order No. 189 (1988): a) No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Authority officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Authority with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13G; b) The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee from any Authority vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive commission on Ethical Standards; c) No vendor may, directly, or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any Authority officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or service by or to the Authority thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13G. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the Authority officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest; d) No vendor shall

influence, or attempt to influence or cause to be influenced, any Authority officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgement of said officer or employee; e) No vendor shall cause or influence, or attempt to cause or influence, any Authority officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person; and f) the provisions cited above in a through e shall not be construed to prohibit an Authority officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public promulgate under Paragraph C.

**S. Entire Contract**

Provisions contained herein or incorporated herein by reference constitute the entire contract and supersede all previous communications or representations, either verbal or written, between the parties hereto with respect to the subject matter hereof.

## SECTION IV SPECIFICATIONS

It is the intent of these specifications to describe and govern the purchase and delivery of the following chemicals to be used in the production of potable water:

1. Sodium Hypochlorite, bulk liquid.
2. Polyaluminum Chloride, bulk liquid.

Any deviations from these specifications must be so listed on an attachment to the Bid. Deviations may be considered as exceptions and may be taken into consideration as to the final acceptability of the product. **The Authority reserves the right to require jar testing on any material proposed to be supplied under this contract to ensure that the proposed chemicals perform as intended.** Bidders are advised that any product that deviates from this specification may necessitate changes to the Authority's operating permit and thus require approval from the Department of Environmental Protection. If deemed necessary by the Authority, no deliveries will be accepted until approval is received.

Bidder shall furnish the information/documentation required in Section V, paragraph G for each chemical proposed to be supplied. Additional information will be required prior to acceptance of deliveries.

### **Delivery of All Chemicals**

Suppliers are required to attach serial numbered, tamperproof security bands to each access port on a delivery tanker truck. This information must be supplied to the Authority prior to delivery, along with information on the driver, the truck and tanker and the expected delivery time. Suppliers shall provide a certified chemical analysis with each delivery to the Authority. The Authority requires that the certified chemical analysis be sent just prior to the delivery by some means of electronic format or with the delivery ticket.

Delivery shall be by tank truck, capable of discharging the liquid to a point ten (10) feet above grade. The Authority will furnish no provision for disposal of product remaining in the discharge line at completion of the delivery. The delivery vehicle shall be equipped to remove the residual product. The delivery vehicle for the polyaluminum chloride and zinc orthophosphate shall be a tank truck with center load discharge capability or tank trailers that kneel or drop down to allow product to efficiently evacuate into the Authority's storage tanks.

Deliveries shall conform to standards of the Authority Safety Program as adopted for the handling of chemicals at this facility. A copy of the Authority's safety regulations is available upon request.

Deliveries shall not commence without specific authorization from the Treatment Plant Operator that the delivery vehicle is connected to the proper discharge point and that there is adequate space in the storage tanks for the volume of product to be delivered.

The Authority shall be responsible for accepting only that quantity of product as was specifically ordered. Additional quantities of the product will not be accepted.

It shall be the sole responsibility of the Seller to effect clean-up of any product released due to leakage from or failure of Seller or Delivery Agent equipment or improper action by Seller or Delivery Agent personnel.

**CHEMICAL STORAGE AND USAGE DATA**

<b>CHEMICAL</b>	<b>AVAILABLE STORAGE VOLUME</b>	<b>ANTICIPATED CONTRACT USAGE</b>	<b>MINIMUM DELIVERY REQUIREMENTS</b>
Sodium Hypochlorite	1,600 gallons	21,000 gallons	1,000 gallons
Polyaluminum Chloride	9,000 gallons	490,000 pounds	40,000 pounds

**IMPORTANT NOTES**

All chemical usage figures are for the anticipated contract period that shall be effective March 1, 2017 through March 31, 2018 and are ESTIMATES ONLY, based upon previous usage. Conditions affecting the actual chemical requirements are variable.

Only chemicals that are currently certified to be in compliance with ANSI/NSF Standard 60: Drinking Water Chemicals - Health Effects, will be accepted under this bid.

**1. SODIUM HYPOCHLORITE**

ESTIMATED QUANTITY REQUIRED – 21,000 GALLONS

Product shall conform to or exceed the following: Liquid - 15% NaOCl, AWWA Spec. B300-10. C.A.S. No 7681-52-9.

**Minimum Specifications**

Concentration Trade Percent @ 20 degrees C	15%
Available chlorine gm/l	150
Weight percent	12.5
pH - Standard Units	11.0 - 12.0
Specific gravity @20 degrees C	1.20 - 1.21
Maximum temperature of product at delivery	85 degrees F

**Maximum Specifications**

Insoluble matter	0 % by weight
------------------	---------------

Free alkali (as NaOH)

1.5 gm/l

## 2. POLYALUMINUM CHLORIDE

The liquid PACL product supplied according to this standard shall contain no substances in quantities capable of producing deleterious or injurious effects to the health of those consuming water that has been properly treated with liquid PACL product.

ESTIMATED QUANTITY REQUIRED - 490,000 POUNDS

Product shall conform to the following:

AWWA B408-10

C.A.S. No 39290-78-3

### SPECIFICATION

Specific Gravity (60°F)	1.2 to 1.26
% Aluminum Oxide	10.0 to 11.0
% Aluminum	5.3 to 5.9
% Basicity	70% Minimum
% Sulfate	1.0 to 2.0
% Chloride	9% Minimum
pH	2.2 to 2.8
Freezing Point	-26° F
Color	Water white to tan
Appearance	Clear to slightly hazy

## SECTION V – BID FORMAT AND CONTENT REQUIREMENTS

Each Bidder is to follow the instructions contained in this section for submission of its quotation. Any deviation from these procedures may be cause for rejection of the quotation.

The completed bid package containing all of the following should be returned to the issuing office (sealed in the preaddressed envelope furnished), bound firmly together along one edge by staple or binder, in the order presented herein:

- A. Bid Form
- B. Stockholders Disclosure Form
- C. Bidders Affidavit Form
- D. Non-Collusion Affidavit Form
- E. Notices
- F. Affirmative Action Questionnaire
- G. Contractor Data Sheet
- H. Notice of Intent to Subcontract Form
- I. Subcontractors Utilization Form
- J. Business Certification
- K. State of NJ Information Sheet and Certifications (only to be completed by low bidder, upon notification by the Authority)
  - 1. Ownership Disclosure Form
  - 2. Disclosure of Investigations and Actions Involving Bidder Form
  - 3. Disclosure of Investment Activities in Iran Form
  - 4. Source Disclosure Certification Form
  - 5. MacBride Principles Certification Form
  - 6. Vendor Certification and Political Contribution Disclosure Form
  - 7. Two Year Chapter 51/Executive Order 117 Vendor Certification & Disclosure of Political Contribution Form

**STOCKHOLDERS DISCLOSURE FORM**

Bid Number: WSA B19019W

New Jersey Water Supply Authority  
Post Office Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

BIDDER  
NAME: \_\_\_\_\_

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

CITY & STATE: \_\_\_\_\_

List the names and addresses of all individuals, partnerships, corporations or any other owner having 10% or greater interest in the corporation or partnership named in Item 1. If a listed owner is a corporation or partnership, then list the names and addresses of holders of 10% or more interest in that corporation or partnership. If additional space is necessary, list on an attached sheet. If there are no owners with 10% or more interest in your company, enter "NONE" below. Complete affidavit at bottom of form. If this has already been submitted to the Procurement Officer, use the form for any changes and complete the affidavit.

NAME	STREET/ CITY/TWP/ COUNTY/ STATE/ ZIP

PRESIDENT OF FIRM (TYPE OR PRINT NAME): \_\_\_\_\_ PHONE: \_\_\_\_\_

- I certify that:
- List of stockholders names and addresses has been submitted to the New Jersey Water Supply Authority and it is current and correct to the best of my knowledge, with the exceptions as listed above.
  - The list of stockholders names above is current and correct to the best of my knowledge.
  - There are no stockholders holding 10% or more interest in this corporation or firm to the best of my knowledge.
  - Firm is a sole ownership and not subject to corporation or partnerships disclosure requirement.

Signature of Authorized Representative \_\_\_\_\_

Type or Print Name \_\_\_\_\_ Title \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

**VENDOR: PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT TO THE PROCUREMENT OFFICE WITH YOUR PROPOSAL OR, TO PREFILE, RETURN TO THE FOLLOWING ADDRESS:**

**New Jersey Water Supply Authority  
Procurement Office  
PO Box 5196  
1851 Route 31,  
Clinton, New Jersey, 08809**



**BIDDERS AFFIDAVIT**

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

Bid Number: WSA B19019W

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

) SS.: \_\_\_\_\_

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

\_\_\_\_\_ )  
being duly sworn, deposes and says that he/she is the \_\_\_\_\_  
(title)

of the \_\_\_\_\_ who signed  
(name of Bidder)

the Bid form, that he/she was duly authorized to sign and that the bid is the true offer of the Bidder , and that all the declarations and statements contained in the bid are true to the best of his/her knowledge and belief.

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission expires:  
\_\_\_\_\_



**NOTICES**

Bid Number: WSA B19019W

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

Unless changed by written notice, given by either party to the other, addresses of the parties shall be as follows:

The Authority:

Executive Director  
New Jersey Water Supply Authority  
1851 Route 31, PO Box 5196  
Clinton, NJ 08809  
Telephone (908) 638-6121  
Fax (908) 638-5241

Bidder/Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
FAX: \_\_\_\_\_

The undersigned hereby acknowledges receipt of the following (addendum) (addenda) if any:

No. \_\_\_\_\_

Dated: \_\_\_\_\_

No. \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_

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

**AFFIRMATIVE ACTION QUESTIONNAIRE**

Bid Number: WSA B19019W

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

**SUPPLEMENT TO BID SPECIFICATIONS  
FOR PROCUREMENT AND SERVICES CONTRACTS**

No firm may be issued a contract unless they comply with the Affirmative Action regulations.

An employee information report must be completed and returned prior to or at the time of an award. An affirmative action plan approved by the Federal Government or the State of New Jersey Affirmative Action Office is an acceptable alternate.

FILL IN THE APPLICABLE BOX BELOW. YOUR BID WILL BE ACCEPTED EVEN IF YOU ARE NOT IN COMPLIANCE AT THIS TIME. IF, HOWEVER, YOU ARE THE LOWEST RESPONSIVE BIDDER AND HAVE NOT YET COMPLIED WITH THE AFFIRMATIVE ACTION REGULATION, WE WILL SEND YOU THE AFFIRMATIVE ACTION DOCUMENTS FOR COMPLETIONS PRIOR TO THE AWARD. YOU MUST RETURN THE COMPLETED DOCUMENT TO US WITHIN SEVEN DAYS AFTER YOU RECEIVE IT.

- A FEDERAL CERTIFICATE OF APPROVAL HAS BEEN RECEIVED. (PROOF MUST BE ENCLOSED WITH BID.)
- A STATE OF NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE OF APPROVAL HAS BEEN RECEIVED. (COPY OF SAME MUST BE SUBMITTED WITH BID.)
- AN AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA-302) MUST BE SUBMITTED TO THE PROPER OFFICES AS INDICATED ON SAID FORM. (THE AUTHORITY WILL FORWARD YOU THIS FORM IF YOU ARE THE SUCCESS FULL BIDDER.)

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

Firm Name: \_\_\_\_\_

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

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

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

**CONTRACTOR DATA SHEET**

Bid Number: WSA B19019W

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

Bidder shall furnish the information/documentation required herewith for each chemical proposed to be supplied:

1. Chemical name:
2. Manufacturer, including address and telephone number:
3. Delivery Agent, indicate whether delivery will be by bidder's vehicles, contract delivery, or common carrier.
4. Material Data Safety Sheet, furnish MSDS, complying with the most recent Right to Know statutes/regulations for product.
5. Chemical Analysis, furnish complete chemical analysis of product to be supplied; including but not limited to percentage of chemical components, boiling point and freezing point.
6. Where reference is made to an American Water Works Association (AWWA) standard, furnish affidavit of compliance with cited standard.
7. Furnish certification of compliance with ANSI/NSF 60: Drinking Water Chemicals – Health Effects for product to be furnished.
8. Delivery size.
9. Delivery schedule, indicate maximum lead-time required for delivery of the product.

**NOTICE OF INTENT TO SUBCONTRACT FORM**

Bid Number: WSA B19019W

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

**THIS NOTICE OF INTENT TO SUBCONTRACT FORM MUST BE COMPLETED AND INCLUDED AS PART OF EACH BIDDER’S PROPOSAL. FAILURE TO SUBMIT THIS FORM WILL BE CAUSE FOR REJECTION OF THE BID AS NON-RESPONSIVE.**

Solicitation number:

Solicitation title:

Bidder’s name and address:

INSTRUCTIONS: PLEASE CHECK ONE OF THE BELOW LISTED BOXES:

**\_\_\_ If awarded this contract, I will engage subcontractors to provide certain goods and/or services.**

ALL BIDDERS THAT INTEND TO ENGAGE SUBCONTRACTORS MUST ALSO SUBMIT A COMPLETED AND CERTIFIED **SUBCONTRACTOR UTILIZATION PLAN** WITH THEIR BID PROPOSALS.

**\_\_\_ If awarded this contract, I do not intend to engage subcontractors to provide any goods and/or services.**

ALL BIDDERS THAT DO NOT INTEND TO ENGAGE SUBCONTRACTORS MUST ATTEST TO THE FOLLOWING CERTIFICATION:

I hereby certify that if the award is granted to my firm and if I determine at any time during the course of the contract to engage subcontractors to provide certain goods and/or services, I will submit the **Subcontractors Utilization Plan (Plan)** for approval to the Authority in advance of any such engagement of subcontractors. Additionally, I certify that in engaging subcontractors, I will make a good faith effort to achieve the subcontracting set-aside goals established for this contract, and I will attach to the **Plan** documentation of such efforts in accordance with NJAC 17:13-4.

PRINCIPAL OF FIRM:

\_\_\_\_\_  
(Signature) (Title) (Date)

**MANDATORY SUBMISSION IF BIDDER INTENDS TO SUBCONTRACT**

**SUBCONTRACTOR UTILIZATION PLAN**

New Jersey Water Supply Authority  
 P.O. Box 5196, 1851 Route 31  
 Clinton, New Jersey 08809

BID NO. WSA B19019W

Note: Failure to submit this properly completed form or the equivalent information with the bid shall be sufficient cause for rejection of the bid.

Bidder's Name and Address:

Bidder's Telephone  
 No.: \_\_\_\_\_

Bidder's Contact  
 Person: \_\_\_\_\_

**INSTRUCTIONS: List all small business you intend to use as subcontractors. This form may be duplicated for extended lists.**

SUBCONTRACTOR'S NAME, ADDRESS, ZIP CODE AND TELEPHONE NUMBER	REGISTERED/CERTIFIED WITH NJ DEPARTMENT OF COMMERCE				TYPE(S) OF GOODS OR SERVICES TO BE PROVIDED	ESTIMATED VALUE OF SUBCONTRACT(S)
	Small Business Category					
	I	II	III			

I hereby certify that this Subcontractor Utilization Plan is being submitted in good faith. I certify that each subcontractor has been notified that it has been listed on this Plan and that each subcontractor has consented, in writing, to its name being submitted for this contract. Additionally, I certify that I shall notify each subcontractor listed on the Plan, in writing, if the award is granted to my firm, and I shall make all documentation available. I further certify that all information contained in this Plan is true and correct and I acknowledge that the Authority will rely on the truth of the information in awarding the contract

PRINCIPAL OF FIRM:

\_\_\_\_\_  
 (SIGNATURE)

\_\_\_\_\_  
 (TITLE)

\_\_\_\_\_  
 (DATE)

**BUSINESS CERTIFICATION QUESTIONNAIRE**

Bid No. WSA-B19019W

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

**SUPPLEMENT TO BID SPECIFICATIONS  
FOR PROCUREMENT OF GOODS, SERVICES AND PUBLIC WORKS**

No firm may be issued a contract unless they comply with the Law pursuant to N.J.S.A. 52:32-44.

A contractor shall provide proof of valid business registration with the Division of Revenue in the Department of the Treasury to the New Jersey Water Supply Authority; no contract shall be entered into by the New Jersey Water Supply Authority unless the contractor first provides proof of valid business registration.

A subcontractor under any contract with the New Jersey Water Supply Authority shall provide proof of valid business registration with the Division of Revenue to any contractor; verification information shall be forwarded by the contractor to the New Jersey Water Supply Authority. No subcontract shall be entered into by any contractor under any contract with the New Jersey Water Supply Authority unless the subcontractor first provides proof of valid business registration.

**FILL IN THE APPLICABLE BOX BELOW. YOUR BID WILL BE ACCEPTED EVEN IF YOU ARE NOT IN COMPLIANCE AT THIS TIME. IF, HOWEVER, YOU ARE THE LOWEST RESPONSIVE BIDDER AND HAVE NOT YET COMPLIED WITH THE BUSINESS REGISTRATION ACT, WE WILL SEND YOU THE BUSINESS REGISTRATION DOCUMENTS FOR COMPLETIONS PRIOR TO THE AWARD. YOU MUST RETURN THE COMPLETED DOCUMENT TO US WITHIN SEVEN DAYS AFTER YOU RECEIVE SAME.**

- A STATE OF NEW JERSEY BUSINESS CERTIFICATION CERTIFICATE OF APPROVAL HAS BEEN RECEIVED. (COPY OF SAME MUST BE SUBMITTED WITH BID.)
- A REPORT MUST BE SUBMITTED TO THE PROPER OFFICES AS INDICATED ON SAID FORM. (THE AUTHORITY WILL FORWARD YOU THIS FORM IF YOU ARE THE SUCCESS FULL BIDDER.)

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE**

Firm Name: \_\_\_\_\_

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

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

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