

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)}.
- Complete and submit certification prohibited activities in Russia-Belarus & Iran
- Complete and submit Disclosure of Investment Activities in Iran

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

Disposal of Recyclable Materials for 20__-20__

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 disposal of recyclable material 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).

[PAGE LEFT BLANK FOR CHART OF MATERIALS TO BE RECYCLED]

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 dispose of the recyclable materials 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 dispose of the recyclable material properly and 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
- Disclosure of Investment Activities in Iran
- Certification prohibited activities in Russia-Belarus & Iran

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 “**Disposal of Recyclable Materials for the Calendar Year 20__**”.

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>
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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>
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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>
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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 recyclable materials 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>Recyclables</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 disposal of recyclable material for the calendar year 20__**, 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

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX 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 found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he 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 EITHER BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity'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 am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification

OR

I am unable to certify as above because I or the bidding entity 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 boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.

Name: _____

Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement:

Anticipated Cessation Date:

Bidder/Vendor:

Contact Name:

Contact Phone Number:

Prohibited Russia-Belarus Activities & Iran Investment Activities

I hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Township of Greenwich to notify the Township of Greenwich 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

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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 am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 Township of Greenwich is relying on the information contained herein and

hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Greenwich to notify the Township of Greenwich 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. 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 Township of Greenwich and that the Township of Greenwich at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	