

# BIDDER'S CHECKLIST

**BID# 0074-22**

(Owner's checkmarks)

Items submitted with bid  
(Bidder's INITIALS)

- |          |                                                                                                                                                                         |       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| ↓        | <b>A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH<br/>BID IS <u>MANDATORY</u> CAUSE FOR REJECTION</b>                                                                     | ↓     |
| <u>X</u> | Bid Proposal (Original)                                                                                                                                                 | _____ |
| <u>X</u> | Bid Guarantee (bid bond or guaranteed funds-certified/cashier's check)                                                                                                  | _____ |
| <u>X</u> | Surety Certificate (Consent of Surety)                                                                                                                                  | _____ |
| <u>X</u> | List of Designated Sub-Contractors                                                                                                                                      | _____ |
| <u>X</u> | Acknowledgement of Receipt of Addenda or Revisions (if any)                                                                                                             | _____ |
| <u>X</u> | Statement of Ownership                                                                                                                                                  | _____ |
| <u>X</u> | Non-Collusion Affidavit                                                                                                                                                 | _____ |
|          | <br><b>B. ITEMS PREFERRED WITH THE BID, BUT <u>MANDATORY</u><br/>PRIOR TO AWARD OF CONTRACT</b>                                                                         |       |
| <u>X</u> | Copy of Public Works Contractor Registration Act Certificate for the bidder and the designated subcontractors, effective on the date of bid, prior to award of contract | _____ |
| <u>X</u> | Copy of New Jersey Business Registration Certificate for the bidder and any designated subcontractors - prior to award of contract                                      | _____ |
| <u>X</u> | EEO/Affirmative Action Compliance Notice Checklist                                                                                                                      | _____ |
| <u>X</u> | References / List of previous and/or active relevant work                                                                                                               | _____ |
| <u>X</u> | Contractor's Questionnaire Form                                                                                                                                         | _____ |
| <u>X</u> | Iran Disclosure Form                                                                                                                                                    | _____ |

**THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:**

PRINT OFFICIAL COMPANY NAME: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

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

DATE: \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS**



## MODEL CONSENT OF SURETY

*The Consent of Surety that is to be submitted with the Bid must be prepared, signed and issued by the Bidder's bonding company or other authorized surety. Two sample wordings for the required Consent of Surety which are acceptable to the Owner appear below.*

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It is understood and agreed that (*insert name of surety*) will become surety on the bond of (*insert name of Bidder*), the principal, for the Contract for the (*insert title of Bid*) if the principal is the successful Bidder. If the Contract is awarded to the principal (*insert name of surety*) will issue a Performance Bond and a Labor and Material Payment Bond, each of which shall be for 100% of the amount of the awarded Contract, or a combined Performance and Labor Material Payment Bond in the amount of 200% of the awarded Contract Sum, and will issue a Maintenance Bond for 100% of the Final Contract amount, as amended during construction, upon substantial completion of the Work, all as more fully specified by the Bidding Documents.

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It is understood and agreed that (*insert name of surety*) will become surety on the bond of (*insert name of Bidder*), the principal, for the Contract for the (*insert title of Bid*) if the principal is the successful Bidder. If the Contract is awarded to the principal (*insert name of surety*) will issue all bonds that are required by the Bidding Documents.

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**NOTE:** A Surety Disclosure Statement and Certification may be required. See paragraph 16 of the Supplementary Instructions to Bidders.

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**ELECTRICAL WORK**

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(Designated Contractors's Legal Name)

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(Legal Address)

Federal Tax ID # or Social Security # \_\_\_\_\_ License Number \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

**SUB-BID for Electrical Work** \$ \_\_\_\_\_  
LUMP SUM

**PLUMBING, GAS FITTING AND ALL KINDRED WORK**

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(Designated Contractors's Legal Name)

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(Legal Address)

Federal Tax ID # or Social Security # \_\_\_\_\_ License Number \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

**SUB-BID for Plumbing and Gas Fitting** \$ \_\_\_\_\_  
LUMP SUM

**MONMOUTH COUNTY PARK SYSTEM**  
**805 NEWMAN SPRINGS ROAD**  
**LINCROFT, NJ 07738**  
**(732) 842-4000**

**ACKNOWLEDGMENT OF ADDENDA/CLARIFICATION**

BIDDER acknowledges receipt of the following listed Addenda or Clarification that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda or Clarification. (BIDDER must type or print acknowledged Addenda or Clarification numbers and dates --- No need to return if no Addenda or Clarifications were Received.

Addenda or Clarification # \_\_\_\_\_ Date Received: \_\_\_\_\_

Addenda or Clarification # \_\_\_\_\_ Date Received: \_\_\_\_\_

Addenda or Clarification # \_\_\_\_\_ Date Received: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

PS/Bid#: \_\_\_\_\_

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

Name (Please Print): \_\_\_\_\_

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

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

# CAUTION

## REGARDING STATEMENT OF OWNERSHIP

The enclosed Statement of Ownership form must be properly completed. If it is not properly completed, your bid must be rejected, as required by N.J.S.A. 40A:11-23.2. **Mistakes cannot be cured after bids are received.**

For example, if your firm, bidder “A”, is entirely owned by corporation “B”, you must disclose the names and addresses of the owners of 10% or more of corporation “B”. Furthermore, if corporation “C” owns 10% or more of corporation “B”, you must disclose the names and addresses of the owners of 10% or more of corporation “C”, and so on, until the names and addresses of all persons, i.e., human beings, in this “10%” chain of ownership have been disclosed.

The same procedure applies if any 10% or more owner is a partnership, limited liability company, estate or any other type of legal entity, as opposed to a corporation.

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# STATEMENT OF OWNERSHIP

(N.J.S.A. 52:25-24.2)

The CONTRACTOR is (check one):

- |                                                        |                                                   |                                              |                                                        |
|--------------------------------------------------------|---------------------------------------------------|----------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Partnership                   | <input type="checkbox"/> Corporation              | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Partnership      |                                              |                                                        |
| <input type="checkbox"/> Subchapter S Corporation      | <input type="checkbox"/> Other, Please List _____ |                                              |                                                        |

I certify that:

- No individual person or entity owns a 10% or greater interest in the Contractor.

**OR**

The list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the Contractor. However if a parent entity holding 10% or more is a publicly traded entity, then the Contractor in complying with N.J.S.A. 52:25-24.2 may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

- Check here if additional sheets are attached.

**NOTE:** If an entity owns a 10% or greater interest in the Contractor, list all owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each individual person who owns a 10% or greater interest in each listed entity has been disclosed.

**Publicly Traded Parent Company Disclosure:**

Provide the Website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent:

\_\_\_\_\_ The requested information is available on the following page number(s) of the SEC, or foreign equivalent, filing:

CONTRACTOR \_\_\_\_\_

SIGNED BY: X \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Corporate seal if a corporation)



**NON-COLLUSION AFFIDAVIT**

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

STATE OF \_\_\_\_\_ )

ss:

COUNTY OF \_\_\_\_\_ )

Re: Furnish, Deliver, and Installation of Multi Heat Pump Air Conditioning System  
and 2 Heat Pump Air Handlers with 5KW Electric Heaters for Historical Services  
Building #541, Holmdel, NJ ( Bid #0074-22)

I, \_\_\_\_\_ (name)  
of full age, being duly sworn according to law, on my oath depose and say:

I am the \_\_\_\_\_ (title)

of \_\_\_\_\_ (name of bidder), the bidder for the above named project, and that I executed the said bid with full authority so to do; that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in the bid and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the bid and in the statements contained in this affidavit in awarding a contract for the project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by my firm for the purpose of securing business.

**Signed: X** \_\_\_\_\_

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

\_\_\_\_\_  
**Notary Public of**

**My commission expires \_\_\_\_\_, 20\_\_.**

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# NOTICE

## **THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT (P.L.1999, s.238, as amended by P.L.2003,c.91)**

**Revision to Existing Law effective August 17, 2003:**

### **34:11-56.51 Registration required for contractors, subcontractors.**

No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963,c.150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act.

### **34:11.56.55 Submission of all subcontractor registration certificates by contractor.**

Each contractor shall, after the bid is made and prior to the awarding of the contract, submit to the public entity the certificates of registration for all subcontractors listed in the bid proposal. Applications for registration shall not be accepted as a substitute for a certificate of registration for the purposes of this section.

L.1999,c.238,s.8; amended 2003,c.91., s4.

**Registration now pertains to ALL ‘PUBLIC WORKS’ not just buildings with public access.**

## **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS GOODS, SERVICES, AND CONSTRUCTION\* CONTRACTS**

Proof of valid business registration (a Business Registration Certificate) with the New Jersey Department of Treasury, Division of Revenue must be submitted to the contracting agency prior to the award of any contract, including purchase orders. No contract will be awarded without proof of such business registration. N.J.S.A. 52:32-44 imposes the following requirements on contractors and on all subcontractors that knowingly enter into a contract, or construct a construction project, with a contractor in the fulfillment of a contract with a contracting agency. \*In the case of a construction contract, "subcontractor" shall mean only designated subcontractors who are required by N.J.S.A. 40A:11-16 to be named in the submission of a bid.

A subcontractor named in a bid or other proposal made by a contractor to a contracting agency shall provide a copy of its business registration to the contractor who shall provide it to the contracting agency. The contractor shall provide the contracting agency with the business registration of the contractor and that of any named subcontractors prior to the time a contract is awarded.

The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. Before final payment of the contract is made by the contracting agency, the contractor shall submit a complete and accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.


For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all taxable sales of tangible personal property delivered into this state.

A business organization that fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency


Sample Business Registration Certificates are attached for convenience. Questions on obtaining a Business Registration Certificate or on the law and its requirements can be directed to the Division of Revenue at (609) 292-9292.

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**THESE ARE SAMPLES OF THE ONLY ACCEPTABLE  
N.J. BUSINESS REGISTRATION CERTIFICATES:**

	<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>
Taxpayer Name:	
Trade Name:	
Address:	
Certificate Number:	
Effective Date:	
Date of Issuance:	
For Office Use Only:	

**OR**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 222 TRENTON, N. J. 08646-0222</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
 Acting Director New Jersey Division of Revenue		
<small>FORM-BRC(05-01) This Certificate is NOT assignable or transferrable. It must be conspicuously displayed at above address.</small>		



**QUESTIONNAIRE**

This questionnaire must be filled out and submitted with and as part of the Bid for **FURNISH, DELIVER, AND INSTALLATION OF MULTI HEAT PUMP AIR CONDITIONING SYSTEM AND 2 HEAT PUMP AIR HANDLERS WITH 5KW ELECTRIC HEATERS FOR HISTORICAL SERVICES BUILDING #541, HOLMDEL, NJ (BID #0074-22)** for the Monmouth County Park System. **Failure to complete this form or to truthfully provide any of the information required herein shall result in rejection of the Proposal/Bid.**

Answers should be typewritten or printed neatly in black or blue ink. Answers must be legible. Any answer that is illegible or unreadable will be considered incomplete. If additional space is required, the Proposer/Bidder shall add additional sheets and identify clearly the question being answered.

1. How many years has the Proposer/Bidder been in business as a contractor under your present name?

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2. List any other names under which the Proposer/Bidder, its partners, members, owners or officers have conducted business in the past five years.

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3. Has the Proposer/Bidder failed to perform any contract awarded to it by the Board of Recreation Commissioners in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.

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4. Has any officer, member, owner or partner of the Proposer's/Bidder's business, under its current or any past name, ever failed to perform any contract that was awarded by the Board of Recreation Commissioners in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.

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5. Has the Proposer/Bidder ever failed to make required payments pursuant to a government contract in the last five (5) years? If so, explain.

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6. In the past three (3) years has the Proposer/Bidder, under its current or any past name, or any officer, member, owner, or partner of the Proposer/Bidder, ever failed to successfully perform the terms of a contract issued by a public entity? If yes, explain. A complete explanation is required.

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8. Has the Proposer/Bidder, under its current or any past name, or any officer, owner, member or partner of the Proposer/Bidder, been involved in a lawsuit over a contract with a public entity or payment to a governmental unit in the last three (3) years? If yes, explain. A complete explanation is required.

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10. Has the Proposer/Bidder, or any officer, member, owner, or partner of the Proposer/Bidder, under its current or any past name, ever filed for bankruptcy in the last seven (7) years? If yes, a complete explanation is required.

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11. Is the Proposer/Bidder, or any of its owners, members, officers, or directors, involved in any Federal, State or other Governmental investigations concerning criminal or quasi-criminal violations? (if none, so state; if so, explain):

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12. Has the Proposer/Bidder or any of its owners, members, officers or directors ever committed any violations of a Federal or State criminal or quasi-criminal statute? (if none, so state; if so, explain):

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Signed: \_\_\_\_\_

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

Printed: \_\_\_\_\_

Company Name: \_\_\_\_\_

**CONTRACTORS QUALIFICATION AND REFERENCES**

*The Bidder must supply a minimum of three references. References must be from jobs similar to this project.*

**References:**

1. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

2. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

3. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

4. Name of Project: \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Year Installed: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

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County of Monmouth, State of New Jersey  
Division of Purchasing  
**DISCLOSURE OF ENERGY SECTOR INVESTMENT ACTIVITIES IN IRAN**  
**New Jersey Public Law 2012, Chapter 25**

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**Solicitation Number: 0074-22 Bidder / Respondent:** \_\_\_\_\_

**Project Description:** Furnish, Deliver, and Installation of Multi Heat Pump Air Conditioning System and 2 Heat Pump Air Handlers with 5KW Electric Heaters for Historical Services Building #541, Holmdel, NJ

**PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:**

A.  I certify that neither the Bidder / Respondent nor any of the Bidder's / Respondent's parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the "Chapter 25 List" created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

OR

B.  The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

**PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:**

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: \_\_\_\_\_

Relationship to Bidder / Respondent: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder / Respondent Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Check here if additional pages are attached and state number of attached pages: \_\_\_\_\_ (Number of pages attached.)

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**CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2:** I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

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

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