

**NEW JERSEY WATER SUPPLY AUTHORITY**

**CLINTON, NEW JERSEY**

**WSA-B23003**

**INVITATION FOR BID**

**for**

**REPLACEMENT OF ELEVEN SLUICE GATES  
AND OPERATING ASSEMBLY COMPONENTS**

**along the**

**DELAWARE AND RARITAN CANAL**

**SOMERSET COUNTY,**

**NEW JERSEY**

**November 2022**

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## **SECTION I - PURPOSE and INTENT**

### **A. General Scope of Work or 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 Replacement of Eleven Sluice Gates and Operating Assembly Components along the Delaware and Raritan Canal in Somerset County, New Jersey (Project). The work required includes the provision of all labor, materials, equipment, and services necessary as required by the contract documents.

### **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 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 J, and Section V of this document in preparing and submitting its bid.

### **C. Prequalification of Bidders**

Each Bidder is hereby put on notice that prequalification 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 rely on the prequalification received from another agency for evidence of qualifications required herein.

Bidders shall be experienced in the kind of Work to be performed, shall have the necessary equipment therefore, and shall possess sufficient capital to properly execute the Work within the time allowed. Bids received from Bidders who have previously failed to complete work within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A Bid may be rejected if bidder cannot show that it has the necessary ability, plant and equipment to commence the Work at the time prescribed and thereafter to prosecute and complete the Work at the rate or within the time specified. A Bid may be rejected if bidder is already obligated for the performance of other work, which would delay the commencement, prosecution or completion of the Work.

As evidence of its competency to perform the Work, Bidder shall complete and submit with its Bid, Bidders Qualifications (Section V, paragraph G). Low Bidders may be asked to furnish additional data to demonstrate competency.

### **D. Debarment and Suspension**

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

A Bidder shall not be on the State Treasurer’s list of debarred, suspended, or disqualified bidders and shall not be debarred, suspended, or disqualified from New Jersey Department of Environmental Protection (Department) contracting pursuant to N.J.A.C. 7:1D-2. A Bidder included on the State Treasurer’s list may present information to the Authority why this action should not apply, and the Authority may grant an exemption for this particular Contract, pursuant to N.J.A.C. 7:1D-2.9.

A Bidder must return a completed Federal Non-Debarment Certification Form with its bid package located in the Appendices (Section V) hereof.

## **E. Obligations of Bidder**

The Bidder is required to carefully examine the bid documents, plans 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.

## **F. Interpretations and Addenda**

All questions about the meaning or intent of the Invitation for Bids shall be submitted to the Authority in writing to:

Darin Shaffer, P.E.  
Chief Engineer, New Jersey Water Supply Authority  
PO Box 5196  
Clinton, NJ 08809  
Email: [dshaffer@njwsa.org](mailto:dshaffer@njwsa.org)  
Phone: 908-638-6121 X 284

In order to receive adequate consideration, questions should be received by the Authority at least ten (10) business days prior to the date fixed for the opening of Bids. Any question(s), which in the opinion of the Authority requires interpretations or clarifications, will be answered by Addenda in accordance with, paragraph G below. The Authority will not be responsible for oral interpretations or clarifications that anyone presumes to make on their behalf.

## **G. 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) business days, Saturdays, Sundays and holidays excepted, in advance of the date required for submission of the bids. ALL ADDENDA WILL BE POSTED TO THE AUTHORITY WEBSITE (<https://www.njwsa.org/procurement.html>). There are no designated dates for the release of addenda. It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

Each addendum will become an integral part of the bid documents and part of any contract resulting from this bid. The Bidder must acknowledge receipt of each addendum, if any, on the "Acknowledgement of Receipt of Changes to Bid Documents Form" of the bid package located in the Appendices (Section V) hereof.

## **H. Types of Bids/Acceptance of Bid Content**

Types of Bids for work specified in Authority Contract Documents will be unit price, lump sum, or a combination of unit price and lump sum as set forth on the Bid Form.

- i. When the Bid for all or part of the work is to be submitted on a unit price basis, unit prices shall be inserted in the appropriate places. The estimate of quantities of unit price work to be done as tabulated on the Bid Form is approximate and is for the basis of calculation upon which the award of Contract may be made. Payment to the Contractor will be made on the measurement of the work actually performed by the Contractor. The Authority reserves the right to increase or diminish the amount of any class of work as may be deemed necessary during the course of construction.
- ii. When the Bid for all or part of the work is to be submitted on a lump sum basis, a lump sum price shall be inserted in the appropriate place. The total amount to be paid the Contractor shall be the amount of the lump sum bid as adjusted for additions or deletions resulting from approved changes in the work. After Contract award, the Bidder shall provide a detailed breakdown of any lump sum price requested by the Authority within thirty (30) days after such request.

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.

#### **I. Mandatory Pre-Bid Site Meeting**

**There is no mandatory pre-bid meeting scheduled.** Interested parties wishing to schedule an inspection of the Authority's facilities prior to the date of Bid opening may contact Anthony Colasurdo at [acolasurdo@njwsa.org](mailto:acolasurdo@njwsa.org) or (732) 974-8383 ext. 248.

No matter(s) discussed during inspection, or on the phone shall be construed to have changed the Bidding Documents. Any clarification(s) or change(s) which may be deemed necessary by the Authority will be addressed in an Addendum to the Invitation for Bids in accordance with paragraph G above.



## **J. Bidders Proposal**

In order to be considered for selection, the Bidder must submit a complete response to this IFB in accordance with the format in Section V. **Partial bids will not be accepted.** The complete bid package should be returned sealed in an envelope with the Bid Number and Title on the exterior. 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.

## **K. 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.

## **L. 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) Where applicable, Bidders must quote unit prices for all items where appropriate. In the case of inconsistencies or errors in unit prices, extensions, and totals: for the purposes of comparison of bids received, the grand total stated will be considered to be the amount bid for the Project, with the exception that the total of each item must equal the grand total. Should the grand total be unequal to the sum of the individual totals, it will be made equal to the sum of these totals. In the event that there is a discrepancy between unit prices and the extended totals, the unit price shall prevail. In case there is an error in the summation of the extended totals, the extended totals shall govern and the computed summation by the Authority shall be accepted as the amount bid.
- (4) The Authority reserves the right to accept any item or group of items of any bid.
- (5) In evaluating bids, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and total price will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the correctly multiplied totals. In the multiplication of unit process and units of work discrepancies between the total indicated in the Bid and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures. The Authority can waive any minor formalities or irregularities in Bids received.

- (6) Subcontracting is allowable for purposes of this Bid. Any intent to subcontract on the part of the Bidder must be specifically described in the Subcontractor Utilization Plan (Section V, paragraph H) provided that in no such event shall the Contractor's duties, obligations, or liabilities under this contract be deemed to be diminished thereby.

The Authority reserves the right to disapprove the use of any subcontractors and the contractor shall procure the services of a subcontractor acceptable to the Authority at no additional expense to the Authority. If subcontracting is planned, the Bidder may be asked to submit additional information as required. The Contractor is responsible for assuring subcontractor compliance with all terms and conditions of this Bid. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the Authority.

If during the term of the contract, the Contractor cannot provide the personnel or subcontractor(s) as proposed and requests a substitution, that substitution must be equal or better in terms of qualifications for services and at no extra cost. The Contractor will provide identical information as required on the original subcontractor and justification, which will be forwarded to the Authority for approval of the proposed substitution of the subcontractor or personnel prior to the substitution.

Should the Authority disapprove substitute contractors or personnel, the contractor shall submit a proposed substitution within 10 days after being notified of the disapproval.

Contractor shall be fully responsible for all acts and omissions of his Subcontractors and of persons and organizations directly or indirectly employed by them and of persons and organizations for whose acts any of them may be liable to the same extent that Contractor is responsible for the acts and omissions of persons directly employed by Contractor. Nothing in the Contract Documents shall create any contractual relationship between the Authority and any subcontractor or other person or organization having a direct contract with Contractor, nor shall it create any obligation on the part of the Authority to pay or to see to the payment of any moneys due any subcontractor or other person or organization, except as may otherwise be required by law. The Authority or Engineer may furnish to any subcontractor or other person or organization, to the extent practicable, evidence of amounts paid to Contractor on account of specific Work done.

All Work performed for Contractor by a subcontractor will be pursuant to an appropriate Contract between Contractor and Subcontractor which specifically binds the subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the Authority and the Engineer. Such Contract shall specifically hold the Authority and Engineer harmless for any payments due the subcontractor and shall specify that the subcontractor is acquainted with the Contract Documents and agrees thereto. The Contractor shall provide the Authority with copies of all such subcontractor Contracts, if necessary.

#### **M. Non-Collusion Certification**

All bidders must complete the Non-Collusion Affidavit (Section V, paragraph D) evidencing the bid has been submitted in good faith.

#### **N. Bid Security**

All bids submitted shall be accompanied by a bid security amounting to not less than ten

(10%) percent of the total bid price, or \$20,000 whichever is less. Such security shall be in the form of a certified check or bid bond, payable or firmly bound to the New Jersey Water Supply Authority. Any bond submitted shall be written by a surety company licensed in the State of New Jersey and listed in Department Circular 570, 2009 Revision, of the U. S. Department of the Treasury, incorporated herein by reference. All bid bonds signed by an agent must be accompanied by a certified copy of the agent's authority to act.

The bid security of the successful Bidder will be retained until such Bidder has executed the contract and furnished the required contract security, whereupon the bid security will be returned. If the successful Bidder fails to execute and deliver the Contract and furnish the required Contract security within ten (10) calendar days after the Contract is presented to them for signature, the Authority may annul the Notice of Award and Contract, and the bid security of the Bidder will be forfeited. The bid security of other Bidders whom the Authority believes to have a reasonable chance of receiving the award may be retained by the Authority until the earlier of the seventh day after the effective date of the contract or the ninety-first (91st) day after the bid opening, whereupon each bid security furnished by such Bidders will be returned. Bid security accompanying bids which are not in the competitive decision-making range will be returned within seven (7) days after the bid opening.

#### **O. Performance/Payment Bonds**

The successful Bidder shall be required to furnish the New Jersey Water Supply Authority with a Performance Bond satisfactory to the Authority's Counsel, in the penal sum of the full value of the contract. Performance security shall consist of either a certified or cashier's check drawn to the order of the Authority in a form acceptable to the Authority from a reputable financial institution, or an individual, or Performance Bond submitted written by a surety company licensed in the State of New Jersey and listed in Department Circular 570, 2009 Revision, of the U. S. Department of the Treasury, incorporated herein by reference. All Performance Bonds signed by an agent must be accompanied by a certified copy of the agent's authority to act. The performance security shall conform in its terms and conditions to the requirements in N.J.S.A. 2A:44-143, et seq. Performance security shall be submitted within ten (10) days of date after the contract is presented to the contractor for signature.

The successful bidder will be required to submit a one hundred percent (100%) payment security for the total amount of the bid on the bid form. The payment security shall cover all subcontractors, material men et al, as required by law, for all work under the contract. This requirement may also be satisfied by submitting and maintaining any combination of the above security instruments whose face values and/or penal sums add up to the total amount bid on the bid form. The payment security shall consist of a certified or cashier's check drawn to the New Jersey Water Supply Authority, an irrevocable letter of credit payable to the New Jersey Water Supply Authority in a form acceptable to the Authority from a reputable financial institution, or an individual or payment bond issued by an insurance or savings company authorized to do business in the State of New Jersey. The payment security shall conform in its terms and conditions to the requirements in N.J.S.A. 2A:44-143, et seq. Payment security shall be submitted within ten (10) days of date after the contract is presented to the contractor for signature.

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

Bidders are advised to read thoroughly the entire IFB and any addenda subsequently issued before preparing and submitting their bid.

The Authority reserves the right to reject any or all bids, to waive minor informalities and/or minor irregularities.

The Authority intends to award this Contract to the lowest qualified Bidder that, in the opinion of the Authority, is both responsible and responsive in accordance with the criteria stated in these instructions. All bid proposals must meet the threshold criteria for a responsible and responsive bid as defined herein.

**Responsiveness:**

In order for a Bid Proposal to be considered responsive, a Bidder must agree to:

- Perform the Scope of Work described in the General Requirements And Technical Specifications;
- Agree to the conditions provided in this IFB;
- Complete the attachments provided with this IFB and;
- Submit a bid bond.

**Responsibility:**

In order for a Bid Proposal to be considered responsible, a bidder must have:

- Financial resources, technical qualifications, experience, organization and facilities adequate to carry out the project, or demonstrate ability to obtain these;
- Satisfactory performance record for completion of contracts;
- Accounting and auditing procedures adequate to control property, funds and assets;
- Demonstrate compliance or willingness to comply with civil rights, equal employment opportunity, labor law and other statutory requirements;
- Where a Bidder or a subcontractor has a history of performance problems, a bidder may be bypassed for this award unless the Bidder submits with his/her bid (A) an explanation of why those past performance problems occurred; and (B) an explanation of those steps which the Bidder has taken that will preclude those problems from recurring if the Bidder is awarded this Contract.

**Q. 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.

**R. 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 Manager, Contracts & Risk Management no later than ten (10) days after receipt of the Authority's Notice of Intent to Award that its bid has not been accepted, or no later than within ten (10) days after receipt of the Authority's Notice of Intent to Award, whichever may apply. Any objection filed must set forth specific grounds for challenging the award.

**S. Prevailing Wage/Public Works Contractor Registration**

Bidders shall agree to pay not less than the applicable wage rate to workers employed in the performance of any Contract for the project, in accordance with the rate determination by the Commissioner of the New Jersey Department of Labor pursuant to N.J.S.A. 34:11-56.25 et seq. These provisions are set forth in Section III Article XXVII thereof.

The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractors who bid on or engage in any contract for public work defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.

**T. Insurance**

The Authority requires the prime Contractor to comply with insurance requirements as set forth in Section III at Article XXV thereof.

Certificate(s) of Insurance shall be submitted to the Authority within ten (10) days after the contract is presented to the Contractor for signature.

**U. Permits and Approvals**

There are no permits or approvals required.

**V. New Jersey 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 at Article XVI thereof.

**W. Nondiscrimination/Affirmative Action**

Bidders shall agree to the N.J.S.A. 10:2-1, as supplemented by N.J.S.A. 10:5-31 et seq., and all Affirmative Action Regulations issued pursuant to N.J.S.A. 10:5-31 et seq. These provisions are set forth in Section III at Article XIII thereof.

**X. 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 N.J.S.A. 34:11-56.14 (P.L. 2018 c.9). Bidders shall agree to the provisions as set forth in Section III Article XIV thereof.

**Y. Americans with Disabilities Act**

Bidders are advised that the Contractor and the Owner do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the “Act”) (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this Agreement, as set forth in Section III at Article XV thereof.

## **Z. 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 percent (10%) 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 State Ethics Commission, 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 Ownership Disclosure Form (Section V paragraph K) hereof.

## **AA. Restrictions on Political Contributions**

Pay to Play Prohibitions: pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to:

- A. Make or solicit a contribution in violation of the statute;
- B. Knowingly conceal or misrepresent a contribution given or received;
- C. Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- D. Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor or Lieutenant Governor, or to any State or county party committee;
- E. Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
- F. Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- G. Engage in any exchange of contributions to circumvent the intent of the Legislation; or
- H. Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the legislation.

Political Contribution Disclosure: the contractor is advised of its 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-20.27 (P.L. 2005, c. 271, 3 as amended) if in a calendar year the contractor receives one (1) or more contracts valued at \$50,000 or more. It is the contractor's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC. Additional information about this requirement is available from ELEC by calling 1 (888) 313-3532 or on the internet at <http://www.elec.state.nj.us/>.



**AB. Subcontracting Requirements**

Pursuant to N.J.S.A. 52:32-17 et seq., N.J.A.C. 17:13-4 et seq. and Executive Order No. 71, and, the Authority suggests that the prime Contractor consider awarding twenty-five percent (25%) of this contract to New Jersey based, Division of Revenue-Small Business Enterprise Unit registered small businesses. Pursuant to N.J.A.C. 17:14-1.1 et seq. the Authority suggests that if a Contractor proposes to utilize a subcontractor(s), the Contractor must make a good faith effort to award a goal of 3 percent (3%) of the dollar value of its contract to eligible disabled veteran businesses. The provisions are set forth in Section III Article XXVIII thereof.

If the Bidder intends to utilize subcontractor(s), the Subcontractor Utilization Plan (Section V, Paragraph H) must also be completed and submitted with the bid indicating the subcontractor(s) participating, the subcontractor(s) small business category, and the type and estimated value of the subcontract. Note that a Bidder's failure to satisfy the small business subcontracting targets or provide sufficient documentation of its good faith efforts to meet the targets with the bid or within ten (10) days upon request shall preclude award of a contract to the Bidder.

**AC. 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.

**AD. 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.

**AE. Safety**

The 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 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, as well as all safety requirements established in Part IV-Technical Specifications. These provisions are set forth in Section III Article XXXI thereof.

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

**AF. Security**

Throughout the duration of the contract, contractors, their agents, subcontractors, 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 tools, equipment, materials and supplies. The Authority assumes no liability for any damage, theft or negligent injury to contractor's property.

**AG. Contract Provisions Ensuring Security of Authority Structures and Processes**

Pursuant to N.J.S.A. 47:1A-1.1, the Authority has the authority to exempt certain records from disclosure under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., upon reasonable grounds to believe disclosure may result in a security risk. A government record shall not include the following information which is deemed to be confidential for the purposes of P.L. 1963, c. 73 (C.47:1A-1 et seq.) as amended and supplemented; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein; or security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software. It is the Authority's belief that certain records received, maintained, or created by the Contractor in fulfilling its contractual obligations may be subject to this exemption. These provisions are set forth in Section III Article XXXIII thereof.

**AH. Access to Site and Project Records**

The Authority, the Contractor and its subcontractors shall provide access to all facilities, premises and records related to the project to personnel and authorized representatives of the New Jersey Department of Environmental Protection (Department), and shall submit such documents and information as the Department may request.

Pursuant to N.J.A.C. 17:44-2.2, the Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.



**AI. The Worker and Community Right to Know**

The provision of N.J.S.A. 34:5A-1, et seq., which require the labeling of all containers of hazardous substances are applicable to the contract. Therefore, all goods offered for purchase, or utilized by the Contractor(s) in the performance of services must be labeled in compliance with the provision of the Act.

**AJ. Standards Prohibiting Conflicts 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 Article XXXV thereof.

**AK. Buy American**

Bidders are advised that pursuant to N.J.S.A. 52:32-1, if manufactured or farm products will be provided under this contract to be used in a public work, they shall be manufactured or produced in the United States whenever available and the Contractor shall be required to so certify.

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

The Bidder to whom the award is made will be required to execute a contract such as the one attached and will also be required to furnish the necessary Performance and Payment Bonds, and Certificate(s) of Insurance within ten (10) calendar days after the contract is presented to Bidder for signature. At the time of bid submission, the Bidder is not required to complete the contract section nor submit this as part of the bid.

The Contract will consist of the Invitation for Bid including these Terms and Conditions, the General Requirements and Technical Specifications, the Contractor's Bid Price, any Amendments or Modifications, and any Attachments, Addenda or Other Supporting Documents of the foregoing. In case of conflict among the provisions of the Contract, Technical Specifications, and Drawings, the order of priority shall be: (1) Contract, (2) Drawings, (3) Technical Specifications.

The successful Bidder will be issued a Notification of Intent to Award upon being selected as the Contractor to perform the services stated in Section IV of this solicitation, accompanied by the required number of unsigned counterparts of the contract and/or other required contract documents.

The successful Bidder will be required to furnish the necessary performance and payment bonds, and Insurance Certificate(s) before any work can be authorized.

**CONTRACT NO. WSA XXX**

**NEW JERSEY WATER SUPPLY AUTHORITY**

**AND**

**XXX**

**FOR**

**XXX**

This Contract, entered into and dated this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the New Jersey Water Supply Authority, (hereinafter called the "Authority"), a public body corporate and politic of the State of New Jersey, in but not of the Department of Environmental Protection, with an address of 1851 State Highway 31, Post Office Box 5196, Clinton, New Jersey 08809 and XXX, with an address of XXX (hereinafter called the "Contractor").

The Authority and the Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE I - SCOPE OF WORK**

The Contractor shall complete all work as specified or indicated in the contract documents listed in Article II below.

The work is generally described as follows:

The Contractor shall furnish all labor, materials, equipment, incidentals, supervision, and all else necessary for Canal water control, removal and disposal of eleven existing sluice gates and operating assembly components, and procurement and installation of eleven new sluice gates and operating assembly components. The work shall be performed under the inspection and supervision of XXXXXXXX.

**ARTICLE II - CONTRACT DOCUMENTS**

The contract documents that comprise the entire Contract between the Authority and the Contractor concerning the work consist of the following:

- 2.1 This Contract (pages to , inclusive).
- 2.2 Exhibits to this Contract (pages to \_ inclusive).
- 2.3 Bid Bond marked as Exhibit and consisting of \_pages.
- 2.4 Invitation for Bid (pages \_to \_inclusive) marked as Exhibit .
- 2.5 Technical Specifications bearing the title

11.02.2022 Multi Sluicgate Replacement Project Specifications FINAL

consisting of \_ pages marked Exhibit .

- 2.6 Drawings, consisting of sheets numbered pages to inclusive, with each sheet bearing the following general title marked Exhibit

- 2.7 Plans titled consisting of pages and marked Exhibit .
- 2.8 Contractor's bid (pages\_to , inclusive) marked Exhibit .
- 2.9 The following which may be delivered or issued after the Effective Date of the Contract and are not attached hereto: All written Amendments and other documents amending, modifying, or supplementing the contract documents.
- 2.10 The following are issued as of the Effective Date of the Contract and are identified herein: Official NJ Prevailing Wage for Somerset County, attached as Exhibit

There are no contract documents other than those listed above in this Article. The contract documents may only be amended, modified, or supplemented as contained herein.

### **ARTICLE III - AUTHORITY OF EXECUTIVE DIRECTOR**

All work to be performed by the Contractor hereunder shall be subject to the approval of the Executive Director of the Authority (hereinafter referred to as the "Executive Director"), or their duly authorized representative, and all decisions pertaining to said work shall be made in the name of the Executive Director. Any dispute involving matters of fact pertaining to the scope of work or details of work to be performed or completed under the terms of the Contract shall be decided by the Executive Director, which decision shall be final in regard to the Authority's position.

### **ARTICLE IV - PERIOD OF PERFORMANCE**

The Contractor will be required to Substantially Complete all work within 365 calendar days from Notice to Proceed and offer the entire project for Final Acceptance within 395 calendar days from Notice to Proceed.

### **ARTICLE V - CONTRACT PRICE**

For services rendered and expenses incurred in the complete performance of this work in accordance with the contract documents the Authority shall pay the Contractor a lump sum amount of XXXX (\$) dollars. All duties, responsibilities and obligations assigned to or undertaken by the Contractor pursuant to this Contract shall be at the Contractor's own expense without change in the contract price.

## **ARTICLE VI - PAYMENT PROCEDURES**

The Authority shall make progress payments based on the Contractor's application for payment during the performance of work as provided herein. The application for payment shall be consistent with the Contractor's submitted and Authority approved Schedule of Values for applicable Payment Items. At the end of each period during which services are performed, the Contractor shall submit a voucher on standard Authority form itemizing charges for the period. Subject to such analysis of each invoice and supporting documentation as the Authority may deem essential, the voucher on standard Authority form will be approved for payment by the Authority. Vouchers may not be submitted more often than once every thirty (30) calendar days. Vouchers will be payable within thirty (30) calendar days after receipt by the Authority. Payment by the Authority shall not constitute acceptance for work completed by the Contractor, nor shall it relieve the Contractor of his obligation and responsibility to correct the work determined by the Authority to be deficient. The Contractor should indicate on the last voucher to be submitted that "FINAL PAYMENT" is being requested.

Ten percent (10%) of the amount of each invoice will be withheld pending completion and acceptance of the services to be performed under this Contract. If work hereunder has been fifty percent (50%) completed as determined by the Authority, and if the character and progress of the work has been satisfactory to the Authority, in its sole opinion, the Authority may determine that as long as the character and progress of the work remains satisfactory, there will be no additional retainage on account of work completed in which case the remaining monthly payments shall be in an amount equal to one hundred percent (100%) of the work completed.

Acceptance by the Contractor of said payments shall operate as, and shall be, a release to the Authority from all claims and liability to the Contractor for anything done or furnished for, or relating to, the work called for or to be done under and pursuant to the provisions of this Contract. The Authority reserves the right to make such audits of directly relevant records of the Contractor, as it may deem advisable, during the performance of this Contract and for three (3) years from the date of final payment.

## **ARTICLE VII - DEFAULT**

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

- (a) If the Contractor fails to make delivery of supplies or to perform the services within the time specified herein or any extension thereof, except for delays due to causes listed in Article IX entitled "Delays".
- (b) If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract 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
- (c) If the Contractor 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.

In each and every instance stated above, the performance bond shall become payable to the Authority and 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 contract under this provision, it is determined for any reason that the Contractor was not in default, the contract shall be equitably adjusted to compensate for such termination and the contract 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 this contract.

### **ARTICLE VIII - TERMINATION OF CONTRACT FOR CONVENIENCE**

The Authority may, at any time and without cause, terminate this contract in whole or in part, specifying the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective, provided written notice has been issued to the Contractor five (5) days prior to such proposed termination date.

Promptly after the effective date of termination, the Contractor shall submit its claims and be paid for all costs incurred prior to the termination that are approved by the Authority. In the event of termination and subject to the terms as set forth herein, any monies paid by the Authority that exceed the value of the Contractor's claim as set out above shall be refunded to the Authority within thirty (30) days after conclusion of the termination settlement.

### **ARTICLE IX - DELAYS**

The Contractor shall not be liable for delays in performance of its obligations, and the date on which the Contractor's obligations are to be fulfilled shall be extended, without penalty or liquidated damages, for a period of time caused by the delay when the delay was due to causes beyond the Contractor's control and not due to its fault or negligence, which include, but are not limited to, the following:

- (a) Acts of God, unforeseeable circumstances, sustained inclement weather conditions, acts (including delay or failure to act) of any governmental authority, fires, strikes, labor stoppages, sabotage and interruptions of essential services and supplies such as electricity, natural gas, fuels, and water.
- (b) Inability due to causes beyond the Contractor's reasonable control to timely obtain necessary and proper labor, materials, components, facilities or transportation when such items cannot reasonably be obtained from another source.

Partial failure of performance due to any of the aforementioned causes shall not in itself terminate the Contract or excuse any failure by the Contractor to resume all obligations once the cause for the delay is no longer valid pursuant to this clause. Typical weather-related downtime for marine construction projects in and around the State of New Jersey shall not be grounds for a delay.

In the event the Contractor is affected in the performance of its obligations by any of the aforementioned causes, the Contractor shall give the Authority prompt written notice within five (5) days of that fact, together with satisfactory evidence substantiating that said cause prevents performance, as well as a declaration specifying the steps being taken by the Contractor to remove such cause(s) of non-performance and to minimize its affects, and the Contractor shall continue the performance of its other obligations under this Contract. In the event the delay extends for a period exceeding (2) weeks, the Contractor and the Authority shall negotiate a postponement or termination of this Contract. The Authority shall have the right to defer the beginning or to suspend the whole or any part of the work herein contracted to be done whenever, in the opinion of the Executive Director, it may be necessary or expedient for the Authority, so to do, and if the Contractor is delayed in the completion of the work by act, neglect, or default of the Authority, of the Engineer, as defined in Article XXX or any other Contractor employed by the Authority, upon the work, or by changes ordered in the work, or by strikes, lockouts, fire, unusual delay by common carriers, unavoidable casualties, or any case beyond the Contractor's control, or by any cause which the Executive Director shall decide to justify the delay, then for all such delays and suspensions the Contractor shall be allowed one day in addition to the time herein stated for each and every day of such delay so caused in the completion of the work specified in Article I, the same to be determined by the Executive Director, and a similar allowance of extra time will be made for such other delays as the Executive Director may find to have been caused by the Authority. No such extension shall be made for any one or more of such delays unless within ten (10) days after the beginning of such delay a written request for additional time shall be filed with the Executive Director. Apart from extension of time, no payment or allowance of any kind shall be made to the Contractor as compensation for damages on account of hindrance or delay from any cause in the progress of the work, whether such delay be avoidable or unavoidable.

The Contractor shall not be entitled to any damages or extra compensation from the Authority on account of any work performed by the Authority or any other Contractor or the Engineer, or any other party, or by reason of any delays whatsoever, whether caused by the Authority or any other party, including but not limited to delays mentioned in this Contract.

#### **ARTICLE X - LIQUIDATED DAMAGES**

The Authority and the Contractor recognize that time is of the essence under this contract and that the Authority will suffer financial loss if the work is not completed within the time specified in Article IV hereof, plus any extensions thereof allowed in accordance with Article IX. The parties also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by the Authority if the work is not completed on time.

Accordingly, instead of requiring any such proof, the Authority and the Contractor agree that as liquidated damages for delay, but not as a penalty, the Contractor shall pay the Authority **two hundred (\$200.00) dollars** for each calendar day that expires after the time specified in Article IV for substantial completion, or an approved extension thereof for substantial completion, until the work is substantially complete. After substantial completion, if the Contractor shall neglect, refuse, or fail to complete the remaining work and offer the entire project for Final Acceptance within the time specified in Article IV, or any proper extension thereof granted by the Authority, the Contractor shall pay the Authority **one hundred (\$100.00) dollars** for each calendar day that expires after the time specified in Article IV for completion and readiness for final acceptance.

#### **ARTICLE XI - FINAL ACCEPTANCE**

Acceptance of the work as complete will be based upon a thorough inspection by Authority personnel and their designated representatives. Any deficiencies found shall be noted by the Authority and corrected by the Contractor at the earliest possible time. Processing of the Contractor's invoice for payment shall be delayed until all deficiencies, if any, are corrected.

### **ARTICLE XII - GUARANTEE**

The Contractor warrants that work performed under this Contract conforms to the Contract requirements and is free of any defect of equipment, material or design furnished, or workmanship performed by the Contractor or any of his Subcontractors or suppliers at any time. Such Guarantee shall continue for a period of one (1) year from the date of acceptance of the work. Under this Guarantee, the Contractor shall remedy at his own expense any such failure to conform and/or any defect. In addition, the Contractor shall remedy at his own expense any damage to Authority owned or controlled real or personal property, when that damage is the result of the Contractor's failure to conform to Contract requirements or any such defect of equipment, material, workmanship, or design. The Contractor shall also restore any work damaged in fulfilling the terms of this Article. The Contractor's guarantee with respect to work repaired or replaced hereunder will run for one (1) year from the date of such repair or replacement.

The Authority shall notify the Contractor in writing within a reasonable time after the discovery of any failure, defect, or damage.

Should the Contractor fail to remedy any failure, defect or damage described above within a reasonable time after receipt of notice thereof, the Authority shall have the right to replace, repair, or otherwise remedy such failure, defect, or damage at the Contractor's expense.

### **ARTICLE XIII - NONDISCRIMINATION/AFFIRMATIVE ACTION PROVISIONS**

As required by N.J.S.A. 10:2-1, during the performance of this contract the contractor agrees that: a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, the Contractor, and any person acting on behalf of the Contractor or subcontractor, will not, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates; b. The Contractor, subcontractor, and any person acting on behalf of the Contractor will not, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex; c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract, and d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

During the performance of this contract, the Contractor also 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 or workers' representative of the contractor's commitments under this act 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.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Department of Labor and Workforce Development (LWD), Construction Equal Employment Opportunity (EEO) Monitoring Program, may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The Contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A). If the Contractor or subcontractor has a referral Contract or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the Contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the Contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the Contractor's or subcontractor's prior

experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the Contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women

workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral arrangement or arrangement with a union for a construction trade, the Contractor or subcontractor agrees to take the following actions:

(1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division of Purchase and Property established in the State of New Jersey Department of the Treasury pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;

(2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;

(3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the Contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

(4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;

(5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

(6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

(i) The Contractor or subcontractor shall interview the referred minority or women worker.

(ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the Contractor or subcontractor shall in good faith determine the qualifications of such individuals. The Contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a Contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(iii) The name of any interested women or minority individual shall be maintained on a waiting list and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request for the Dept. of LWD, Construction EEO Monitoring Program, the Contractors or subcontractors shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the Contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program Division upon request.

(C) The Contractor or subcontractor agrees that nothing contained in (B) above shall preclude the Contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA 201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The Contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program, and to the public agency compliance officer.

The Contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

(D) The Contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.



**ARTICLE XIII: ADDITIONAL NONDISCRIMINATION/AFFIRMATIVE  
ACTION PROVISIONS FOR CONSTRUCTION CONTRACTS**

Executive Order 51 (Corzine, August 28, 2009) and P.L. 2009, c. 335 include a provision which requires all state agencies, independent authorities and colleges and universities to include additional mandatory equal employment and affirmative action language in its construction contracts. The additional mandatory equal employment and affirmative action language is as follows:

It is the policy of the New Jersey Water Supply Authority that its contracts should create a workforce that reflects the diversity of the State of New Jersey. Therefore, contractors engaged by the New Jersey Water Supply Authority to perform under a construction contract shall put forth a good faith effort to engage in recruitment and employment practices that further the goal of fostering equal opportunities to minorities and women.

The Contractor must demonstrate to the New Jersey Water Supply Authority's satisfaction that a good faith effort was made to ensure that minorities and women have been afforded equal opportunity to gain employment under the New Jersey Water Supply Authority's contract with the Contractor. Payment may be withheld from a contractor's contract for failure to comply with these provisions.

Evidence of a "good faith effort" includes but is not limited to:

1. The Contractor shall recruit prospective employees through the State Job bank website, managed by the Department of Labor and Workforce Development, available online at <http://NJ.gov/JobCentralNJ>;
2. The Contractor shall keep specific records of its efforts, including records of all individuals interviewed and hired, including the specific numbers of minorities and women;
3. The Contractor shall actively solicit and shall provide the New Jersey Water Supply Authority with proof of solicitations for employment, including but not limited to advertisements in general circulation media, professional service publications and electronic media;
4. The Contractor shall provide evidence of efforts described at 2 above to the New Jersey Water Supply Authority no less than once every 12 months.
5. The Contractor shall comply with the requirements set forth in N.J.A.C. 17:27-1.1 et seq.

To ensure successful implementation of the Executive Order and Law, state agencies, independent authorities and colleges and universities must forward an Initial Project Workforce Report (AA201) for any projects funded with ARRA money to the Dept. of LWD, Construction EEO Monitoring Program immediately upon notification of award but prior to execution of the contract.

**ARTICLE XIV – DIANE B. ALLEN EQUAL PAY ACT**

Pursuant to N.J.S.A. 34:11-56.14(b), any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the Commissioner of the New Jersey Department of Labor and Workforce Development, through certified payroll records required pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.).

Information regarding the Diane B. Allen Equal Pay Act and its requirements may be obtained from the New Jersey Department of Labor and Workforce Development (LWD) web site at: <https://nj.gov/labor/equalpay/equalpay.html>. LWD forms may be obtained from the online web site at: [https://nj.gov/labor/forms\\_pdfs/equalpayact/MW-562withoutfein.pdf](https://nj.gov/labor/forms_pdfs/equalpayact/MW-562withoutfein.pdf).

**ARTICLE XV – AMERICANS WITH DISABILITIES ACT (EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES)**

The Contractor and the Authority do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the “Act”) (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this Contract. In providing any aid, benefit, or service on behalf of the Authority pursuant to this Contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this Contract, the Contractor shall defend the Authority in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Owner, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority’s grievance procedure, the Contractor agrees to abide by any decision of the Authority which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority or if the Authority incurs any expenses to cure a violation of the Act which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Authority shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Authority or any of its agents, servants, and employees, the Authority shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Authority or its representatives.

It is expressly agreed and understood that any approval by the Authority of the services provided by the Contractor pursuant to this Contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Authority pursuant to this Paragraph.

It is further agreed and understood that the Authority assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Contract. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor’s obligations assumed in this Contract, nor shall in no way limit the Contractor’s obligations assumed in this Contract, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of this Contract or otherwise at law.

**ARTICLE XVI - BUSINESS CERTIFICATION**

Pursuant to N.J.S.A. 52:32-44, the Authority is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.



Prior to contract award or authorization, the Contractor shall provide the Authority with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Authority prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the Contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the Contractor with a valid proof of business registration.
- (2) the Contractor shall maintain and submit to the Authority a list of subcontractors and their addresses that may be updated from time to time.
- (3) the Contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Authority a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts:

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

#### **ARTICLE XVII - CONTRACT REMAINING VALID**

If any provision of this contract is determined to be ineffective or invalid under the laws of the State of New Jersey, all other provisions shall remain effective and valid, provided the purpose of the remaining valid and effective provisions is not frustrated.

#### **ARTICLE XVIII - WAIVER OF BREACH**

The failure of either party, at any time, to require performance by the other party, of any provision of this contract, shall in no way affect the full right to require such performance at any time thereafter. The waiver by either party of a breach of any provision of this contract does not constitute a waiver of any succeeding breach, of the same or any other such provision, nor shall it constitute a waiver of the provision itself.

### **ARTICLE XIX - ASSIGNMENT**

This contract shall not be transferred or assigned to any other individual, firm, partnership or corporation without the prior written consent of the Authority. Unless specifically stated in any written consent by the Authority, no assignment will release or discharge the assignor from any duty or responsibility under this contract. Money due or to become due the Contractor shall not be assigned, unless with the consent of the Authority, but nothing herein contained shall be construed to hinder, prevent or affect an assignment by the Contractor for the benefit of his creditors made pursuant to the statutes of the State of New Jersey.

### **ARTICLE XX - APPLICABLE LAW**

This contract shall be construed according to the laws of the State of New Jersey, insofar as existence of the contract as a binding Contract and matters concerning performance or breach thereof are concerned. Any legal action will be brought in the courts within the State of New Jersey.

### **ARTICLE XXI - AMENDMENTS**

This contract may be modified or amended only by a written instrument executed by the Authority and the Contractor.

### **ARTICLE XXII - NOTICES**

Notice, as may be required hereunder, shall be deemed to be duly served if delivery is made to an individual or member of the firm or entity or to an officer of the corporation for whom it was intended. This includes delivery by courier or registered or certified mail, or email to the business address cited in the contract documents.

### **ARTICLE XXIII- INDEMNIFICATION**

The Contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the State of New Jersey (including the New Jersey Water Supply Authority, and the Department of Environmental Protection); and any of their departments, divisions, councils, bureaus, or other agencies or subdivisions, as the case may be from and against, any and all claims, demands, suits, actions, recoveries, judgment and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, resulting from the performance of the Project or through the negligence of the Contractor or through any improper or defective machinery, implements or appliances used by the Contractor in the Project, or through any act or omission on the part of the Contractor or his agents, employees or servants, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Contract.

In any and all claims against the Authority or its employees by any employees of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the Indemnification obligation under this Article shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workers' Compensation Acts, Disability Benefit Acts, or other Employee Benefit Acts.



## **ARTICLE XXIV - CHANGES AND EXTRA WORK**

The Executive Director may, at any time, by written order, and without notice to sureties, issue additional instructions to clarify the scope of services prescribed under this Contract without additional cost to the Authority. If substantial changes are made in the scope of work defined under this contract, however, which changes result in substantial reworking of the material completed causing the Contractor extra expense, or if the Executive Director shall request additional work to be performed not included in the Technical Specifications hereto, the Contractor shall be entitled to just compensation for the reasonable cost of the added work and expense in the amount agreed to by the Executive Director, but not to exceed actual incurred expenses, exclusive of overhead and administrative costs, together with an allowance of ten percent (10%) for overhead and administrative costs and an allowance of ten percent (10%) for profit, not to be compounded. For added work and expenses incurred by the Contractor for added work performed by the Subcontractor(s), the amount subject to reimbursement shall not exceed actual incurred expenses, exclusive of overhead and administrative costs, plus an allowance of five percent (5%) for both overhead and administrative costs, and profit regardless of the number of tiers of subcontractors involved in the work. No additional percentage mark-up for any additional tiers of subcontractors beyond one will be allowed.

The Contractor shall carry on with all other undisputed work and adhere to the progress schedule during any negotiations required hereunder.

Notice in writing of any claim for adjustments under this Article must be given to the Executive Director promptly (within 5 days) after the occurrence of the event giving rise to the claim and stating the general nature of the claim. Any notice given shall contain a written statement that the amount claimed covers all known amounts (direct, indirect and consequential) within 45 days of the written order to which the Contractor feels it is entitled as a result of the occurrence of said event.

The Contractor shall not be entitled to additional compensation for revisions that the Executive Director finds necessary or desirable because of neglect or mistakes in judgment for which the Contractor is responsible. It is specifically understood and agreed that no added or extra work of any type will be performed without prior certification in writing thereof from the Executive Director.

No claim by the Contractor pursuant to this Article will be allowed if asserted after final payment under this contract.

The Contractor shall promptly and before such conditions are disturbed, notify the Authority/Engineer in writing of differing site conditions: i.e., subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or unknown physical conditions at the site, differing materially from those ordinarily encountered and generally recognized. The Authority shall promptly investigate the conditions. If the Authority finds that conditions materially differ and will cause an increase or decrease in the Contractor's cost or the time required to perform, the Authority shall make an adjustment and modify the contract in accordance with the terms set forth within this section.

Where less than the entire Contract is performed as a result of the Authority's determination for a reduction in scope, then: (1) for each lump sum, or unit price bid item satisfactorily completed by the Contractor, the Contractor will be paid the lump sum, or unit price designated for that bid item; (2) for each lump sum, or unit price bid item which has been partially completed the Contractor will be paid a percentage of the lump sum, or unit price equal to the percentage of work satisfactorily completed.

Any claim by the Contractor for an extension in the Contract time shall be based on written notice delivered to the Authority and the Engineer within five (5) days of the occurrence of the event-giving rise to the claim. Notice of the extent of the claim with detailed supporting data shall be delivered within forty-five (45) days of such occurrence. The Contract time will be extended in an amount equal to time lost due to any delay that both could not have anticipated by the Contractor and beyond the control of Contractor if a claim is made. No extension shall be made where the delay is caused by the fault or negligence of the Contractor, or the performance would have been so suspended, delayed or interrupted by any other cause, and therefore should have been anticipated. An extension of Contract time shall not entitle the Contractor to additional compensation. A uniform change order document shall be used for handling contract changes that affect contract price or contract time. For supplemental instruction and minor changes not involving a change in contract price or contract time, a field order may be used.

### **ARTICLE XXV - INSURANCE**

The Contractor shall procure and maintain at its own expense, for the full duration of the Contract unless noted otherwise, liability insurance for damages imposed by law and assumed under Contract, of the kinds and in the amounts hereinafter provided, from insurance companies admitted or approved to do business in the State of New Jersey. By submitting a bid in response to the Authority IFB, the Contractor expressly agreed that any insurance protection required herein or by the Contract shall in no way limit the Contractor's obligations assumed in the Contract and shall not be construed to relieve the Contractor from liability in excess of such coverage nor shall it preclude the Authority from taking such other actions as are available to it under other provisions of the Contract or otherwise in law or equity.

The insurance shall provide the minimum coverages and limits set forth below. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Authority. The Contractor shall be responsible for the payment of any deductible or self-insured retention.

The Contractor shall not proceed on any work under this Contract until all required insurance coverage is obtained and bound.

- A. Workers' Compensation –
  - 1. New Jersey Statutory Limits.
  - 2. If there is any part of the Work which requires the Contractor or any of the Contractor's personnel or subcontractors or any of the subcontractor's personnel to comply with the U.S. Longshoremen's and Harbor Workers' Act, Jones Act, Admiralty Laws, or the Federal Employers' Liability Act, the Workers' Compensation policy will provide insurance coverage in a form and with limits which are adequate to comply with these requirements on an actual or 'if any' basis.
  
- B. Employers' Liability - minimum limit of \$1,000,000 combined single limit.
  
- C. Commercial Automobile Liability-
  - 1. Commercial Automobile Liability Insurance in comprehensive form that shall protect the Contractor and anyone who may incur vicarious liability for the conduct of the insured, against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles(s) and shall cover operations on and off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

2. The Combined Single Limit for Bodily Injury and Property Damage Liability shall not be less than **\$1,000,000** each accident, or as otherwise required to satisfy the underlying limit requirements of the Contractor's umbrella liability insurance.
- D. Commercial General Liability-
1. The policy shall cover all claims for damages for personal injury, including accidental death, as well as from claims for property damage, which may arise out of operations performed in connection with the Contract.
  2. The policy should be occurrence based and provide coverage at least as broad as the standard ISO form including coverage against Explosion (X), Subsidence or Collapse ('C) & Underground Damage (U) as related to work being performed, including liability arising from operations performed by subcontractors.
  3. The policy should also include coverage for Contractual Liability related to this contract.
  4. Contractor shall maintain liability coverage for Products and Completed Operations for a minimum of five (5) years beyond the duration of the Contract.
  5. Limits of Liability shall not be less than:
    - a. Bodily Injury and Property Damage Liability, Per Occurrence: **\$1,000,000**, Annual Aggregate Per Project/Location: **\$2,000,000**.
    - b. Personal and Advertising Injury: **\$1,000,000**.
    - c. Products and Completed Operations Aggregate: **\$2,000,000**.
- E. Umbrella Liability Insurance
1. The Umbrella Liability Policy should protect the Contractor and the Authority against all claims in excess of the limits provided under the Employer's Liability, Commercial General Liability and Commercial Automobile Liability policies.
  2. At a minimum coverage provided by the Umbrella Liability policy should be following form with the scope of coverage provided by the underlying policies.
  3. Limits of Liability shall not be less than **\$5,000,000** per Occurrence and Annual Aggregate and apply per project/location basis, as per the underlying General Liability policy. Contractor may fulfill this requirement by requiring Subcontractor(s) to provide evidence of this coverage provided that all specified parties are insured under such policy.
- F. Property Insurance:
1. Contractor shall procure, maintain, and keep in force at all times, an Equipment & Installation Floater covering all materials and equipment to be used on the Project for the duration of the contract.
  2. Policies shall include a waiver of subrogation against the Authority.

**Specific Provisions:**

All policies shall be issued by insurance carriers with an AM Best rating of at least (A) and financial size category of at least VIII and are licensed and authorized to conduct business in the State of New Jersey.

1. All insurance policies with the exceptions of A, B, and F for both ongoing and completed operations shall apply on a primary and noncontributory basis and shall name the following listed entities as additional insured(s): The State of New Jersey (including the New Jersey Water Supply Authority, the Department of Environmental Protection) and its agencies, employees and officers.
2. To the fullest extent permitted by law Contractor hereby waives all rights of recovery against the Authority, its officers, agents, or employees for any loss, damage or injury self-insured, insured or required to be insured above including loss related to insufficient limits maintained by Contractor or loss due to deductibles or self-insured retentions maintained by Contractor. Contractor shall also require a waiver of subrogation on all of its insurance policies in favor of the parties specified in item 1 above.

3. The Contractor shall submit proof(s) of insurance to the Authority for all insurance required under this section. All of the policies of insurance so required to be purchased and maintained (and certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be cancelled, materially changed or renewal refused until at least thirty (30) days prior written notice has been given to the Authority by mail, except for ten (10) days cancellation due to nonpayment of premiums.
4. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Authority. The Contractor shall be responsible for the payment of any deductible or self-insured retention.
5. Upon request, Contractor shall furnish the Authority with a complete copy of each policy, including all endorsements, required by the Contract.
6. The Authority's approval or failure to disapprove insurance furnished by Contractor shall not release or limit Contractor from full responsibility for liability for damage and accidents.
7. Contractor's failure to procure or maintain the insurance required by this Section during the entire term of the Contract shall constitute a material breach of this Contract under which the Authority may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the Authority's interest and pay any and all premiums in connection herewith, and withhold or recover all monies so paid from the Contractor.

#### Subcontractors

1. The primary Contractor shall be also responsible for verification and written certification of all subcontractors' insurance coverage required for the Contract. The Authority reserves the right to request that the primary contractor provide copies of insurance certificates for all contractors and subcontractors

### **ARTICLE XXVI - WORKING HOURS**

The normal working hours for the project are between the hours of 7:00 a.m. through 5:00 p.m., Monday through Friday on Authority workdays, except as indicated on the plans. The Contractor must receive the Authority's approval to perform work outside of normal working hours. It is the Contractor's responsibility to adhere to any local laws or ordinances that may govern or restrict the performance of such work.

### **ARTICLE XXVII - PREVAILING WAGE**

The New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq., as amended, is hereby made a part of every contract entered into on behalf of the New Jersey Water Supply Authority, except those contracts which are not within the contemplation of the Act. The Contractor's signature on this Contract is its guarantee that neither it nor any subcontractors it might employ to perform the work covered by this proposal are listed or are on record in the Office of the Commissioner, Department of Labor and Industry, as one who has failed to pay prevailing wages in accordance with the provisions of this Act.

1. Public Works Contractor Registration Act- The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractors who bid on or engage in any contract for public work defined in N.J.S.A. 34:11-56.-26 be first registered with the New Jersey Department of Labor and Workforce Development.

2. Payroll Certification for Public Works Projects (for Contractor and Sub-Contractors Use for Weekly and Final Certification)-defined in N.J.A.C. 12:60-2.1 and 6.1 of the Prevailing Wage Act requires that certified payroll records must be submitted to the Authority, by all contractors and sub-contractors, for each employee on the Project within ten (10) days of the payment of wages.

Attached hereto and incorporated herein is(are) the Department of Labor and Workforce Development prevailing wage determination(s) for the locality and craft(s) that will be employed in the performance of work under this contract. It is hereby stipulated that each individual who performs work under this contract shall be paid not less than the prevailing wage rate to which that worker is entitled under the New Jersey Prevailing Wage Act, as reflected in the appropriate Department of Labor and Workforce Development prevailing wage determination.

The Contractor agrees that all workers employed in the performance of this Contract shall be paid wages not less than the prevailing wage rate of the NJ Prevailing Wage for Somerset County, see web determination's online website at <https://lwd.state.nj.us/labor/wagehour/content/pwage.html>,

**Confirmation No.:**

In the event it is found that any worker employed by the contractor or any subcontractor covered by this contract has been paid a rate of wages less than the prevailing wage rate required to be paid by this contract, the public body [the Authority], the lessee to whom the public body is leasing a property or premises or the lessor from whom the public body is leasing or will be leasing a property or premises may terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages, and to prosecute the work to completion or otherwise. The contractor and his sureties shall be liable to the public body, any lessee to whom the public body is leasing a property or premises, or to any lessor from whom the public body is leasing or will be leasing a property or premises for any excess costs occasioned by the termination of the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages. The Contractor and its sureties shall be liable to the Authority for any excess costs occasioned hereby.

**ARTICLE XXVIII – SUBCONTRACTING**

N.J.A.C. 17:13-4 et seq. and Executive Order 71 mandate that if the Contractor proposes to utilize a subcontractor(s), the Contractor must make a good faith effort to award a goal of 25 percent of the dollar value of its contract to eligible small businesses, as follows: with regard to goods and services contracts at least five percent (5%) shall be awarded to small businesses whose gross revenues do not exceed \$500,000; at least five percent (5%) shall be awarded to small businesses whose gross revenues do not exceed \$5,000,000; at least five percent (5%) shall be awarded to small businesses whose gross revenues do not exceed \$12 million or the applicable Federal revenue standards established at 13 CFR 121.201, incorporated herein by reference, whichever is higher; and the remaining ten percent (10%) may be allocated among the three categories. Regarding design and construction contracts, a goal of twenty-five percent (25%) of the total dollar value of its contract shall be awarded to either prime contractors or subcontractors that qualify as small businesses with revenues that do not exceed the annual revenue standards established at 13 CFR 121.201.

N.J.A.C. 17:14-1.1 et seq. mandate that if a Contractor proposes to utilize a subcontractor(s), the Contractor must make a good faith effort to award a goal of three percent (3%) of the dollar value of its contract to eligible disabled veteran-owned businesses.

Should the Contractor propose to utilize a subcontractor(s) to fulfill any of its obligations, the Contractor shall be responsible for the subcontractor's(s): (a) performance; (b) compliance with all the terms and



conditions of the contract; and (c) compliance with the requirements of all applicable laws.

The Contractor must provide to the Authority a detailed description of services to be provided by each subcontractor, referencing the applicable Section or Subsection of the IFB.

The Contractor should provide to the Authority detailed resumes for each subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work, which the subcontractor is designated to perform.

The Contractor should provide to the Authority documented experience to demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the Contractor's proposal.

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.

#### **ARTICLE XXIX – RESTRICTIONS ON POLITICAL CONTRIBUTIONS**

Pay to Play Prohibitions: pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to:

- A. Make or solicit a contribution in violation of the statute;
- B. Knowingly conceal or misrepresent a contribution given or received;
- C. Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- D. Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor or Lieutenant Governor, or to any State or county party committee;
- E. Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
- F. Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- G. Engage in any exchange of contributions to circumvent the intent of the Legislation; or
- H. Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the legislation.

Political Contribution Disclosure: the contractor is advised of its 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-20.27 (P.L. 2005, c. 271, 3 as amended) if in a calendar year the contractor receives one (1) or more contracts valued at \$50,000 or more. It is the contractor's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC. Additional information about this requirement is available from ELEC by calling 1 (888) 313-3532 or on the internet at <http://www.elec.state.nj.us/>.

#### **ARTICLE XXX - ENGINEER**

The Project has been designed by Paul McKeon of the Authority, who is herein after called Engineer and who is to act as the Authority's representative, assume all duties and responsibilities not otherwise limited by this Contract and have the rights and authority assigned to the Engineer in the Contract Documents in connection with completion of the work in accordance with Contract Documents.

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### **ARTICLE XXXI - 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 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 obligations under this subsection. Contractor shall also comply with all safety-related requirements included in the Technical Specifications.

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.

The Contractor shall designate a responsible member of his organization at the worksite whose primary duty shall be the prevention of accidents. All Contractor personnel, and Authority personnel, and the Engineer shall have the authority to take immediate action to temporarily suspend operations deemed unsafe or if hazardous conditions present, and to enforce safety precautions and programs.

### **ARTICLE XXXII - SECURITY**

Throughout the duration of the contract, contractors, their agents, subcontractors 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 and shall suspend any related work until any discrepancy is resolved.

The Contractor shall further comply with security measures as detailed in the Technical Specifications, set forth in Part IV-Technical Specifications

### **ARTICLE XXXIII - CONTRACT PROVISIONS ENSURING SECURITY OF AUTHORITY STRUCTURES AND PROCESSES**

Pursuant to N.J.S.A. 47:1A-1 et seq., the Authority may exempt information from disclosure under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., if disclosure could result in a security risk. Certain information received, maintained, or created by the Contractor in fulfilling its contractual obligations may be subject to this exemption.



### **ARTICLE XXXIV – RECORD RETENTION**

Pursuant to N.J.A.C. 17:44-2.2, the Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

### **ARTICLE XXXV – THE WORKER & COMMUNITY RIGHT TO KNOW ACT**

The provision of N.J.S.A. 34:5A-1 et seq., which requires the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase, or utilized by the Contractor in its performance of services must be labeled in compliance with the provisions of the Act.

### **ARTICLE XXXVI - 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, now known as the State Ethics Commission;

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, now known as the State Ethics Commission, 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 judgment 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.

### **ARTICLE XXXVII – USE TAX COLLECTION**

The Contractor or subcontractor and each of their affiliates shall collect and remit to the Director of Division of Taxation in the Department of the Treasury the use tax due on all their sales of tangible personal property delivered into New Jersey.

### **ARTICLE XXXVIII - SET-OFF FOR STATE TAX**

The Contractor is advised that pursuant to N.J.S.A. 54:49-19, 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.

### **ARTICLE XXXIX - DEBARMENT**

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a contracting agency must obtain written certification from the contracting person or entity through the form included with this contract, attesting to their non-debarment from contracting with federal government agencies.

The Contractor may be debarred, suspended, or disqualified from this Contract if the Contractor commits any of the acts listed in N.J.A.C. 7:1D-2.2.

### **ARTICLE XL – DISPUTES**

Contractor shall carry on the work and maintain the progress schedule during all disputes or disagreements with the Authority. No work shall be delayed or postponed pending resolution of any disputes or disagreements, except as Contractor and Authority may otherwise agree in writing or except as pursuant to Article IX entitled ‘Delays’.

Unless otherwise provided in the Contract, all claims, disputes and other matters in question between the Authority and the Contractor arising out of, or relating to, this Contract or the breach of it will proceed as follows:

- A) The Contractor must submit all requests for extra time and compensation, claims, and disputes to the Executive Director of the Authority within a reasonable timeframe pursuant to Article XXIV entitled 'Changes and Extra Work'.
- B) The Contractor shall initially submit any questions, concerns, disputes, claims and requests to the Project Engineer or Chief Engineer of the Authority.
- C) Failing informal resolution through the Project Engineer and Chief Engineer, the Contractor shall submit the matter to the Executive Director for informal administrative proceedings.
- D) The conduct of any informal resolution or administrative proceeding shall not stay the operation of the statute of limitation for claims contained in the Contractual Liability Act N.J.S.A. 59:13-5.
- E) In the event that any claim or dispute arises during the performance of the Contract, the Contractor shall, unless otherwise ordered by the Authority, continue to perform the Contract and any Change Orders pending final resolution of the claim or dispute.

Decisions on disagreement shall proceed as follows:

The Chief Engineer will be the initial interpreter of the requirements of the Contract Documents and judge the acceptability of the Work thereunder. Claims and disputes between the Contractor and the Authority relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work shall be referred initially to the Chief Engineer in writing with a request for a formal decision in accordance with this paragraph, which the Executive Director will render in writing within a reasonable time. Written notice of each such claim or dispute shall be delivered by the claimant to the Chief Engineer within a reasonable time of the occurrence of the event giving rise thereto and written supporting data will be submitted to the Chief Engineer within further reasonable time of such occurrence unless the Chief Engineer allows additional time to ascertain more accurate data. In their capacity as interpreter and judge, the Chief Engineer and Executive Director will not show partiality and will exercise good faith when acting in such capacity.

#### **ARTICLE XLI – BUY AMERICAN**

The Contractor is advised that pursuant to N.J.S.A. 52:32-1, if manufactured or farm products will be provided under this contract, they shall be manufactured or produced in the United States whenever available, and the Contractor shall be required to so certify.

#### **ARTICLE XLII - 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 Contractor 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 both parties have signed the Contract.

**ARTICLE XLIII - ENTIRE CONTRACT**

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

It is the intent of the Technical Specifications and Drawings to describe a complete Project (or part thereof) to be constructed in accordance with the Contract Documents. Any work that may reasonably be inferred from the Technical Specifications or Drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for, at no additional cost to the Authority.

**IN WITNESS WHEREOF**, the Authority and the Contractor have caused this contract to be executed by their duly authorized officers or representatives as of the day and year first written above.

**NEW JERSEY WATER SUPPLY AUTHORITY**

By: \_\_\_\_\_  
Marc Brooks  
Executive Director

**XXX**

By: \_\_\_\_\_  
Name Typed: \_\_\_\_\_  
Title: \_\_\_\_\_

Reviewed and Approved As to Form:

**Matthew J. Platkin**  
**Acting Attorney General for the State of New Jersey**

By: \_\_\_\_\_  
Kathrine Hunt  
Deputy Attorney General

**SECTION IV – GENERAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS**  
(Under separate cover)

11.02.2022 Multi Sluiceway Replacement Project Specifications FINAL  
08.19.2022 Appendix A lock photos\_FINAL  
08.25.2022 Appendix B Multi Sluiceway Replacement Drawings RFS FINAL

## **SECTION V – BID FORMAT AND CONTENT REQUIREMENTS**

Each Bidder is to follow the instructions contained in this section for submission of its bid. 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 a bid envelope with the bid number clearly identifying the bid), bound firmly together along one edge by staple or binder, in the order presented herein:

- A. Bid Form
- B. Bid Security
- C. Bidders Affidavit Form
- D. Non-Collusion Affidavit Form
- E. Acknowledgement of Receipt of Changes to Bid Documents Form
- F. Affirmative Action Form(s)
- G. Bidder's Qualifications Form
- H. Subcontractors Utilization Plan Form
- I. Business Certification Form
- J. Public Works Contractor Certification Form
- K. Federal Non-Debarment Certification Form
- L. Two Year Chapter 51/Executive Order 117 Vendor Certification & Political Contribution Disclosure Form
- M. State of NJ Information 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 Form
  - 5. MacBride Principles Certification Form
  - 6. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
  - 7. Lowest Bidder Prevailing Wage Certification (if applicable)



**BID SECURITY**

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809  
Number: **WSA B230003**

All bids submitted shall be accompanied by a bid security amounting to not less than ten (10%) percent of the total bid price, or \$20,000 whichever is less. Such security shall be in the form of a certified check or bid bond, payable or firmly bound to the New Jersey Water Supply Authority. Any bond submitted shall be written by a surety company licensed in the State of New Jersey and listed in Department Circular 570, 2009 Revision, of the U. S. Department of the Treasury, incorporated herein by reference. All bid bonds signed by an agent must be accompanied by a certified copy of the agent's authority to act.

**BIDDERS AFFIDAVIT FORM**

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

Number: WSA- B230003

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.: \_\_\_\_\_

\_\_\_\_\_ )  
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:  
\_\_\_\_\_

(SEAL)

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

**NON-COLLUSION AFFIDAVIT FORM**

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

Number: **WSA- B230003**

STATE OF NEW JERSEY)  
COUNTY OF \_\_\_\_\_ ) ss.:

I, \_\_\_\_\_, live at \_\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_.

I am of full age and being duly sworn according to law on my oath depose and say:

1. I am \_\_\_\_\_ (title) of the \_\_\_\_\_ (Firm), who has made the proposal for the construction of the above named Project.
2. I executed the Proposal with full authority to do so.
3. The fee proposal is genuine, submitted in good faith and not a sham.
4. Neither the Firm nor any of its employees or agents have, 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. I further certify that neither the Firm, nor any of its employees or agents, have directly or indirectly with any other firms or person colluded to put in a sham fee proposal or refrain from submitting a Proposal, and have not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the fee of the Firm or of any other firms to secure any advantage.
5. All statements contained in this Proposal and Affidavit are true and correct and were made with full knowledge that the New Jersey Water Supply Authority relies upon the truth of the statements contained in the Proposal and the truth of the statements contained in this Affidavit, in awarding the Contract for the Project. I am aware that I am personally subject to the penalties of perjury, as is the Firm, if statements made herein are untrue.
6. I further warrant that no person or selling agent has been employed or retained to solicit or secure this Contract under an agreement or understanding for a commission, percentage, brokerage or contingent fee. If the Firm engages bona fide employees or a bona fide established commercial or selling agency to perform any similar related acts, the names are set forth as follows:

\_\_\_\_\_  
(see N.J.S.A. 52:34-15)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print name of Affiant)  
(Title)

\_\_\_\_\_  
(Company)

(SEAL)

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

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM**

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

Number: WSA- B230003

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: \_\_\_\_\_

The undersigned hereby acknowledges that there were no addenda issued.

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

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

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

\_\_\_\_\_

**AFFIRMATIVE ACTION CERTIFICATION**

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809  
Number: **WSA B230003**

- A. This contract is subject to and all bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27; Affirmative Action Regulations.
  
- B. For any violations of this law in addition to all other penalties allowable by law, the violator shall be subject to a fine up to \$1,000.00 for each violation for each day during which the violation continues, as delineated in N.J.A.C. 17:27-10.6, with said fine to be collected in a summary manner pursuant to the “Penalty Enforcement Law of 1999” (N.J.S.A. 2A:58-10 et seq.) (P.L. 1975, C127, Para. 5b) (N.J.A.C. 17:27).
  
- C. **ALL CONTRACTORS**
  - 1. All contractors shall complete and submit the Initial Project Workforce Report Form AA-201, upon notification of award. Proper completion and submission of this report shall constitute evidence of the contractor’s compliance with the regulations.
  - 2. Failure to submit the form may result in the contract being terminated.
  - 3. The contractor also agrees to submit a copy of the Monthly Project Workforce Report Form AA-202, once a month thereafter for the duration of the contract to the Division of Contract Compliance and to the Public Agency Compliance Officer.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and agrees to furnish the required documentation pursuant to the Law.

COMPANY: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

NOTE: A contractor’s bid must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

\_\_\_\_\_

**BIDDERS QUALIFICATIONS FORM**

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

Number: WSA- B230003

The Bidder shall submit a list of three (3) business entities where services of like or similar nature have been performed within the past five years. The list shall include the name, address (where services were performed), name of person most familiar with the work and their telephone number, and a description of the work performed. Include a statement of the largest amount of construction work which the bidder has done in any one year (state the year).

1)

2)

3)

## **SUBCONTRACTOR UTILIZATION PLAN**

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809  
Number: **WSA B230003**

## **INSTRUCTIONS AND INFORMATION**

Any Vendor {Bidder} intending to subcontract must complete the Subcontractor Utilization Plan Form, listing all proposed subcontractors on the Form. Vendors {Contractors} seeking to add, remove, or make changes to approved subcontractors must also use this Form. Pursuant to N.J.S.A. 52:32-44, all subcontractors must have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services and a copy of the registration certificate should be attached to the Form. Where the Bid Solicitation includes Small Business Subcontracting Set-Aside provisions, these Instructions provide guidance on how Vendors {Bidders/Contractors} that intend to subcontract can meet set-aside obligations.

### **Procedures for Small Business Subcontracting Set-Aside Contracts**

If the Bid Solicitation indicates there is a Small Business Subcontracting Set-Aside requirement for this contract and the Vendor {Bidder} intends to utilize any subcontractors during the course of the contract(s) to be awarded as a result of this Bid Solicitation, the Vendor {Bidder} shall make a good faith effort to meet the set-aside subcontracting targets of awarding a total of twenty-five percent (25%) of the value of the contract to New Jersey- based, Division of Revenue - Small Business Enterprise Unit registered small businesses. N.J.A.C. 17:13-4.1; Executive Order 71 (McGreevey). the Vendor {Bidder} shall make a good faith effort to meet the set-aside subcontracting targets of awarding a total of three percent (3%) of the value of the contract to New Jersey-based, Division of Revenue - registered Disabled Veteran-Owned businesses. N.J.A.C. 17:14-1.1; Executive Order 71 (Murphy).

### **Definitions**

“Small Business”, as defined by N.J.A.C. 17:13-2.1, means a business that:

1. is independently owned and operated;
2. is incorporated or registered in and has its principal place of business located in the State of New Jersey;
3. has 100 or fewer full-time employees; and
4. for a good or services contracts, has gross revenues falling in one of the following three categories:
  - a. 0 to \$500,000 (Category I);
  - b. \$500,001 to \$5,000,000 (Category II);
  - c. \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III);
5. for State construction contracts, has gross revenues falling in one of the following three categories:
  - a. 0 to \$3,000,000 (Category IV);
  - b. gross revenues that do not exceed 50 percent of the applicable annual revenue standards established at 13 CFR 121.201 (Category V);
  - c. gross revenues that do not exceed the applicable annual revenue standards established at CFR 121.201, (Category VI).

“*Division of Revenue - Small Business Enterprise Unit Registered Small Business*” means a small business that meets the New Jersey requirements and definitions of “small business” and has applied for and been approved by the Division of Revenue - Small Business Enterprise Unit as a small business. DPP Rev. 6.14.18

Page 1 of 2



Suggested Procedure to Demonstrate a Good Faith Effort on Small-Business Subcontracting Set-Aside Contracts

If the Bid Solicitation contains small-business subcontracting set-aside goals and a Vendor {Bidder} intends to subcontract, the following actions should be taken to achieve the set-aside subcontracting goal requirements:

1. Attempt to locate eligible small businesses in Categories I, II, III, IV, V and/or VI as appropriate to the Bid Solicitation;
2. Request a listing of small businesses by Category from the Division of Revenue and Enterprise Services;
3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts;
4. Provide all potential subcontractors with detailed information regarding the specifications;
5. Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price Quotes;
6. Obtain, in writing, the consent of any proposed subcontractor to use its name in response to the Bid Solicitation; and,
7. Maintain adequate records documenting efforts to achieve the set-aside subcontracting goals.

A Quote should also contain the following items with the Plan, as applicable:

1. A copy of the Division of Revenue - Small Business Enterprise Unit Registered Small Business proof of registration as a small business for any business proposed as a subcontractor; and,
2. Documentation of the Vendor's {Bidder's} good faith effort to meet the targets of the set-aside subcontracting requirements. The document(s) should contain sufficient detail to permit the Bid Review Unit of the Division of Purchase and Property to effectively assess the Vendor's {Bidder's} efforts to comply if the Vendor {Bidder} has failed to attain the statutory goals.

If awarded the contract, the Vendor {Bidder} shall notify each subcontractor listed in the Plan, in writing.

**NOTE THAT A VENDOR'S {BIDDER'S} FAILURE TO SATISFY THE SMALL-BUSINESS SUBCONTRACTING TARGETS OR PROVIDE SUFFICIENT DOCUMENTATION OF ITS GOOD FAITH EFFORTS TO MEET THE TARGETS WITH THE QUOTE OR WITHIN TEN (10) DAYS UPON REQUEST SHALL PRECLUDE AWARD OF A CONTRACT TO THE VENDOR {BIDDER}.**

A Vendor {Bidder} seeking eligible Small Businesses should contact:

New Jersey Division of Revenue and Enterprise Services- Small Business Enterprise Unit  
33 West State Street - Fifth Floor  
PO Box 026  
Trenton, NJ 08625-0026  
Telephone: (609) 292-2146  
Fax: (609) 984-6679

Each Vendor {Bidder} awarded a contract for a procurement which contains the set-aside subcontracting goal requirement shall fully cooperate in any studies or surveys which may be conducted by the State to determine the extent of the Vendor's {Bidder's} compliance with N.J.A.C. 17:13-1.1 et seq.



### SUBCONTRACTOR UTILIZATION FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

**BID SOLICITATION # AND TITLE:** \_\_\_\_\_  
**VENDOR NAME:** \_\_\_\_\_

List All Businesses To Be Used As Subcontractors. Attach Additional Sheets If Necessary.  
If the Bid Solicitation has subcontracting set-aside goals, and the Vendor has not achieved the goals,  
Vendor must attach information documenting its good faith effort to achieve the goals.

SUBCONTRACTOR'S NAME:	_____
ADDRESS:	_____
PHONE NUMBER:	_____ FEIN: _____
EMAIL:	_____
ESTIMATED VALUE OF WORK TO BE SUBCONTRACTED:	_____
DESCRIPTION OF WORK TO BE SUBCONTRACTED:	_____
IS THE SUBCONTRACTOR IS A SMALL BUSINESS?	_____ ▼
IF YES, SMALL BUSINESS CATEGORY:	_____ ▼
IS THE SUBCONTRACTOR IS A DISABLED VETERAN-OWNED BUSINESS?	_____ ▼

SUBCONTRACTOR'S NAME:	_____
ADDRESS:	_____
PHONE NUMBER:	_____ FEIN: _____
EMAIL:	_____
ESTIMATED VALUE OF WORK TO BE SUBCONTRACTED:	_____
DESCRIPTION OF WORK TO BE SUBCONTRACTED:	_____
IS THE SUBCONTRACTOR IS A SMALL BUSINESS?	_____ ▼
IF YES, SMALL BUSINESS CATEGORY:	_____ ▼
IS THE SUBCONTRACTOR IS A DISABLED VETERAN-OWNED BUSINESS?	_____ ▼

SUBCONTRACTOR'S NAME:	_____
ADDRESS:	_____
PHONE NUMBER:	_____ FEIN: _____
EMAIL:	_____
ESTIMATED VALUE OF WORK TO BE SUBCONTRACTED:	_____
DESCRIPTION OF WORK TO BE SUBCONTRACTED:	_____
IS THE SUBCONTRACTOR IS A SMALL BUSINESS?	_____ ▼
IF YES, SMALL BUSINESS CATEGORY:	_____ ▼
IS THE SUBCONTRACTOR IS A DISABLED VETERAN-OWNED BUSINESS?	_____ ▼

**BUSINESS REGISTRATION CERTIFICATION**

New Jersey Water Supply Authority                      Number: WSA- B230003  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809

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 at the time of the bid; 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.

- AN ACTIVE/VALID STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE IS ATTACHED.
- I WILL SUBMIT FORM “NJ-REG” PER THE INSTRUCTIONS ON THIS WEBSITE TO OBTAIN A BUSINESS REGISTRATION CERTIFICATE PRIOR TO CONTRACT AWARD:  
<http://www.nj.gov/treasury/revenue/busregcert.shtml>.

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

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

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

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

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

**PUBLIC WORKS CONTRACTOR CERTIFICATION**

New Jersey Water Supply Authority  
P.O. Box 5196, 1851 Route 31  
Clinton, New Jersey 08809  
Number: **WSA B230003**

The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractor(s) who engage in any contract for public works as defined by N.J.S.A. 34:11-56.26 be registered with the New Jersey Department of Labor and Workforce Development before submitting a bid. **Contractors and any named subcontractors are required to provide proof of registration(s) with their bid.** Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.

No contract shall be entered into by the New Jersey Water Supply Authority unless the contractor first provides proof of contractor registration(s).

A subcontractor under any contract with the New Jersey Water Supply Authority shall provide proof of contractor registration with the Department of Labor and Workforce Development 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 contractor registration.

**CERTIFICATION OF NON-DEBARMENT FOR FEDERAL GOVERNMENT CONTRACTS**

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

Number: **WSA B230003**

**This certification is required pursuant to N.J.S.A. 52:32-44.1 (P.L. 2019, c.406) and shall be completed, certified to, and submitted to the New Jersey Water Supply Authority with the bid, except for emergency contracts where submission is required prior to payment .**

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Address of Individual or Organization	
DUNS Code (if applicable)	
CAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

- Sole Proprietorship (skip Parts III and IV)   
  Non-Profit Corporation (skip Parts III and IV)  
 For-Profit Corporation (any type)   
  Limited Liability Company (LLC)   
  Partnership  
 Limited Partnership   
  Limited Liability Partnership (LLP)  
 Other (be specific): \_\_\_\_\_

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>New Jersey Water Supply Authority</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>New Jersey Water Supply Authority</b> to notify the <b>New Jersey Water Supply Authority</b> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <b>New Jersey Water Supply Authority</b> , permitting the <b>New Jersey Water Supply Authority</b> to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

<b>PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization</b>	
<b>Section A (Check the Box that applies)</b>	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
<b>Name of Individual or Organization</b>	
<b>Home Address (for Individual) or Business Address</b>	
<b>OR</b>	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
<b>Section B (Skip if no Business entity is listed in Section A above)</b>	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization’s parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization’s parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization’s parent entity, as the case may be.
<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>	
<b>Home Address (for Individual) or Business Address</b>	
<b>OR</b>	
<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.

<b>Section C – Part III Certification</b>			
I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the <b>Organization listed above in Part III</b> or, if applicable, owns greater than 50 percent of a parent entity of the <b>Organization listed above in Part III</b> . I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>New Jersey Water Supply Authority</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the <b>New Jersey Water Supply Authority</b> to notify <b>New Jersey Water Supply Authority</b> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <b>New Jersey Water Supply Authority</b> , permitting the <b>New Jersey Water Supply Authority</b> to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

<b>Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities</b>	
<b>Section A</b>	
<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent of voting stock, or of the partnership(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent interest therein, or of the limited liability company or companies in which the <b>Organization listed above in Part I</b> owns more than 50 percent interest therein, as the case may be.
<b>Name of Business Entity</b>	<b>Business Address</b>
**Add additional sheets if necessary**	
<b>OR</b>	
<input type="checkbox"/>	The <b>Organization listed above in Part I</b> does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.
<b>Section B (skip if no business entities are listed in Section A of Part IV)</b>	
<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).



Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Business Address	
**Add additional Sheets if necessary**			
<b>OR</b>			
<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.		
<b>Section C – Part IV Certification</b>			
<p>I hereby certify that the <b>Organization listed above in Part IV</b> does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>New Jersey Water Supply Authority</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the <b>New Jersey Water Supply Authority</b> to notify the <b>New Jersey Water Supply Authority</b> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <b>New Jersey Water Supply Authority</b>, permitting the <b>New Jersey Water Supply Authority</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

## INFORMATION AND INSTRUCTIONS

### For Completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” Chapter 51 Form

#### Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

#### Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.**

**State Agency Instructions:** Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bsol/>) to check the status of a vendor’s Chapter 51 certification before contacting the Review Unit’s mailbox at [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov). If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the vendor is not registered in NJSTART, then the State Agency should send an e-mail to [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov) to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

#### Instructions for Completing the Form

### Part 1: BUSINESS ENTITY INFORMATION

**Business Name** – Enter the full legal name of the vendor, including trade name if applicable.

**Address, City, State, Zip and Phone Number** -- Enter the vendor's street address, city, state, zip code and telephone number.

**Vendor Email** – Enter the vendor’s primary email address.

**Vendor FEIN** – Please enter the vendor’s Federal Employment Identification Number.

**Business Type** - Check the appropriate box that represents the vendor's type of business formation.

**Listing of officers, shareholders, partners or members** - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

## **Part 2: DISCLOSURE OF CONTRIBUTIONS**

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

**Name of Recipient** - Enter the full legal name of the recipient.

**Address of Recipient** - Enter the recipient's street address.

**Date of Contribution** - Indicate the date the contribution was given.

**Amount of Contribution** - Enter the dollar amount of the contribution.

**Type of Contribution** - Select the type of contribution from the examples given.

**Contributor's Name** - Enter the full name of the contributor.

**Relationship of the Contributor to the Vendor** - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

**NOTE:** To enter additional contributions, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

## **Part 3: CERTIFICATION**

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity.

**(No additional Certification and Disclosure forms are required if BOX A is checked.)**

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

**Read the five statements of certification prior to signing.**

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

### **State Agency Procedure for Submitting Form(s)**

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: [cd134@treas.nj.gov](mailto:cd134@treas.nj.gov) or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

### **Business Entity Procedure for Submitting Form(s)**

The business entity should return this form to the contracting State Agency. The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

### **Questions & Information**

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/ eo134questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/ treasury/purchase/execorder134.shtml>.

**NEW JERSEY WATER SUPPLY AUTHORITY**  
Two-Year Chapter 51/Executive Order 117 Vendor Certification  
and Disclosure of Political Contributions

**FOR STATE USE ONLY**

Solicitation, RFP, or Contract No. \_\_\_\_\_ Award Amount \_\_\_\_\_

Description of Services \_\_\_\_\_

State Agency Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_

Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting recertification**

**Part 1: Business Entity Information**

Full Legal Business Name \_\_\_\_\_

(Including trade name if applicable)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Email \_\_\_\_\_ Vendor FEIN (SS# if sole proprietor/natural person) \_\_\_\_\_

**Check off the business type and list below the required information for the type of business selected.  
MUST BE COMPLETED IN FULL**

- Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write "sole officer" after the officer's name.)
- Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS
- Partnership: LIST ALL PARTNERS with any equity interest
- Limited Liability Company: LIST ALL MEMBERS with any equity interest
- Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A will not be accepted as a valid response. Where applicable, indicate "None."

**All Officers of a Corporation or PC**

**10% and greater shareholders of a corporation or all shareholders of a PC**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All Equity partners of a Partnership**

**All Equity members of a LLC**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

**Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.**

1. **Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n)

2. **Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Candidate Committee for or Election Fund of any Gubernatorial or Lieutenant Gubernatorial candidate State Political Party Committee  
County Political Party Committee

3. **Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:**

Municipal Political Party Committee Legislative Leadership Committee

Full Legal Name of Recipient \_\_\_\_\_

Address of Recipient \_\_\_\_\_

Date of Contribution \_\_\_\_\_ Amount of Contribution \_\_\_\_\_

Type of Contribution (i.e. currency, check, loan, in-kind) \_\_\_\_\_

Contributor Name \_\_\_\_\_

Relationship of Contributor to the Vendor \_\_\_\_\_

**If this form is not being completed electronically, please attach additional contributions on separate page.**

**Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.**

**Part 3: Certification** (Check one box only)

- (A)  I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B)  I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C)  I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D)  I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

- I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.**
- All reportable contributions made by or attributable to the business entity have been listed above.**

- 3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:**
- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
    - (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
    - (ii) Any State, County or Municipal political party committee; OR (iii) Any Legislative Leadership committee.
  - b) During the term of office of the current Governor or Lieutenant Governor to:
    - (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
    - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
  - c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
    - (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
    - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

**4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:**

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

**5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.**

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Date \_\_\_\_\_

**Procedure for Submitting Form(s)**

**The contracting State Agency should submit this form to the Chapter 51 Review Unit** when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

**The business entity should return this form to the contracting State Agency.** The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

**Forms should be submitted either electronically to: [cd134@treas.nj.gov](mailto:cd134@treas.nj.gov), or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.**