

Bid Document Submission Checklist Township of Long Beach

A Generator Inspection, Service, Maintenance & Repair

Required with Submission of Bid: Owner's Checkmarks: X		Initial Each Item Submitted with Bid (Bidder's Initials)
X	Authorized Business Agent	
X	NJ State Business Registration Certificate	
X	Statement of Corporate Ownership/Certification, Pursuant to NJSA 52:25-24.2	
X	Disclosure of Investment Activities in Iran	
X	If applicable, Bidder's acknowledgement of Receipt of any Notice(s) or Revision(s) or Addenda to an advertisement, specifications or bid document(s)	
X	Submission of Non-Collusion Affidavit (THIS FORM MUST BE NOTARIZED)	
X	Acknowledgement of Affirmative Action	
X	Affirmative Action Mandatory Language	
X	Americans With Disabilities Act	
X	Certificate of Insurance (upon award)	
X	Indemnification Form	
X	Prevailing Wage Acknowledgement	
X	W-9 (upon award)	

Signature: The undersigned hereby acknowledges review and submission of the above-listed requirements.

Name of Bidder: _____

Signature of Authorized Agent: _____

Name and Title: _____

Date: _____ Contact phone#: _____

Email Address: _____

NOTICE TO ALL BIDDERS

PUBLIC NOTICE IS HEREBY GIVEN that sealed bids will be received by the Board of Commissioners of the Township of Long Beach, County of Ocean, State of New Jersey for the following in the Municipal Clerk's Office, 6805 Long Beach Blvd., Brant Beach, NJ:

Generator Inspection, Service, Maintenance & Repair

until **November 30, 2021 at 10:30 A.M.** at which time and place they will be publicly opened and read aloud. No facsimile copies of the bids will be accepted. Specifications and other bid information may be obtained at the Purchasing Office of the Township of Long Beach, 6805 Long Beach Blvd., Brant Beach, NJ 08008 (609-361-6634) during regular business hours: 9:00 a.m. to 4:00 p.m. and on the municipal website: www.longbeachtownship.com. Mailing of bid documents will be made at the bidders' cost.

All bid Addenda will be issued on the website. Therefore, all interested respondents should check the above website now through the bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Bidders are required to comply with the requirements N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

Bidders are required to comply with the requirements P.L. 1977, c.33; and P.L. 1999, c.238 "The Public Works Registration Act" if applicable.

The Minimum Wage rates, if applicable, for labor employed on these contracts shall be as specified in the "The New Jersey Prevailing Wage Rate Determination", of the New Jersey Department of Labor and Industry.

The Township of Long Beach hereby reserves the right to consider the bids for sixty (60) days after the receipt thereof. The Township further reserves the right, which is understood and agreed to by all bidders, to award the contract award to the lowest responsible bidder based on the lowest Total Bid Amount and to make such awards or take such action as may be in the best interest of the Township. The Township of Long Beach reserves the right to make multiple awards for this contract.

Katlyn Kerlin QPA

STATEMENT OF OWNERSHIP

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)

DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

No corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship shall be awarded a contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, there is submitted a statement setting forth the names and addresses of all stockholders who own ten (10) percent or more of the stock of any class, or of all individual partners who own a ten (10) percent or greater interest therein. If one or more such stockholder is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid whether or not a stockholder or partner owns less than 10% of the business submitting the bid.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

STATEMENT OF OWNERSHIP DISCLOSURE

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 completed, certified to, and included with all bid and proposal submissions.
Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization:

Organization Address:

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- 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. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- 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 no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** 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 pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Township of Long Beach (Township) is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Township to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

ACKNOWLEDGMENT OF RECEIPT OF NOTICES, REVISIONS OR ADDENDA

Pursuant to Local Public Contracts Law 40A:11-23 the contractor/bidder shall acknowledge by signature the following:

ADDENDUM #1 dated _____

ADDENDUM #2 dated _____

ADDENDUM #3 dated _____

No addenda were received:

Bidder's Signature _____

Bidder's Printed Name: _____

Company Name: _____

NON-COLLUSION AFFIDAVIT

State of _____)

County of _____)

I, (Name) _____, of the municipality of _____ in the county of _____ in the State of _____, of full age, being duly sworn according to law on my oath depose and say I am (Title) _____ of the firm of (Name of Firm) _____, the bidder making the Proposal for the above-named project, and that I exercise 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 Township of Long Beach 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 _____. (N.J.S.A. 52:34-15)

(Name of Contractor)

Name: _____

Title _____

Signature

Name: _____

Printed

Subscribed and sworn to before me

this _____ day of _____, 20____

Notary: _____

My commission expires: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Project: _____

Proposer/Bidder Name: _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, she/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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

_____ **is not** providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran.

And

_____ **is not** a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it, or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the New Jersey Turnpike authority under penalty of perjury. 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 proposer/bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the information below.

Name: _____

Relationship to Proposer: _____

Description of Actives: _____

Duration of Engagement: _____

Anticipated Cessation Date: _____

Proposer 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 Township of Long Beach 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 Township to notify Township 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 Township of Long Beach and that Township, 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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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

ELIZABETH MAHER MUOIO
State Treasurer
MAURICE A. GRIFFIN
Acting Director

<https://www.njstart.gov>

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

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. AK Makina Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat PLC
7. Bank Sepah
8. Bank Tejarat
9. China International United Petroleum & Chemicals Co., Ltd. (Unipec)
10. China National Offshore Oil Corporation (CNOOC)
11. China National Petroleum Corporation (CNPC)
12. China National United Oil Corporation (ChinaOil)
13. China Oilfield Services Limited
14. China Petroleum & Chemical Corporation (Sinopec)
15. China Precision Machinery Import-Export Corp. (CPMIEC)
16. Indian Oil Corporation
17. Kingdream PLC
18. Naftiran Intertrade Company (NICO)
19. National Iranian Tanker Company (NITC)
20. Oil and Natural Gas Corporation (ONGC)
21. Oil India Limited
22. Persia International Bank
23. Petroleos de Venezuela (PDVSA Petróleo, SA)
24. PetroChina Company, Ltd.
25. Sameh Afzar Tajak Co. (SATCO)
26. Shandong Fin Cnc Machine Company, Ltd.
27. Sinohydro Co., Ltd.
28. SK Energy Co. Ltd.
29. SKS Ventures
30. Som Petrol AS
31. Zhuhai Zhenrong Company

List Date: July 1, 2021

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c.127)

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, domestic partner or civil union status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, pregnancy (including recovery from childbirth), atypical hereditary cellular or blood trait, genetic information, veteran status or liability for military service, or association with a person who is a member of a protected class as recognized by law. Except with respect to affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information or liability for military service, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital, domestic partner or civil union status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex pregnancy (including recovery from childbirth), atypical hereditary cellular or blood trait, genetic information, veteran status or liability for military service, or association with a person who is a member of a protected class as recognized by law. Such action 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 for the 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, domestic partner or civil union status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, pregnancy (including recovery from childbirth), atypical hereditary cellular or blood trait, genetic information, veteran status or liability for military service, or association with a person who is a member of a protected class as recognized by law.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this Act 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 employ minority and

women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of to age, race, creed, color, national origin, ancestry, marital, domestic partner or civil union status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, pregnancy (including recovery from childbirth), atypical hereditary cellular or blood trait, genetic information, veteran status or liability for military service, or association with a person who is a member of a protected class as recognized by law, and that it will discontinue to use any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees as may be applicable 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 applicable 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, domestic partner or civil union status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, pregnancy (including recovery from childbirth), atypical hereditary cellular or blood trait, genetic information, veteran status or liability for military service, or association with a person who is a member of a protected class as recognized by law, consistent with the statues 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 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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO/AA 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 Div. of Contract Compliance & EEO/AA for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Company: _____ Date: _____

Signature: _____ Title: _____

NOTICE TO CONTRACTORS
RE: AFFIRMATIVE ACTION REGULATIONS
P.L. 1975, c. 127

PROCUREMENT AND SERVICE CONTRACTORS:

Bidders are required to comply with the requirements of P.L. 1975, c. 127.

A. ALL CONTRACTORS

1. Within seven (7) days after receipt of the notification of intent to Award the contract, or receipt of the contract, whichever is sooner, a procurement contractor should present one of the following to the Municipality:
 - An existing Federally approved or sanctioned Affirmative Action Program.
 - A Certificate of Employee Information Report Approval.
 - If the contractor cannot present either of the above-listed items, the contractor is required to submit a completed Employee's Information Report (Form AA302). This form will be made available to contractors by the Municipality.

The following questions must be answered by all prospective contractors:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?
Yes _____ No _____
If "yes", please submit a photostatic copy of such approval.
2. Do you have a State Certificate of Employee Information Report approval?
Yes _____ No _____
If "yes", please submit a photo static copy of such approval.

The undersigned contractor certifies that he/she is aware of the commitment to comply with the requirement of P.L. 1975, c. 127, and agrees to furnish the required documentation pursuant to the Law.

Company: _____

Address: _____

Signature: _____

Title: _____

Phone: _____

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

The contractor and the Township of Long Beach, (hereafter "owner"), do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.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 owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner 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 owner pursuant to this paragraph.

It is further agreed and understood that the owner 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 owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

ACKNOWLEDGEMENT OF
PREVAILING WAGE & LABOR LAWS

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of State Labor Laws must be complied with by the successful bidder, if applicable.

Signature: _____

Name

Printed: _____

Name

CERTIFICATE BUSINESS REGISTRATION

(P.L. 2004, c.57)

(N.J.S.A. 52:32-44)

All business organizations that do business (i.e. compete for or enter into a contract) with a State, County or Local Contracting Agency are required to be registered with the State and provide proof of their registration to the contracting agency. Proof of valid business registration shall be in the form of a Business Registration Certificate issued by the Department of the Treasury, Division of Revenue. Information on how a business can obtain a certificate is located on the Internet at www.nj.gov/njbgs or by telephone at 609-292-1730. The purpose of the registration is to ensure that all businesses and their subsidiaries receiving government contracts pay appropriate sales, use, and other taxes. A contractor and its subcontractor(s) must collect and remit to the Division of Taxation the use tax pursuant to the Sales & Use Tax Act on all sales of tangible personal property delivered into this State. Notice of these requirements must be provided in bid specifications, requests for proposals and any other documents notifying potential contractors or procurement opportunities.

Business registration is required for any contract in excess of \$6,600 (15% of \$44,000) for municipalities with Qualified Purchasing Agents.

A contracting agency shall not enter into a contract with a business organization unless it has received proof of the business registration at the time of the bid or the proposal submission, in response to a request for bids or proposals. For all other transactions, the proof of business registration must be received prior to the issuance of a purchase order or other contracting document.

All public contractors submitting bids for public work must submit a copy of their proof of business registration with their bids. Bidders must also obtain and submit proof of registration from those subcontractors at all levels (tiers) if the specifications require the subcontractor to be listed or named in the bidder's submission. Proof of valid business registration must be provided by the bidders and their named subcontractors at all levels (tiers) at the time the bid or proposal is officially received and opened by the contracting agency if required by the specifications. Failure to submit proof of registration is considered a mandatory rejection of bids and is non-waivable by the contracting agency.

The contractor shall provide written notice to its subcontractor and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof extends down through all levels (tiers) of the project. After the award of a project, the contractor has the obligation to obtain proof of registration from each subcontractor or a supplier on the project (in addition to those listed or named in the bid submission) and file proof of their business registration with the contracting agency prior to receiving final payment.

If there are no subcontractors on a project, the contractor must certify to that effect.

-----Attach Certificate-----

CERTIFICATION: Authorized Business Agent

AUTHORITY TO SUBMIT BID ON BEHALF OF THE BUSINESS ORGANIZATION

I, _____, certify that I am the _____
Name Title

of the Corporation, Limited Liability Corporation, Partnership, or Sole Proprietorship and named

as Principal in the within bid; and I certify that _____,
who

Name

signed the bid on behalf of the Principal was then the _____
Title

of said corporation, that I know his or her signature, and his/ her signature thereto is genuine;

and that said bid was duly signed, sealed, and attested to for and on behalf of said Business

Organization by authority of the Owner(s) / Managing Member(s).

Date

Corporate Seal

Name: _____
Signature

Name: _____
Printed

Title: _____

Business Organization Name: _____

**Township of Long Beach
6805 Long Beach Blvd.
Brant Beach, New Jersey 08008**

Specifications for Generator Inspection, Service, Maintenance & Repair

Long Beach Township requires Preventive Maintenance, Emergency Repair Services, Installation and Upgrades in order to maintain safe operation, usage requirements and code changes for all Township generators. This contract shall cover all generators as well as associated transfer switches, lift pumps, fuel systems and exhaust systems. The following shall be provided by contractor two (2) times each year.

1. Lubricating oil and filters to be changed; governor oil to be checked, if applicable; used filters and oil to be disposed of legally.
2. Crankcase vents and breathers to be checked and cleaned.
3. Fuel filters to be changed and disposed of legally.
4. Battery connections to be removed and cleaned and reinstalled with batteries checked for proper condition and level of charge.
5. Entire system to be checked for leaks, prior to and after test run of unit.
6. All fuel and cooling hoses to be checked for deterioration.
7. All drive belts to be checked for proper tension as well as condition.
8. Cooling system to be checked for proper operation, level and condition of coolant.
9. Engine instrumentation and alarm warnings and shutdowns to be checked for proper operation.
10. Electrical connections checked.
11. Test run under load where allowed.
12. Prepare report outlining scope of work done; overall condition of equipment and any items that may require further attention.
13. Contractor must have latest revision of Cummins In-Power software.
 - Price for above Maintenance agreement \$ _____
 - Monday through Friday 8:00 a.m. through 5:00 p.m. repairs to be billed at:
 - \$ _____ per man hour.
 - Overtime (outside of above hours which includes Saturday & Sunday & Holidays) repairs to be billed:
 - \$ _____ per man hour.

Response time: Contractor shall have the ability to respond to Emergency service calls with a two (2) hour on site response time. Specifically, contractor shall respond with a call back within one (1) hour and be on site within one (1) additional hour. Contractor shall work continuously to solve issue. Three documented failures to comply shall be considered cause for termination of contract.

Contact Persons and Method:

- **8AM to 5PM Weekdays:**

Name _____

Phone No. _____

- **5PM to 8AM Weekdays:**

Name _____

Phone No. _____

- **Saturday and Sunday:**

Name _____

Phone No. _____

- **Holidays:**

Name _____

Phone No. _____

Materials:

The Township will only pay for materials that have been authorized and used.

Invoicing:

An invoice will be generated after each service performed. Each service call or additional work request shall generate a separate invoice detailing the labor charge and parts and materials.

Time and Material Work:

All quotes for work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list and cost.

Site Inspection:

It shall be the responsibility of the bidder to make a thorough examination of the equipment described within prior to the submission of bid. If the bidder wishes to make a tour of all equipment, he/she should contact Mike Clark at (609)361-3101. No special considerations will be given after the bids are opened because of bidders failure to be knowledgeable of all existing conditions at various sites.

Generators covered under this agreement:

- Holgate Water Cummins - Natural gas 305 kw-wye-3 Phase- 480 volts
- Holgate Lift Station Cummins - Natural gas 60 kw-wye-3 phase- 208 volts
- Beach Haven Terrace Cummins - Natural gas 350 kw - wye - 3 phase - 480 volts
- Peahala Park Cummins - Natural gas 105 - kw - wye- 3 phase 240 volts
- North Beach Sewer Cummins - Natural gas 45 kw - wye - delta - 3phase volts
- Brant Beach Water Cummins - Natural gas 305 kw - wye - 3 phase - 480 volts
- Brant Beach Municipal Bldg- Kohler -Natural gas 250 kw-3 phase- 280 Volts

Contractors shall list commercial establishments that they have serviced.

TERM OF BID: The Periods to be covered by bid is from January 1, 2022 to December 31, 2023. The Township of Long Beach shall have the option to extend the contract for a period of two years (January 1, 2024 through December 31, 2025) as agreed to in writing by both parties. Cost increase in the above-stated unit price(s) shall be negotiated by both parties in an amount not to exceed the prevailing municipal CAP rate prescribed by the State of New Jersey at the conclusion of the initial 2-year contract, should the option be exercised.

Securities Required (Proof of same shall be submitted with bid)

1. General Liability minimum \$1,000,000 Each Occurrence/ \$2,000,000 Aggregate
 - a. Liquor Liability, Sexual Abuse/Molestation/ Athletic Activities must be included
 - b. Completed Operations must be included
2. Business Automobile Liability: \$1,000,000 combined single limit any one accident
 - a. All owned, hired, or non-owned automobiles used in connection with this agreement
3. Professional Liability/ Errors & Omissions Liability: \$1,000,000 each claim/ \$1,000,000 annual aggregate
 - a. Must not contain cyber, privacy or network-related exclusions
4. Workers Compensation: statutory
5. Employers Liability: \$1,000,000
6. Crime: \$1,000,000
 - a. Must include Employee Theft and Client Coverage
7. Cyber Liability: \$1,000,000 Each Claim/\$1,000,000 Aggregate

Contractor: _____

Authorized Signature: _____

Address: _____

State: _____ Zip: _____ Contact phone #: _____

Contact Email Address: _____

Date: _____