NEW JERSEY WATER SUPPLY AUTHORITY

CLINTON, NEW JERSEY

WSA-Q27016

REQUEST FOR QUOTATIONS

for

PROFESSIONAL SURVEYING AND ENVIRONMENTAL CONSULTING SERVICES REQUIRED FOR REPAIRS TO THE HISTORIC TEN-MILE TIMBER WASTE GATE AT STATION 2599+47 OF THE DELAWARE & RARITAN CANAL FRANKLIN TOWNSHIP, SOMERSET COUNTY

NEW JERSEY

OCTOBER 2026

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SECTION I – QUOTATION INFORMATION

A. Issuing Office

This Request for Quotations (RFQ) is issued by the New Jersey Water Supply Authority Procurement Office, which is the sole point of contact for the purpose of this solicitation. The terms "vendor", "contractor" and "bidder" may be used interchangeably throughout this document. Likewise, the terms "bid" and "quotation" may be used interchangeably.

B. Quotation Preparation

The Bidder shall follow the instructions contained in Section IV of this document in preparing and submitting its bid.

There is no mandatory pre-bid meeting. The project site is located on Block 515, Lot 4, in Franklin Township, Somerset County, within the Delaware & Raritan Canal State Park. Prospective bidders may visit the site at their discretion, if deemed helpful or prudent in developing accurate quotes. The site is located along the State Park's multi-use trail, which is open to the public daily from sunrise to sunset at no charge. The Ten-Mile Timber Waste Gate structure is about a 0.16-mile walk down the trail from the parking area at Ten-Mile Lock. **Note that this is not a public parking area; if prospective Consultants intend to park here for purposes of a site visit, they must notify Tim Thiessen (tthiessen@njwsa.org) and Michael Seller (msellar@njwsa.org) via email, at least two (2) days in advance.**

C. Revisions to the Request for Quotations

In the event it becomes necessary to revise any part of this RFQ prior to receipt of the quotations, it will be done by issuance of an addendum no less than seven (7) business days, in advance of the date required for submission of the quotations. 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 quotation documents and part of any contract resulting from this bid.

D. Bidders Proposal

In order to be considered for selection, the Contractor must submit a complete response to this RFQ in accordance with the format in Section IV. **Partial quotations will not be accepted.** The complete quotation package should be returned sealed in an envelope with the Bid Number and Title on the exterior. Quotations will be opened and recorded at the office of the Authority, 1851 Route 31, Clinton, New Jersey 08809 on the date specified on the Quotation Form, and the results will be posted on the Authority's Procurement webpage shortly thereafter (https://www.njwsa.org).

E. Non-Collusion Certification

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

F. Obligations of the Vendor

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.

G. Interpretations and Addenda

All questions about the meaning or intent of the Request for Quotations shall be submitted in writing to Steve Gates, PE, Chief Engineer at sgates@njwsa.org. 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 Quotations. Any question(s), which in the opinion of the Authority requires interpretations or clarifications, will be answered by addenda in accordance with, paragraph C above. The Authority will not be responsible for oral interpretations or clarifications that anyone presumes to make on their behalf.

H. Protests Against Award

Any objection to the decision of the Authority must be submitted in writing to the Contracts Manager within five (5) business days after the due date for receipt of quotations. Any objection filed must set forth specific grounds for challenging the award.

I. 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 II.

J. 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 II.

K. 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 II.

L. Americans with Disabilities Act

Bidders are advised that the Vendor 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 II.

M. 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 IV) hereof.

N. 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 Vendor 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 Vendor receives one (1) or more contracts valued at $50,000 or more. It is the Vendor'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/.

O. 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 Vendor 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 Vendor proposes to utilize a subcontractor(s), the Vendor 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 II thereof**.**

If the Bidder intends to utilize subcontractor(s), the Subcontractor Utilization Plan **(**Section IV, Paragraph F) 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.

P. Tax Exemption

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.

Q. 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.

R. Insurance

The Authority requires the prime Vendor to comply with insurance requirements as set forth in Section II.

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

S. Safety Requirements

The New Jersey Water Supply Authority has determined that the worksite conditions of this project constitute a potential for serious injury if appropriate safety measures are not followed by all personnel involved. When working on the project, the successful Vendor will be responsible and required to comply with all regulations promulgated by OSHA and any other federal, state, or local health and safety agencies having jurisdiction.

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

T. Security Requirements

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.

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

U. The Worker and Community Right to Know

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

V. Standards Prohibiting Conflicts of Interest

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

SECTION II – PROFESSIONAL SERVICES CONTRACT

The Vendor to whom the award is made will be required to execute a Professional Services Contract (hereafter "Agreement"), which will include the following conditions. The successful Vendor will also be required to furnish the necessary Insurance within ten (10) days after the "Agreement" is presented for signature.

The sample Agreement is attached as Exhibit A.

SECTION III – SCOPE/TECHNICAL SPECIFICATIONS

The Scope/Technical Specifications are attached as Exhibit B.

SECTION IV – QUOTATION FORMAT AND CONTENT REQUIREMENTS

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

The completed quotation package containing all of the following should be returned to the issuing office in a sealed envelope with the quote number clearly identifying the quote on the outside, bound firmly together along one edge by staple or binder, in the order presented herein. A pdf copy of the full submission should also be included.

A. Quotation Form

B. Bidders Affidavit Form

C. Non-Collusion Affidavit Form

D. Acknowledgement of Receipt of Changes to Bid Documents Form

E. Affirmative Action Certification

F. Subcontractors Utilization Plan Form

G. Business Registration Certification

H. Ownership Disclosure Form

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

J. Source Disclosure Form

K. Statement of Qualifications, Project Understanding, and Proposed Schedule (see Exhibit B for more information as to required content).

BIDDERS AFFIDAVIT FORM
New Jersey Water Supply Authority Number: **WSA Q27016**
P.O. Box 5196, 1851 Route 31
Clinton, New Jersey 08809

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 Number: **WSA Q27016**
P.O. Box 5196, 1851 Route 31
Clinton, New Jersey 08809

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___.

_____
Notary Public

(SEAL)

My Commission expires:

ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM

New Jersey Water Supply Authority Number: **WSA Q27016**
P.O. Box 5196, 1851 Route 31
Clinton, New Jersey 08809

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

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

Bidder/Contractor:

_____

_____

_____

Telephone:_____

FAX:_____

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

No. _____ Dated: _____

No. _____ Dated: _____

(any additional addenda may be acknowledged on the reverse of this form)

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 Q27016**

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. CHECK THE APPLICABLE BOX BELOW. Your quote will be accepted even if you are not in compliance at this time.

☐ A FEDERAL CERTIFICATE OF APPROVAL IS ENCLOSED

OR

☐ A STATE OF NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE OF APPROVAL (CEIR) IS ENCLOSED

OR

☐ AN AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA-302) WILL BE SUBMITTED TO THE PROPER OFFICES AS INDICATED ON SAID FORM PRIOR TO CONTRACT EXECUTION
http://www.state.nj.us/treasury/contract_compliance/forms.shtml

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

Firm Name: _____

Signature: _____

Title: _____

Date: _____

SUBCONTRACTOR UTILIZATION PLAN

New Jersey Water Supply Authority
P.O. Box 5196, 1851 Route 31
Clinton, New Jersey 08809
Number: **WSA Q27016**

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?

DPP Rev. 12.13.2021

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

BUSINESS REGISTRATION CERTIFICATION

New Jersey Water Supply Authority Number: **WSA Q27016**
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: _____

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

SOURCE 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

BID SOLICITATION # AND TITLE:

VENDOR NAME:

The Vendor/Bidder submits this Form in response to a Bid Solicitation issued by the State of New Jersey, Department of the Treasury, Division of Purchase and Property, in accordance with the requirements of N.J.S.A. 52:34-13.2.

PART 1

☐ All services will be performed by the Contractor and Subcontractors in the United States. Skip Part 2.

☐ Services will be performed by the Contractor and/or Subcontractors outside of the United States. **Complete Part 2.**

PART 2

Where services will be performed outside of the United States, please list every country where services will be performed by the Contractor and all Subcontractors. If any of the services cannot be performed within the United States, the Contractor shall state, with specificity, the reasons why the services cannot be performed in the United States. The Director of the Division of Purchase and Property will review this justification and if deemed sufficient, the Director may seek the Treasurer's approval.

Name of Contractor / Sub-contractor	Performance Location by Country	Description of Service(s) to be Performed Outside of the United States *	Reason Why the Service(s) Cannot be Performed in the United States *

Attach additional sheets if necessary to describe which service(s), if any, will be performed outside of the U.S. and the reason(s) why the service(s) cannot be performed in the U.S.

Any changes to the information set forth in this Form during the term of any Contract awarded under the referenced Bid Solicitation or extension thereof shall be immediately reported by the Contractor to the Director of the Division of Purchase and Property. If during the term of the Contract, the Contractor shifts the location of services outside the United States, without a prior written determination by the Director, the Contractor shall be deemed in breach of Contract, and the Contract will be subject to termination for cause pursuant to the State of New Jersey Standard Terms and Conditions.

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://www.nj.gov/treasury/purchase/forms/SourceDisclosureCertification.pdf