

**SECTION 4**

**BID DOCUMENTS**

## **BID FORM CHECKLIST**

### **GENERAL GUIDELINES**

#### **Initial**

- Read Specifications, Instructions to Bidders, Bid Form, and all related documents completely.
- Read Delivery Requirements.

### **Mandatory Bidding Documents as Required by a May 14, 1999 Amendment to P.L. 1971, c.198**

#### **Initial**

- Complete and submit Bid Form.
- Obtain and submit Bid Bond or certified check {P.L. 1971, c.198 (C.40A:11-21)}.
- Obtain and submit a Letter of Surety in proper format {P.L. 1971, c.198 (C.40A:11-22)}.
- Complete and submit Ownership Disclosure {P.L. 1971, c.198 (C.52:25-24.2)}.
- Bidder's acknowledgment of notice or revisions or addenda to the advertisement or bid documents.
- Obtain and submit Business Registration Certificates for the bidder and those subcontractors required to be listed in the Contractor's submission (i.e. named subcontractors) {P.L. 2001, c.134 (C.52:32-44)}.

### **Mandatory Bidding Documents as Requested by the Local Contracting Unit (Failure to submit these documents may be cause for rejection of bid)**

- Complete and submit Debarred List Affidavit.
- Complete and submit Qualifications Statement.
- Obtain and Submit Contractor's Public Works Registration.
- Complete and submit Non-Collusion Affidavit.
- Complete and submit Resolution of Authorization (if bidder is a corporation).

**EACH BIDDER SHALL COMPLETE THIS FORM AND SUBMIT IT WITH THE BID PROPOSAL IN ADDITION TO THOSE DOCUMENTS AND INFORMATIONAL FORMS, CERTIFICATIONS AND OTHER DOCUMENTS THAT ARE LISTED ON THIS FORM. (The required submission of this form is in compliance with the May 14, 1999 Amendment to P.L. 1971, c.198).**

## BID FORM

### Purchase of Chemicals for 2020-2022

Bidder's Name: \_\_\_\_\_

This Bid Is Submitted To: Township of Greenwich, Gloucester County, New Jersey

The undersigned declares that they have carefully read and fully understand this Proposal Form, the Advertisement and Specifications and Instructions to Bidder for the undertaking set forth herein and is familiar with all of the conditions set forth herein and in said accompanying documents, if awarded a contract therefore.

The undersigned proposes to furnish and deliver at the following price(s) F.O.B. Greenwich Township, NJ the item(s) set forth below at the prices set forth below by the Bidder.

**The bidder shall prepare a bid for the chemicals listed.** The Township of Greenwich reserves the right to award bids as the Township deems it will best serve the interest of the Township. Prices are to be shown in both words and figures. In case of discrepancy, written prices will govern. In case of error in extension, unit price shall be considered as the bid.

Vendor represents and warrants that vendor has not secured this contract as a result of any collusion with or payment to any other vendor(s), Township Official(s) or Township Employee(s).

**TOWNSHIP OF GREENWICH  
CHEMICALS FOR 2020-2022**

**Water Department**

<b><u>Chemical Name</u></b>	<b><u>Quantity Required per Year</u></b>	<b><u>Cost Per Unit</u></b>	<b><u>Total for Year</u></b>
Accu Tablet SI (55lb Pails) (Calcium Hypochlorite)	700-55 lb Pails	_____	_____
Caustic Soda 25% (Bulk Delivery)	80,000 Gallons	_____	_____
Potassium Permanganate (55lb Pail)	185-55 lb Pails	_____	_____
Klenphos 300 (Bulk Delivery)	700 Gallons	_____	_____

**Sewer Department**

<b><u>Chemical Name</u></b>	<b><u>Quantity Required per Year</u></b>	<b><u>Cost Per Unit</u></b>	<b><u>Total for Year</u></b>
Sodium Meta Bi Sulfate (50 lb Bags)	686-50 lb Bags	_____	_____
Hydrated Lime (50 lb Bags)	500-50 lb Bags	_____	_____
Sodium Hypochlorite (Bulk Delivery)	6,000 Gallons	_____	_____

**Net Price F.O.B. Greenwich  
Township, NJ**

\_\_\_\_\_

1. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

Bidder has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Addenda Number</u>	<u>Initial</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Bidder hereby agrees to Deliver the chemicals within the timeframe specified in this specification.

3. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to deliver the chemicals on time.

4. The following documents are attached to and made conditions and parts of this Bid.

- Required Bid Bond and Agreement of Surety
- Ownership Disclosure Statement
- State of New Jersey Debarred List Affidavit
- Qualifications Experience Questionnaire
- New Jersey Affidavit of Non-Collusion
- Resolution of Authorization if Bidder is a Corporation
- Public Works Contractor Registration
- NJ Business Registration

5. Communications concerning this Bid shall be addressed to:

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

Phone: \_\_\_\_\_

Submitted on \_\_\_\_\_ 20\_\_ .

**A. If an Individual:**

Witness \_\_\_\_\_

Signature of Individual: \_\_\_\_\_

Trading and doing business as:

\_\_\_\_\_  
Name of Business:

\_\_\_\_\_  
Address of Business:

**B. If a Partnership:**

Name of Partnership:

\_\_\_\_\_

Address of Partnership:

\_\_\_\_\_

Witness: \_\_\_\_\_ Signature of Partnership: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature of Partnership: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature of Partnership: \_\_\_\_\_

**C. If a Corporation:**

Name of Corporation:

\_\_\_\_\_

Address of Principal Office:

\_\_\_\_\_

by: \_\_\_\_\_  
(Secretary or Assistant Secretary)

(Corporate Seal) \_\_\_\_\_ State of Incorporation

President or Vice President:

\_\_\_\_\_

State here the names and addresses of all partners, if a partnership, or of three principal officers, if a corporation.

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

## BID BOND

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_ (*Bidder*)  
hereinafter called the Principal and \_\_\_\_\_ (*Surety*)  
hereinafter called the Surety, are hereby held and firmly bound unto Township of Greenwich,  
Gloucester County, New Jersey hereinafter called the Owner, in the sum of \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_) for the payment of which sum, well and truly to be made, we hereby jointly  
and severally bind ourselves, our heirs, executors, administrators, successors, and assigns. The  
condition of the above obligation is such that, whereas, the Principal has submitted to the Owner  
a certain Bid attached hereto and hereby made a part hereof, to enter into an Agreement in  
writing, for “**Purchase of Chemicals for the Calendar Year 2020**”.

1. If said Bid shall be rejected by the Owner, or in the alternative,
2. If within fourteen (14) calendar days of the Notice of Award to the Contractor shall duly  
execute and deliver a Performance Guaranty, Payment Bond, and Certificate of Insurance  
in the amounts required and in the forms set forth in the Bidding Documents under which  
the Bid was submitted with a Surety or Sureties as required by said Bidding Documents  
and in the event of acceptance of his documents by the Owner shall, within the period  
specified therefore, enter into a written Agreement with the Owner in accordance with the  
Bid as accepted;

Then this obligation shall be void, otherwise the same shall remain in full force and effect  
and the Principal and Surety will pay to the Obligee the full amount of this Bond as  
liquidated damages.

The Surety, for value received, hereby stipulates and agrees that the obligations of said  
Surety and its bond shall be in no way impaired or affected by any extension of the time  
within which the Owner may accept such Bid and said Surety does hereby waive notice of  
any such extension.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument under their several seals this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporation party being hereby affixed and these presents duly signed by its proper officers, pursuant to authority of its governing body.

Submitted on \_\_\_\_\_, 20\_\_\_\_.

**A. If an Individual:**

Witness

Signature of Individual:

\_\_\_\_\_

\_\_\_\_\_

Trading and doing business as:

\_\_\_\_\_

Name of Business:

\_\_\_\_\_

Address of Business:

\_\_\_\_\_

**B. If a Partnership:**

Name of Partnership:

\_\_\_\_\_

Address of Partnership:

\_\_\_\_\_

Witness

Signature of Partnership:

\_\_\_\_\_

\_\_\_\_\_

Witness

Signature of Partnership:

\_\_\_\_\_

\_\_\_\_\_

**C. If a Corporation:**

Name of Corporation:

\_\_\_\_\_

Address of Principal Office:

\_\_\_\_\_

by: \_\_\_\_\_  
(Secretary or Assistant Secretary)

(Corporate Seal) \_\_\_\_\_ State of Incorporation

President or Vice President:

\_\_\_\_\_

Attach appropriate proof, dated as of the same date as the Bond, evidencing authority to execute in behalf of the Corporation. \*

Corporation SURETY:

\_\_\_\_\_

Name of Corporation:

\_\_\_\_\_

Attorney-in-Fact \*\*:

\_\_\_\_\_

Witness:

\_\_\_\_\_

\* IMPORTANT: Surety Companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located

\*\* Attach an appropriate power of attorney, dated as of the same date as the Bond, evidencing the authority of the Attorney-in-Fact to act on behalf of the corporation.

**AGREEMENT OF SURETY**

\_\_\_\_\_, duly qualified to transact business in the State of \_\_\_\_\_ hereby agrees that if \_\_\_\_\_ is the successful bidder for \_\_\_\_\_ it as Surety will provide the bidder with a bond in such form and sum as required in the advertisement or in the specifications, provided however, that this commitment shall expire ninety (90) calendar days from the bid opening.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Surety Company

by: \_\_\_\_\_  
Attorney - in - Fact

Countersigned at \_\_\_\_\_

by: \_\_\_\_\_  
Resident Agent

## OWNERSHIP DISCLOSURE

1. THIS IS TO CERTIFY that the bidder in question is a (corporation) (partnership) or (joint venture).
2. If the answer to #1 above was that the bidding entity is a corporation, all individuals or entities holding at least a 10% ownership interest or more in said corporation, whether by the issuance of stock or otherwise, are the following:

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
-------------	----------------	-----------------------

3. If the answer to #1 above was that the bidding entity is a partnership, give the names, addresses and percentages of interest of those being 10% or more in said partnership.

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
-------------	----------------	-----------------------

4. If the answer to #1 above was that the bidding entity is a joint venture give the names, addresses and percentages of those having a 10% or more equitable or legal interest in said joint venture.

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
-------------	----------------	-----------------------

5. I hold the following office or interests in the bidding entity and am an individual having more than a 10% beneficial or legal interest in the bidding entity.
6. I make this certification individually and on behalf of said entity with full knowledge that the Municipality will rely on this certification in awarding any bids and that any misrepresentations herein shall subject the entity and myself to all penalties provided by Chapter 33 of the public Laws of 1977.

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

Attest: \_\_\_\_\_  
(Notary Public)

**STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT**

STATE NEW JERSEY

SS

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

I, \_\_\_\_\_ of the City/Township of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_ full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_, an officer of the firm of \_\_\_\_\_ the bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said bidder at the time of making of this bid **is not included** on the State of New Jersey, State Treasurer's List of Disbarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Township of Greenwich, as the Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

The undersigned further warrants that should the name of the firm making this bid appear on the State Treasurer's List of Disbarred, Suspended and Disqualified Bidders at anytime prior to, and during the life of this Contract, including Guarantee Period, that the Local Unit shall be immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the bid as Contractor is subject to disbarment, suspension and/or disqualification in contracting with the State of New Jersey, if the Contractor, pursuant to NJAC 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

\_\_\_\_\_  
(Insert Name and Address of Contractor)

\_\_\_\_\_  
(Insert Name and Title of Affiant)

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

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

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_.

## QUALIFICATIONS - QUESTIONNAIRE

The following information shall be completely filled out by the respective bidders and presented with each Proposal.

The undersigned herewith states that he is financially capable of financing the entire project, and herewith refers the Owner to the following parties for information concerning the business and financial standing of the Undersigned, and agrees to the Owners and their officials conferring with the parties names hereafter.

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned herewith declares he has maintained the business represented for \_\_\_\_ years, and he has been actively engaged in supplying equipment of this nature similar to the equipment specified in the contract for \_\_\_\_ years.

The undersigned herewith states he maintains the following permanent establishment for the transaction of business.

\_\_\_\_\_

\_\_\_\_\_

The undersigned herewith submits a list of chemicals supplied by the Undersigned as Contractor within the last five years that is similar in character to that upon which he is bidding under this Contract, as evidence of ability and experience.

<u>Chemical</u>	<u>Location</u>	<u>Contact Person</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(use Riders if necessary)

**NEW JERSEY NON-COLLUSION AFFIDAVIT**

STATE NEW JERSEY )

SS

COUNTY OF )

I, \_\_\_\_\_ of the city of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ the Bidder making the proposal for the above named project, and that I executed the said Bid Form 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 statement contained in said Bid Form and in this affidavit are true and correct, and made with full knowledge that the Owner relies upon the truth of the statements contained in said Bid Form and in the statements contained in the 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 or contingent fee, except bona fide employee or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_ (NJSA 52:34:15)

Signed: \_\_\_\_\_  
(also print or type name of Affiant under signature)

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

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

My Commission Expires \_\_\_\_\_, 20\_\_\_\_.

**RESOLUTION OF AUTHORIZATION IF BIDDER IS A CORPORATION**

RESOLVED that \_\_\_\_\_ be authorized to sign and submit the Bid of this Corporation for **the purchase of chemicals for the calendar year 2020**, Greenwich Township, Gloucester County, New Jersey, and to include in such Bid the certificate as to non-collusion as the act and deed, of such Corporation, and for any inaccuracies or misstatements in such certificate this corporate Bidder shall be liable under the penalties of perjury. If awarded the Contract(s), said individual is also authorized to sign and execute the Agreement as the act and deed of such Corporation.

The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_ at a meeting of the Corporation held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SEAL OF CORPORATION

\_\_\_\_\_  
Secretary

**PUBLIC WORKS CONTRACTOR REGISTRATION**

**ATTACH HERE**

**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BIDDER)**

**ATTACH HERE**