NEW JERSEY WATER SUPPLY AUTHORITY

CLINTON, NEW JERSEY

WSA – B27003

INVITATION FOR BIDS

for

ROOF REPLACEMENTS AT THE
ROUND VALLEY RESERVOIR FORCEMAIN SURGE TANK AND
WHITEHOUSE RELEASE STRUCTURES

READINGTON TOWNSHIP & CLINTON TOWNSHIP
HUNTERDON COUNTY

NEW JERSEY

OCTOBER 2026

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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 Roof Replacements at the Round Valley Reservoir Forcemain Surge Tank and Whitehouse Release Structures, Clinton and Readington Townships, Hunterdon County, New Jersey. 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). 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.

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.

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.

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 is considered to be 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, plans, 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:

Stephen Gates, P.E., Chief Engineer
New Jersey Water Supply Authority
PO Box 5196
Clinton, NJ 08809
Email: sgates@njwsa.org

In order to receive adequate consideration, questions should be received no later than fourteen (14) business days prior to the bid response date. 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 later than seven (7) business days prior to the bid response date. ALL ADDENDA WILL BE POSTED TO THE AUTHORITY WEBSITE (https://www.njwsa.org/procurement). 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 site meeting. Site visits are available upon request, by appointment only. To schedule an appointment, please email Tim Thiessen at tthiessen@njwsa.org. The email request should include a list of all attendees and at least three potential dates/times. Note that unescorted visits are not possible, as the facilities are located in secure areas. An appointment request is not granted until confirmed by the Authority.

Photographs of exterior areas only are permissible during site visits. Only areas that are readily visible to the public may be photographed (i.e. features visible from roadways, open space, or via Google Maps imagery).

Only basic “tour” type questions should be asked and may be answered by Authority staff during the site visit. Questions pertaining to the scope of work and/or intent of the bid documents must be submitted in writing as per the instructions given in the IFB. Any verbal discussion held during site visits will in no way be binding upon the Authority.

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 on the date and at the time specified on the Bid Form via Microsoft Teams meeting. Access information for the Teams meeting is stated on the Bid Advertisement, available on the Authority’s website at https://www.njwsa.org/procurement. Bidders may attend the opening at the office of the Authority, 1851 Route 31, Clinton, New Jersey 08809 at the designated time and date if they choose.

Examination of bids by interested persons shall be permitted after all the bids are opened and read. However, bids shall not be copied, in whole or in part, and no bid shall be allowed to leave the room. In-person examination of bids from a virtual opening is permitted with an appointment after the bid opening.

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law.

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, at its discretion, 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) 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) 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, 2026 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, 2026 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 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 bid documents;
- 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 requirements or 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 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

Refer to the bid documents.

V. New Jersey Business Registration 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.

W. Nondiscrimination/Affirmative Action

Bidders shall agree to the N.J.S.A. 10:2-1, as supplemented by N.J.S.A. 10:5-31et 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.

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.

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 thereunto, are made a part of this Agreement, as set forth in Section III.

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) 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, 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**.**

If the Bidder intends to utilize subcontractor(s), the Subcontractor Utilization Plan (Section V) 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.

When awarded a contract with subcontractor, the vendor is responsible for entering and maintaining current payment and contract data for subcontractors at the direction of the New Jersey Office of Diversity and Inclusion within the Department of the Treasury.

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.

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.

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 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.

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.

AL. Bid Balancing

The Bidder shall reflect in the bid price for each Item the cost the Bidder anticipates incurring for the performance of that Item, together with a proportional share of the Bidder's anticipated profit, overhead, and costs to perform work for which no Item is provided. The Authority reserves the right to reject imbalanced bids.

SECTION III - CONTRACT INFORMATION

The Bidder to whom the award is made will be required to execute a contract such as the one attached as Exhibit A 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 Technical Specifications and Drawings, 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, 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.

The sample contract is attached as Exhibit A.

SECTION IV – TECHNICAL SPECIFICATIONS, DRAWINGS

The Specifications are attached as Exhibits B1, B2, B3 & B4.

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 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 Certification

G. Bidder's Qualifications Form

H. Subcontractors Utilization Plan Form

I. Business Registration Certification

J. Public Works Contractor Certification

K. Ownership Disclosure Form

L. Disclosure of Investigations and Other Actions Involving the Vendor Form

BID SECURITY

New Jersey Water Supply Authority
P.O. Box 5196, 1851 Route 31
Clinton, New Jersey 08809
Number: **WSA B27003**

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, 2025 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 B27003**

State of _____)
) SS.:_____
County of_____)

_____ (Name of person signing) being duly sworn, deposes and says that he/she is the _____ (Title) of the _____ (Name of Bidder) who signed 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___.

_____
Notary Public
My Commission expires:
_____

(SEAL)

NON-COLLUSION AFFIDAVIT FORM

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

Number: **WSA B27003**

STATE OF)

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)

Subscribed and Sworn to before me this _____ day of _____, 20___.

_____

(SEAL)

Notary Public

My Commission expires:

_____

ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM

New Jersey Water Supply Authority Number: **WSA B27003**
P.O. Box 5196, 1851 Route 31
Clinton, New Jersey 08809

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

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

Bidder/Contractor:

_____

_____

_____

Telephone:_____

Email:_____

☐ The undersigned hereby acknowledges receipt of the following addendum/addenda:

No. _____ Dated: _____

No. _____ Dated: _____

(list any additional addenda on back of this page)

OR

☐ 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 B27003**

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. No firm may be issued a contract unless they comply with the 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. A copy of the filed AA-201 must be provided to the Authority prior to the contract being executed. This form is available at https://www.nj.gov/treasury/contract_compliance/.

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 Authority's Public Agency Compliance Officer. This form is available at https://www.nj.gov/treasury/contract_compliance/.

The undersigned contractor certifies that they are 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 agree to furnish the required documentation pursuant to the Law.

SIGNATURE: _____

TITLE: _____

COMPANY: _____

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 B27003**

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 B27003**

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.

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?

An optional, fillable version of this form is available online at:
https://nj.gov/treasury/purchase/forms/SubcontractorUtilizationPlan.pdf

DPP Rev. 12.13.2021

BUSINESS REGISTRATION CERTIFICATION

New Jersey Water Supply Authority Number: **WSA B27003**
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; 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.

□ A CURRENT STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE IS ENCLOSED.

□ FORM NJ-REG AND FEE WILL BE SUMBITTED AS DIRECTED ON THE FORM http://www.nj.gov/treasury/revenue/busregcert.shtml. I UNDERSTAND THAT A CURRENT STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICIATE FOR THE CONTRACTOR AND EACH SUBCONTRACTOR MUST BE PROVIDED TO THE AUTHORITY PRIOR TO CONTRACT AWARD.

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 B27003**

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 requested to provide proof of registration(s) with their bid by providing their certificate number(s). Any questions regarding the requirements or 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.

Public Works Contractor Registration Certificate Number: _____
(Prime Contractor)

Public Works Contractor Registration Certificate Number: _____
Subcontractor Name:

Public Works Contractor Registration Certificate Number: _____
Subcontractor Name:

Public Works Contractor Registration Certificate Number: _____
Subcontractor Name:

OWNERSHIP DISCLOSURE 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

VENDOR NAME:

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.
Please answer all questions and complete the information requested.

		YES	NO
1.	The vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary.	☐	☐
2.	The vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary. A Sole Proprietor is a person who owns an unincorporated business by himself or her-self. A limited liability company with a single member is not a Sole Proprietor.	☐	☐
3.	The vendor is a **corporation, partnership, or limited liability company** with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; and therefore, disclosure is necessary.	☐	☐

If you answered **YES** to Question 3, you must disclose the information requested in the space below:*
(a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
(b) all individual partners in the partnership who own a 10% or greater interest therein; or,
(c) all members in the limited liability company who own a 10% or greater interest therein.

NAME		NAME	
ADDRESS		ADDRESS	
ADDRESS		ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP
NAME		NAME	
ADDRESS		ADDRESS	
ADDRESS		ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP

		YES	NO
4.	For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?	☐	☐

If you answered **YES** to Question 4, you must disclose the information requested in the space below:*
(a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
(b) all individual partners in the partnership who own a 10% or greater interest therein; or,
(c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.

NAME		NAME	
ADDRESS		ADDRESS	
ADDRESS		ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP
NAME		NAME	
ADDRESS		ADDRESS	
ADDRESS		ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.*

** Attach additional sheets if necessary*

DPP Rev. 9.21.2022

An optional, fillable version of this form is available online at:
https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf

DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING THE VENDOR 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:

PART 1
PLEASE LIST ALL OFFICERS/DIRECTORS OF THE VENDOR BELOW.

NAME		NAME	
TITLE		TITLE	
ADDRESS		ADDRESS	
ADDRESS		ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP

NAME		NAME	
TITLE		TITLE	
ADDRESS		ADDRESS	
ADDRESS		ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP

Attach Additional Sheets If Necessary.

PART 2
PLEASE REFER TO THE PERSONS LISTED ABOVE AND/OR THE PERSONS AND/OR ENTITIES LISTED ON THE OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THESE QUESTIONS.

1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), or by any other state or the U.S. Government?
2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies?
3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved?
4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government?
5. Has any person or entity listed on this form or its attachments been involved as an adverse party to a public sector client in any civil litigation or administrative proceeding in the past five (5) years?

IF ANY OF THE ANSWERS TO QUESTIONS 1-5 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 3.
IF ALL OF THE ANSWERS TO QUESTIONS 1-5 ARE "NO", NO FURTHER ACTION IS NEEDED; PLEASE SIGN AND DATE THE FORM.

PART 3
DESCRIPTION OF THE INVESTIGATION OR LITIGATION, ETC.

If you answered "YES" to any of questions 1 - 5 above, you must provide a detailed description of any investigation or litigation, including, but not limited to, administrative complaints or other administrative proceedings involving public sector clients during the past five (5) years. The description must include the nature and status of the investigation, and for any litigation, the caption and a brief description of the action, the date of inception, current status, and if applicable, the disposition.

PERSON OR ENTITY NAME			
CONTACT NAME		PHONE NUMBER	
CASE CAPTION			
INCEPTION OF THE INVESTIGATION		CURRENT STATUS	
SUMMARY OF INVESTIGATION			

Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

DPP Rev. 12.13.2021

An optional, fillable version of this form is available online at:
https://nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf