



TOMS RIVER MUNICIPAL UTILITIES AUTHORITY

340 West Water Street • Toms River, New Jersey 08753-6533

Telephone (732) 240-3500 • Fax (732) 244-4691 • www.tomsrivermua.org

Juan Carlos Bellu, Chairman
Carmen J. Memoli, CPA, Vice Chairman
Deborah L. Clement, Commissioner

Joseph G. Bilotta, Commissioner
Charles S. Valvano, Commissioner
Tariq M. Siddiqui, Alternate Commissioner
Stephen C. Acropolis, Executive Director

REQUEST FOR PROPOSALS
PROPOSAL INFORMATION
AND
SPECIFICATIONS

Janitorial Services

DUE DATE AND TIME

December 6, 2016

10:00 a.m.

Toms River Municipal Utilities Authority
Main Conference Room
340 West Water Street
Toms River, NJ 08753

Toms River Municipal Utilities Authority

Request for Proposals

Notice is hereby given that Richard F. MacDonald, QPA of the Toms River Municipal Utilities Authority, County of Ocean and State of New Jersey, will on Tuesday, December 6, 2016 at 10:00 a.m. at the Toms River Municipal Utilities Authority, 340 West Water Street, Toms River, NJ receive proposals for the following:

Janitorial Services

Specifications are available in the Office of the QPA, 340 West Water Street, Toms River, New Jersey 08753 and may be picked up during normal business hours, Monday through Friday, 9:00 a.m. to 4:00 p.m. Additionally, proposals may also be downloaded from the TRMUA website www.tomsrivermua.org. Any additional information may be obtained from the Office of the Administrative Secretary, Georgia Benyola by calling 732-240-3500, x 114.

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

Bidders are required to comply with:

1. Affirmative Action Regulations requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27;
2. P.L. 2004, c. 57 which amends and supplements the business registration provisions of N.J.S.A. 52:32-44.

By Order of
Stephen C. Acropolis, Executive Director



Toms River Municipal Utilities Authority Janitorial Services Request For Proposals



REQUEST FOR PROPOSALS

Janitorial Services Toms River Municipal Utilities Authority

The purpose of this RFP is to solicit proposals to provide Janitorial Services and to award to a responsive/responsible vendor, whose proposal, conforming to this specification, is most advantageous to the Authority, price and other factors considered. This proposal covers the requirements for Janitorial Services at the office of the Toms River Municipal Utilities Authority, 340 West Water Street, Toms River, NJ 08753.

It is strongly recommended that potential bidders schedule a site-visit to familiarize themselves with the layout of the building and services required. No special consideration shall be given after the proposals are opened because of the bidder's failure to be knowledgeable of all existing conditions.

The office of the IT Director and the server room are off limits and therefore not included in this contract. Also excluded are the vehicle maintenance and storage garage areas.

The contract shall be for a minimum of one (1) year and will include provisions for a second year at the discretion of the Authority. Contract award is subject to availability of funds.

Bidders are required to comply with the requirements of P.L. 2004, c.57 and P.L. 2009 c.315 with regards to Business Registration Certificate. Bidder must have in their possession a Business Registration Certificate prior to submission of their proposal. A copy of your organization's Business Registration Certificate should be submitted with your proposal or prior to award.

Proposals shall be evaluated and reviewed by the Authority. The proposals shall be judged on the following criteria:

- a. Qualified supervision/adequate man hours
- b. Past experience in commercial cleaning
- c. Bidders past performance on similar jobs
- d. Price



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I. Qualification of Bidders:

Bidders shall be of known reputation and shall have sufficient qualified personnel and equipment to perform adequately the prescribed services as per specifications. Bidders shall submit evidence of qualifications to meet all requirements as required by the Authority.

As evidence of bidder's qualifications, bidders shall submit the "Contractors Data Sheet" with their proposal:

1. The number of years the firm has been performing cleaning services.
2. The number of personnel available to work this contract.
3. The number of personnel assigned to this location.
4. Names of supervisors to be assigned to work this contract. Include the number of years the individual has worked for the bidder.
5. Location where bidders equipment may be inspected.
6. Name and phone number of management personnel for problems and or emergencies.
7. Number of calendar days to gear up for job.
8. Name of insurance company and submission of Certificate of Insurance.
9. A list of institutions, industries and commercial buildings **now under contract** with the bidding firm. Include the length of time each contract has been in force and the contract information of the person the Authority may contact for reference.

II. Contractor Personnel:

All personnel must be U.S. Citizen or Alien Registration Receipt Card or Green Card Holder. Proof of documentation must be in the possession of the individual prior to the submission of the proposal and must be submitted upon request.

All contractors' personnel assigned to the Authority, including substituted personnel, will be required to have a background check performed by the Toms River Municipal Utilities Authority.

All contractors' personnel shall be physically able to do their assigned work and shall be free from any communicable disease.

All contractors' personnel shall be capable employees thoroughly trained and qualified in the work assigned to them.

The contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets. The use of telephone or office equipment (computers, calculators, etc.) is prohibited.



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The Authority may request the contractor to transfer or remove any crew employees who are found to be incompetent, prone to excessive tardiness, absenteeism or theft.

Bringing unauthorized personnel, including family, friends, acquaintances, etc. onto the work site is reason for immediate dismissal of contract. Children are never allowed on premises.

III. Scope of Work:

Contractors shall provide cleaning services as listed below. Normally work shall begin after the close of business or regular working days with exception 4th Tuesday of each month and Election Day. For the purpose of this contract close of business is 4:30 pm.

Bidders shall be responsible for deactivating any alarm systems upon arrival and reactivating the systems when all cleaning is done and they leave the premises. All lights are to be turned off once an area is cleaned.

A. Successful contractor shall be required to perform the following services two (2x) times per week:

1. Sweep and dust mop office, break room, and bathroom floors including but not limited to the following:
 - 1.1 all linoleum, tile, rubber and plastic tile floors.
2. Dust all tables, cabinets, telephones, partitions, ledges, window sills with chemically treated dust cloths.
3. Clean both break rooms this includes:
 - 3.1 Wipe counters with a disinfectant
 - 3.2 Wipe out kitchen sink with a disinfectant
4. Clean rest rooms this includes (in addition to floors noted in 1. of this section):
 - 4.1 Dispensary sinks, floors, urinals, toilet bowls, seats and compartment walls and showers shall be cleaned with a disinfectant.
 - 4.2 Polish mirrors and hardware.
 - 4.3 Clean tiled walls with a disinfectant.
5. Refill all dispensers including but not limited to the following:
Soap, paper towel, and toilet paper (materials supplied by the TRMUA)
6. Empty all wastebaskets, trash receptacles and recycling baskets. Wastebaskets, trash receptacles and recycling receptacles shall be damp wiped or washed after emptying as needed. Recycling is mandatory. Recycling material and garbage are to be placed in designated bins, located outside the building.

Note: Regular garbage must never be commingled with recycling items.



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B. Other required services (as needed with minimum frequencies)

1. All carpeted areas shall be vacuumed, as needed, **but at least once a week**.
2. Upholstered or cloth covered chairs, couches and other furniture shall be vacuumed, as needed, **but at least once a week**
3. Wash heavily used main foyer, engineering room, employee lounges, including locker room and showers and west hallway, as needed, but at **least once a week**.
4. Remove all fingerprints, mark and smudges from partitions, doors, entrances, glass walls and woodwork. Wash all glass in the interior of the building. These services should be done, as needed, but **at least once a month**.
5. Vacuum all heating, ventilating and air-conditioning grills, as needed, **but at least quarterly**.

C. General Requirements:

1. Contractor shall submit a cleaning schedule for approval prior to the start of work.
2. Expendable paper products, paper towels and toilet tissue shall be furnished by the Authority.
3. All cleaning supplies, cleaning materials and cleaning equipment shall be the responsibility of the contractor. Contractor will not be authorized to use any Authority equipment. Contractor may store equipment and supplies in an area designated by the Authority. Should contractor decide to store cleaning supplies, SDS sheets will be required.
4. Services performed under this contract shall be subject to inspection and approval by the Building Foreman. The following section outlines the minimum acceptable standards and the TRMUA reserves the right to amend or change standards as needed.
5. Contractor shall complete all TRMUA Janitorial Service Checklists (see Appendix A, B, C, and D)

D. TRMUA Standards for Janitorial Services

Floor Maintenance:

1. General – For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables, window sills or file cabinets. Upon completion of work, all furniture and equipment must be returned to its original position. Baseboard, walls, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations.



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Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions. All tools and equipment shall be maintained in clean conditions at all times and neatly stored in the assigned storage areas.

2. Sweeping and damp mopping – After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks, no dirt shall be left in corners, under furniture or behind doors. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash or foreign matter under desks, tables or chairs.
3. Wet mopping and scrubbing – The floor shall be properly prepared, thoroughly swept to remove visible dirt and debris; removal of tar and similar substances from the floor surface is required. Upon completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc., properly rinsed, and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners and cracks clean after the wet mopping or scrubbing. When scrubbing is designated, it shall be performed by machine or by hand with a brush.
4. Carpets- After each thorough vacuuming, all rugs shall be clean, free from dust balls, dirt and other debris.
5. Toilets- Special attention shall be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout. TRMUA Standard Operating Procedure is documented on the reverse of the restroom checklist (Appendix B).
6. Damp Wiping-This task consists of using a clean cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent.
7. Dusting-Dust shall not be moved from spot to spot, but removed directly from areas in which it lies by the most effective means, appropriately treated dust cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. Upon completion of dusting there shall be no dust streaks and all Corners, crevices, moldings and ledges shall be free of dust.
8. Bright Metal Polishing-Bright metal polishing may be performed by damp-wiping and drying with a suitable cloth if a polished appearance is attained. The TRMUA reserves the right in determining if the appropriate appearance was attained and may require the use of a metal polish.
9. Window Washing and Glass Cleaning (interior of Building only)- After each operation, all glass shall be clean and free of dirt, grime, streaks, excessive moisture and shall not be cloudy. Glassware moved during the operation shall be returned to its original position.

Window sashes, sills, woodwork about interior glass and other surrounding shall be thoroughly wiped free of dripping and other water marks.



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10. Porcelain Ware Cleaning-Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright, there shall be no rust spots, stains, rust, green mold, encrustation, or excess moisture.
11. Spot Cleaning-Following this cleaning operation, smudges, marks, or spots shall have been removed from the designated areas without causing unsightly discoloration.



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IV. Proposal

By submitting a proposal, the contractor covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligations and that he will not make any claim from, or have any right to cancellation or relief without penalty of the contract because of any misunderstanding or lack of information. Bidder agrees to all terms and conditions of this bid specification.

Company Name

Address

City	State	Zip Code

Contact Person

Email

Telephone	Fax

Cost of Service Weekly	Annual Total (52 weeks)

Cost to Strip/ Wax tile Floors	Annual Total (2 times/ year)

Total Contract Cost

Signature	Date

CONTRACTOR DATA SHEET

1. The number of years your firm has been performing cleaning services: _____.

2. How many personnel will be available to work on this contract: _____.

3. The number of personnel assigned to each location: _____.

4. Name of the supervisor to be assigned to work on this contract: _____.

Years employed by your firm: _____.

5. Locations where bidders equipment may be inspected:

Address: _____.

Address: _____.

6. Name and phone numbers of management personnel to be contacted if problems or emergencies occur:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

7. Number of calendar days to gear up for job: _____.

8. Name of Insurance Company: _____.

9. List present establishments currently under contract with your firm. Include length of time each contract has been in force and a name and phone number the Toms River MUA may contact for reference:

<u>CLIENT / ADRESS</u>	<u>CONTACT NAME/PHONE #</u>	<u>LENGTH OF CONTRACT</u>
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TRMUA Janitorial Checklist



Bathroom Room Checklist		Mens		Womens	
1 <u>Toilets</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Bowl Interior brushed clean				
	Bowl Exterior wiped clean with disinfectant				
	Hardware wiped clean w/ disinfectant				
		Mens		Womens	
2 <u>Urinals</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Bowl Interior brushed clean				
	Bowl Exterior wiped clean with disinfectant				
	Hardware wiped clean w/ disinfectant				
		Mens		Womens	
3 <u>Sinks</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Interior of sink wiped with disinfectant				
	Exterior of sink wiped with disinfectant				
	Hardware wiped clean with disinfectant				
		Mens		Womens	
4 <u>Floors</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Swept clean				
	Mopped with germicidal solution				
		Mens		Womens	
5 <u>Walls</u> (includes partition walls if present)		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Wiped down with with germicidal solution				
		Mens		Womens	
6 <u>Mirrors</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Wiped with glass cleaner				
	Metalic surfaces wiped clean cleaned				
		Mens		Womens	
7 <u>Trash and Recycling</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Empty trash and recycling bags				
		Mens		Womens	
8 <u>Supplies</u>		<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	Replenish supplies including soap, toilet paper and paper towels				

* Check boxes when task is complete

<u>Locker Room Checklist</u>			
1	<u>Toilets</u>	Mens	Womens
	Bowl Interior brushed clean		
	Bowl Exterior wiped clean with disinfectant		
	Hardware wiped clean w/ disinfectant		
2	<u>Urinals</u>	Mens	Womens
	Bowl Interior brushed clean		
	Bowl Exterior wiped clean with disinfectant		
	Hardware wiped clean w/ disinfectant		
3	<u>Sinks</u>	Mens	Womens
	Interior of sink wiped with disinfectant		
	Exterior of sink wiped with disinfectant		
	Hardware wiped clean with disinfectant		
4	<u>Floors</u>	Mens	Womens
	Swept clean		
	Mopped with germicidal solution		
5	<u>Walls</u> (includes partition walls if present)	Mens	Womens
	Wiped down with with germicidal solution		
6	<u>Mirrors</u>	Mens	Womens
	Wiped with glass cleaner		
	Metalic surfaces wiped clean cleaned		
7	<u>Shower</u>	Mens	Womens
	Shower wiped with germicidal solution		
7	<u>Trash</u>	Mens	Womens
	Empty trash bags		
8	<u>Supplies</u>	Mens	Womens
	Replenish supplies including soap, toilet paper and paper towels		

* Check boxes when task is complete



TRMUA Janitorial Checklist



Break Room Checklist		Break Room	
1	<u>Countertops</u>	<u>A</u>	<u>B</u>
	Counter tops wiped clean with disinfectant		
3	<u>Sink</u>	<u>A</u>	<u>B</u>
	Interior of sink wiped with disinfectant		
	Exterior of sink wiped with disinfectant		
	Hardware wiped clean with disinfectant		
4	<u>Floors</u>	<u>A</u>	<u>B</u>
	Swept clean		
	Mopped with germicidal solution		
5	<u>Table and chairs</u>	<u>A</u>	<u>B</u>
	Table and chairs wiped with disinfectant		
6	<u>Recycling and Trash</u>	<u>A</u>	<u>B</u>
	Trash removed and bag replaced		
	Recycling removed and bag replaced		

* Check boxes when task is complete

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

THESE ARE THE ONLY ACCEPTABLE FORMS

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 212 TRENTON, NJ 08646-0212
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	010730	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE TRENTON NJ 08611	07/14/04	
EFFECTIVE DATE:	<i>John S. Tully</i> Act. Director	
01/01/01		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

200-4101-4112823533

ACKNOWLEDGEMENT OF CHANGES

BID CONTRACT NUMBER AND TITLE

Pursuant to N.J.S.A. 40A:11-23(1)(a), the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Addendum Number or Title of Addendum	How Received (mail, fax, picked up)	Date Received

Acknowledgement by bidder:

Write the word "**NONE**" if no addendums have been issued _____

Name of Bidder: _____

By Authorized Representative: _____

Signature: _____ Date: _____

Print or Type Name and Title: _____

IF YOU DO NOT COMPLETE THIS FORM PROPERLY, YOUR ENTIRE BID WILL BE REJECTED

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency and the State of New Jersey, Division of Purchase Property Contract Compliance Audit Unit EEO Monitoring Program (hereinafter the "Division"), after notification of award but prior to execution of a goods and services contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (This approval letter is valid for one year from the date of issuance);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed initial Employee Information Report, Form AA-302 as submitted to the Division with the assigned fee.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours. It is not required to be submitted with the bid documents at the time of the bid opening.

The successful vendor(s) must submit the copies of the AA302 Report to the Division. The Public Agency copy is submitted to the public agency, and the Contractor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

DATE: _____ COMPANY: _____

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) And N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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

Company: _____

Name & Title: _____

Signature: _____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Toms River Municipal Utilities Authority (hereafter the "Authority") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42U.S.C. 5121 01 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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Authority pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Authority in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Authority, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority's grievance procedure, the contractor agrees to abide by any decision of the Authority which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority, or if the Authority incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Company: _____

Name & Title: _____

Signature: _____

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

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

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder 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 percent 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 percent 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 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership Limited Partnership Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): _____

Part II

- I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

- I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below.

(Please attach additional sheets if more space is needed):

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder 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 percent 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 percent 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 percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this ____ day of _____, 20____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
COUNTY OF :

ss:

I, _____ residing in _____
(name of affiant) **(name of municipality)**

In the County of _____ and the State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) **(company submitting bid)**

the bidder making the Proposal for _____
(title of bid)

and that I executed the said Proposal with full authority so to do; that said 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 said Proposal and in this affidavit are true and correct, and made with full knowledge that the Toms River Municipal Utilities Authority relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said 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 _____
(company submitting bid)

Subscribed and sworn to
before me this
_____ day of _____, 20____

Notary Public of

My commission expires _____ 20____

Firm _____

Name _____

Title _____

Signature _____

CONTRACT ADMINISTRATOR AND SUBCONTRACTOR DESIGNATION

Please give the name of the contract administrator (primary contact) who will give personal attention to the work whenever required and that of the project superintendent who oversees and is responsible for the successful completion of the entire project.

CONTRACT ADMINISTRATOR:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax _____

SUPERINTENDENT:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax _____

SUBCONTRACTORS TO BE USED FOR THIS CONTRACT (STATE "NONE" IF NONE)

Business Registration Certificates must be submitted with the Proposal. It is requested that all other certificates for the contractor and all subcontractors be submitted with the proposal in the interest of expediency of the contract.

Subcontractor 1. _____

Address: _____

Contact _____

Phone: _____ Fax _____

Subcontractor 2. _____

Address: _____

Contact _____

Phone: _____ Fax _____

(Copy and attach additional sheets if necessary)

Toms River Municipal Utilities Authority

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

NAME OF CONTRACTOR/BIDDER

PART 1: CERTIFICATION

CONTRACTORS/BIDDERS **MUST COMPLETE** PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is included in this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Township finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the contractor/bidder listed above nor any of the contractor's/bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the contractor/bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet.

Name _____ Relationship to Contractor/Bidder _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Contractor/Bidder Contact Name _____ Contact Phone Number _____

Certification: I being duly sworn upon my oath hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Toms River Municipal Utilities Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Toms River Municipal Utilities Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

FULL NAME (print): _____ SIGNATURE _____

TITLE: _____ DATE _____



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. BOX 039

TRENTON, NEW JERSEY 08625-0039

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Telephone (609) 292-4886 / Facsimile (609) 984-2575

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

FORD M. SCUDDER
Acting State Treasurer

JIGNASA DESAI-MCCLEARY
Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Bank Markazi Iran (Central Bank of Iran)
2.	Bank Mellat
3.	Bank Melli Iran
4.	Bank Tejarat
5.	National Iranian Tanker Company (NITC)
6.	Amona
7.	Bank Saderat PLC
8.	Bank Sepah
9.	Belaz
10.	Belneftkhim (Belarusneft)
11.	China International United Petroleum & Chemicals Co., Ltd. (Unipecc)
12.	China National Offshore Oil Corporation (CNOOC)
13.	China National Petroleum Corporation (CNPC)
14.	China National United Oil Corporation (ChinaOil)
15.	China Petroleum & Chemical Corporation (Sinopec)
16.	China Precision Machinery Import-Export Corp. (CPMIEC)
17.	Grimley Smith Associates

18.	Indian Oil Corporation
19.	Kingdream PLC
20.	Maire Tecnimont SpA
21.	Naftiran Intratrade Company (NICO)
22.	Oil and Natural Gas Corporation (ONGC)
23.	Oil India Limited
24.	Persia International Bank
25.	PetroChina Company, Ltd.
26.	Petroleos de Venezuela (PDVSA Petróleo, SA)
27.	Sameh Afzar Tajak Co. (SATCO)
28.	Shandong FIN CNC Machine Company, Ltd.
29.	Sinohydro
30.	SKS Ventures
31.	Som Petrol AS
32.	Zhuhai Zhenrong Company

List Date: August 4, 2016