

**MANALAPAN TOWNSHIP**

**MONMOUTH COUNTY**

**NEW JERSEY**

**BID #26-01**

**PLACEMENT OF CLOTHING RECYCLING BINS ON  
TOWNSHIP PROPERTY**

**TOWNSHIP OF MANALAPAN**

**JACK MCNABOE, MAYOR**

**SUSAN COHEN, DEPUTY MAYOR**

**TOWNSHIP COMMITTEE MEMBERS**

**MARY ANN MUSICH**

**ERIC NELSON**

**ROBERT GREGOWICZ**

**BUSINESS ADMINISTRATOR**

**TARA L. LOVRICH**

**TOWNSHIP CLERK**

**SHARI ROSE**

**QUALIFIED PURCHASING AGENT**

**KAITLYN SAFCHINSKY**

**BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TEL. NO.** \_\_\_\_\_

**BID OPENING: THURSDAY, MARCH 12, 2026 AT 11:00 A.M.**

## NOTICE TO BIDDERS

SEALED BIDS WILL BE RECEIVED BY THE PURCHASING AGENT/  
TOWNSHIP CLERK OF THE TOWNSHIP OF MANALAPAN AT 11:00A.M. PREVAILING  
TIME ON **THURSDAY, MARCH 12, 2026** IN ROOM 213 OF THE MUNICIPAL  
BUILDING, 120 ROUTE 522 & TAYLORS MILLS ROAD, MANALAPAN, NEW JERSEY,  
AFTER WHICH TIME THEY WILL BE PUBLICLY READ ALOUD FOR:

**BID 26-01**  
**TOWNSHIP OF MANALAPAN**  
**PLACEMENT OF CLOTHING RECYCLING BINS ON TOWNSHIP PROPERTY**

SPECIFICATIONS MAY BE OBTAINED AT THE OFFICE OF THE PURCHASING  
AGENT IN THE MUNICIPAL BUILDING UNTIL 48 HOURS PRIOR TO THE TIME SET  
FOR THE OPENING OF THE BID OR DOWNLOADED AT  
[https://mtnj.org/departments/finance\\_department/bid-opportunities/](https://mtnj.org/departments/finance_department/bid-opportunities/) .

BIDS MUST BE ON THE PROPOSAL SHEETS FURNISHED BY THE  
PURCHASING AGENT, ENCLOSED IN A SEALED ENVELOPE AND ADDRESSED TO  
THE OFFICE OF THE MUNICIPAL CLERK, TOWNSHIP OF MANALAPAN,  
120 ROUTE 522 & TAYLORS MILLS ROAD, MANALAPAN, NEW JERSEY 07726.

**SEALED ENVELOPE SHOULD INDICATE BID**  
**BEING ANSWERED AND NAME OF BIDDER**

DURING THE PERFORMANCE OF THIS CONTRACT, ALL CONTRACTORS ARE  
REQUIRED TO COMPLY WITH THE REQUIREMENTS OF *N.J.S.A 10:5-31 ET. SEQ.* and  
*N.J.A.C. 17:27* (AFFIRMATIVE ACTION REQUIREMENTS) AS WELL AS P.L. 1977 CH 33  
(PUBLIC DISCLOSURE STATEMENT), AND AMERICANS WITH DISABILITIES ACT.

THE CONTRACT SHALL BE AWARDED, OR ALL BIDS REJECTED, WITHIN 60  
DAYS FROM THE RECEIPT OF BIDS OR WITHIN SUCH EXTENSION OF TIME AS  
PERMITTED BY LAW.

THE RIGHT IS RESERVED TO REJECT ANY AND ALL BIDS, TO INCREASE OR  
DECREASE QUANTITIES TO BE PURCHASED, OR TO WAIVE ANY INFORMALITIES  
IN THE BIDS AND ACCOMPANYING DOCUMENTS RECEIVED.

To be advertised: **Tuesday, March 3, 2026**

Kaitlyn Safchinsky, Purchasing Agent

**BID SPECIFICATIONS  
GENERAL CONDITIONS**

**I. SUBMISSION OF BIDS**

- A. The Township of Manalapan, Monmouth County New Jersey (hereinafter referred to as "OWNER") invites sealed bids pursuant to the Notice to Bidders. Said Notice to Bidders is to be attached to and is considered as a part of these General Conditions.
- B. Sealed bids will be received by the designated representative of the Township at the time and place stated in the Notice to Bidders, and at such time and place will publicly be opened and read aloud.
- C. The bid proposal form(s) shall be submitted on the prescribed form with appropriate spaces properly filled in and with all required supporting documentation, in a sealed envelope:
- 1) addressed to the Township of Manalapan
  - 2) bearing the name and address of the bidder written on the face of the envelope.
  - 3) clearly marked "BID" with the contract title and/or BID # being identified.
- D. It is the bidder's responsibility to see that the bid is presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in Section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- E. Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.
- F. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alternation, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Township. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- G. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation

of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

- H. According to *N.J.S.A. 40A:11-23*, the municipality is prohibited from receiving bids on Mondays or any day directly following a State or Federal Holiday.

## **II. BID SECURITY / CONTRACT SECURITY**

The following provisions if indicated by an (X) shall be applicable to this bid and be made a part of the bidding documents:

### A. **BID GUARANTEE**

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the Township of Manalapan. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the Township of Manalapan. The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to *N.J.S.A. 40A:11-21*.

**Failure to submit this shall be cause for rejection of the bid.**

### B. **CONSENT OF SURETY**

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the Township stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to *N.J.S.A. 40A:11-22*.

**Failure to submit this shall be cause for rejection of the bid.**

### C. **PERFORMANCE BOND**

The successful bidder shall execute and deliver to the Township within ten (10) days after notification of award of the contract, a satisfactory surety bond or bonds in an amount equal to 100% of the contract prices, upon the form prepared for and used by the Township in statutory form with such surety companies as sureties as shall be approved by the Township Committee and qualified and authorized to do business under the laws of the State of New Jersey

The proposal shall also be accompanied by a Consent of Surety wherein the surety consents and agrees that if the Contract for which the proposal is made be awarded, that it will become bound as surety and guarantor for its faithful performance.

**Failure to deliver this with the executed contract shall be cause for declaring the contract null and void.**

**\_\_\_ D. LABOR AND MATERIAL PAYMENT BOND**

Successful bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract.

**Failure to deliver this with the performance bond shall be cause for declaring the contract null and void.**

**\_\_\_ E. MAINTENANCE BOND**

Successful bidder shall upon acceptance of the work submit a maintenance bond in the amount of 100% guaranteeing against defective quality of work or materials for the period of

\_\_\_ 1 year \_\_\_ 2 years

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied and any maintenance bonds required have been executed and approved by the OWNER.

**The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey *N.J.S.A. 17:31-5*.**

\_\_\_ F. RETENTION OF PROPOSAL GUARANTEE: As an alternate performance guarantee, the proposal guarantee of the successful bidder shall be retained by the Township to assure the successful performance of the contract.

\_\_\_ G. PAYMENT DEFERRAL: As an alternate performance guarantee, no payment shall be made for any part of this contract until the entire contract is completed to the satisfaction of the Township.

**\_\_\_ H. WORKMANSHIP GUARANTEE - CONTRACT RETENTION**

The Contractor shall guarantee all equipment including all parts and labor for a period of 12 months from the date of acceptance of the work by the Township, and he shall make all needed repairs on the work as it progresses and during this guarantee period, except those due to ordinary wear and tear. The Contractor agrees that, during the said guarantee the Township may retain, out of monies payable to him under this agreement, the sum of n/a percent of the amount of the contract; and that, should he fail to make the necessary repair at once after due notice from the Administrator or Engineer, the Township may expend the same or so much thereof as may be required to make the needed repairs; provided, however, that in case of emergency, where in the opinion of the Administrator or the Engineer it would cause serious loss

or damage, the Township may make repairs without previous notice and at the expense of the Contractor.

In lieu of this cash retainage during the guarantee period after the work is completed and accepted by the Township, the Contract may provide a Maintenance Bond equal to ten (10%) percent of the contract value in a form approved by the Township Attorney.

If an alternate guarantee provision is contained in the Detailed Specifications then this alternate guarantee provision shall prevail.

### **III. INTERPRETATION AND ADDENDA BIDDERS RESPONSIBILITIES**

- A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.
- B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate Township official. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.
- C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid. In order to be given consideration, written requests for interpretation must be received at least five (5) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with *N.J.S.A. 40A:11-23*. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.
- D. **DISCREPANCIES IN BIDS**
  - 1. If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
  - 2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the Township of the extended totals shall govern.
- E. **SITE INVESTIGATION AND REPRESENTATION:** The bidder acknowledges that he has satisfied himself as to the nature and location of the work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties

of weather, physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and sub-surface materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the bidder to acquaint himself with all the available information concerning these conditions shall not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work

- F DEVIATIONS: All bidders shall clearly identify any deviations from the specifications at the time the bids are opened and examined. After the contract has been entered into, no consideration shall be given for any misunderstanding as to work, materials set forth therein specified and indicated on drawings, it being mutually understood that tender of a proposal carries with it an agreement to this and other obligations set forth in the contract and further implies full understanding of the contract document.

#### **IV. BRAND NAMES, PATENTS AND STANDARDS OF QUALITY**

- A. Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.
- B. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The Township reserves the right to evaluate the equivalency of an item(s) which, in its deliberations, meets its requirements.
- C. In submitting its bid, the bidder certifies that the merchandise to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the Township harmless from any damages resulting from such infringement.
- D. Only manufactured and farm products of the United States, wherever available, shall be used on this contract pursuant to *N.J.S.A. 40A:11-18*.
- E. Wherever practical and economical to the Township, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.
- F. All workmanship shall be in every respect in accordance with the best current practice.

Only skilled craftsmen, fully qualified in the various disciplines required, shall be used in this project.

## **V. INSURANCE AND INDEMNIFICATION**

### **A. INSURANCE REQUIREMENTS – SEE SPECIFIC REQUIREMENTS**

#### **1. Worker's Compensation and Employer's Liability Insurance**

This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$100,000.

#### **2. General Liability Insurance**

This insurance shall have limits of not less than \$1,000,000 any one person and \$2,000,000 any one accident for bodily injury and \$1,000,000 aggregate for property damage, and shall be maintained in force during the life of the contract by the bidder.

#### **3. Automobile Liability Insurance**

This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

### **B. CERTIFICATES OF THE REQUIRED INSURANCE**

The contractor shall provide Certificates of the Required Insurance as listed above along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the Township as an additional insured. Said Certificates of Insurance shall state specifically that the Indemnification cited in C below is guaranteed by the policy if such statement is not included in the body of the policy shall be typed on the face or back of the certificate.

### **C. INDEMNIFICATION**

Successful bidder will indemnify and hold harmless the Township of Manalapan from all claims, suits or action and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, including attorneys fees and costs relating to the defense of such claims, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

## **VI. PREPARATION OF BIDS**

A. The Township of Manalapan is exempt from any local, state or federal sales, use or excise tax. Exemption certificates will be provided when required

B Estimated Quantities (Open-end Contracts)

The Township of Manalapan has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to *N.J.A.C. 5:34-4.9*. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

C. Successful bidder shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price agreement, unless stated specifically otherwise in the Technical Specifications.

## **VII. STATUTORY AND OTHER REQUIREMENTS**

The Contractor shall familiarize himself and comply with all Federal, State and local laws, ordinances and regulations, which in any manner affect those engaged or employed in the, work, the materials or equipment to be used, or the conduct of the work. No plea or misunderstanding will be considered because of ignorance of the law.

If the CONTRACTOR observes that the Specifications or Drawings are at variance therewith, he will give the Township prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If the CONTRACTOR performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Township, he will bear all costs arising therefrom.

The following is a list of some Laws/Regulations which MAY impact on this contract. This list is not intended to be inclusive and is in addition to other requirements, statutes, regulations cited in these General conditions:

A. Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of *N.J.S.A 10:5-31 et seq.* and *N.J.A.C. 17:27*. Each 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:

1. Procurement, Professional and Service Contracts
  - i. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter), or

ii. A photocopy of an approved Certificate of Employee Information Report approval issued in accordance with *N.J.A.C. 17:27-4*; or

iii. If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

## 2. Construction Contracts

After notification of award, but prior to signing the contract the contractor shall submit to the public agency compliance officer and the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division) an initial project workforce report (Form AA201) provided by the public agency by the Division for distribution to and completion by the contractor, in accordance with *N.J.A.C. 17:27-7*.

### B. Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful bidder is required to read Americans with Disability language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful bidder is obligated to comply with the Act and to hold the Township harmless.

### C. Prevailing Wage Act (When Applicable)

Pursuant to *N.J.S.A 34:11-56.25 et seq.*, successful bidders on projects for public work construction, repair or alteration which exceed the statutory minimum value shall adhere to all requirements of the New Jersey Prevailing Wage Act. All workmen employed by the contractor or his subcontractors shall be paid not less than the prevailing wage rate for that particular craft. if any workmen employed by the contractor or his subcontractors have been paid less than required, then the Township may terminate the contractor's or subcontractor's right to proceed with the work. The contractor or his subcontractors and their sureties would be liable to the Township for any excess costs occasioned by this action.

Prevailing wage rates shall be posted by the contractor and subcontractors and the wage records for the contract shall be accessible to the Township and State officials at reasonable hours. All such records shall be retained for a minimum of two years.

The contractor and his subcontractors shall be required to submit a certified payroll record to the Township within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in *N.J.A.C. 12:60-6.1(c)*. It will be the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the Office of Administrative Law, CN 049, Trenton, New Jersey 08625 or the New Jersey Department of Labor, Division of Workplace Standards.

Contractor and his subcontractors are required to provide certification as to the required wages due to any and all workmen for the contract prior to receipt of final payment and final payment will not be made until these wages have been paid or the Township is satisfied that the wages will be paid with the receipt of the final payment.

THE PREVAILING WAGE RATE AS DETERMINED BY THE NEW JERSEY DEPARTMENT OF LABOR AND INDUSTRY APPLICABLE TO THIS CONTRACT IS ON FILE IN THE OFFICE OF THE ADMINISTRATOR OR ENGINEER AND IS AVAILABLE FOR INSPECTION AT ALL REASONABLE HOURS.

D. CONTRACTOR'S REQUIREMENTS FOR REGISTRATION - As stipulated by P.L.199, c.238, no contractor/subcontractor will be permitted to bid on or engage in any contract for public work, as defined in section 2 of P.L.1963, c.150 (C.34:11-56.26), unless the contractor/subcontractor is registered with the New Jersey Department of Labor.

E. Statement of Ownership Disclosure

*N.J.S.A. 52:25-24.2* provides that no business organization, regardless of form of ownership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent ownership, has been listed.

The included Statement of Ownership Disclosure shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **The Statement of Ownership Disclosure form is a mandatory item and failure to submit same shall result in rejection of the bid as it cannot be remedied after bids have been opened.**

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is necessary.

F. Disclosure of Investment Activities in Iran

*N.J.S.A. 52:32-55* prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Bidders must indicate if they comply with the law by certifying the form. Pursuant to *N.J.S.A. 40A:11-2.1* the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

G. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed

and submitted with the bid proposal.

H. Safety and Protection:

The Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. He will take all necessary precautions for the safety of; and will provide the necessary protection to prevent damage, injury or loss to all employees on the work and other persons who may be affected by the work and all public/private property at the site or adjacent to the work area. The Contractor will be solely responsible for compliance with all relevant State and Federal Law and Regulation governing construction activities and practices.

I. Other related statutes are:

TITLE 40A, Chapter 11, Public Contract Law.

TITLE 34, Chapter 2, concerning employment of child labor; Chapter 5, concerning safety codes for workers in the construction industry together with the rules and regulations of the State Department of Labor and Industry, Chapter 10, concerning establishment of an eight-hour working day for laborers, workmen and mechanics.

TITLE 52, Chapter 34, concerning the payment of commissions, percentage, brokerage or contingent fees to solicit or secure the contract.

J. Release of all liens

Prior to the final payment the contractor shall provide a certification that all liens relating to the contract have been satisfied or will be satisfied through the receipt of the final payment.

K. Business Registration Certificate

P.L. 2004, c.57, all business organizations that do business with a local contracting agency are required to be registered with the State and provide proof of that registration to the contracting agency before entering into a contract with the business. *N.J.S.A. 52:32-44* requires that each bidder (contractor) submit proof of business registration with the bid proposal.

L. Pay to Play: *N.J.S.A. 19:44A-20.27* establishes a disclosure requirement for business entities. It requires that when a business entity has received in any calendar year \$50,000 or more public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report, starting in January 2007, will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC can impose fines for failure to comply with this requirement. Information can be obtained at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p).

### **VIII. BID OPENING / ANALYSIS & AWARD**

- A. **ACCEPTANCE OF BIDS:** The Township of Manalapan reserves the right to waive any immaterial defect or informality in any bid and reserves the right to accept that bid or portion thereof which, in its judgment is in the best interest of the Township. The Township of Manalapan also reserves the right to reject any or all bids. Any bid received after the time and date specified shall not be considered.
- B. **BID OPENING - BID REVIEW - BID DOCUMENTS:** All Bidders or their authorized agents are invited to be present when the bids are opened and read publicly. All bids may be inspected at this time. No bid may be withdrawn after the specified opening time and date. Once opened, all bids become the property of the Township of Manalapan, and will not be returned to the bidders.
- C. All supply/ service contracts shall be for 24 consecutive months unless otherwise noted in technical or supplemental specifications.
- D. The Township of Manalapan may award the work on the basis of the Base Bid, or the base bid combined with such Alternates as selected, until a net amount is reached which is within the funds available.
- E. If the award is to be made on the basis of Base Bids only, it will be made to that responsible bidder whose Base Bid, therefore, is the lowest. If the award is to be made on the basis of a combination of a Base Bid with Options, it will be made to that responsible bidder whose net bid on such combination is the lowest.
- F. The Township of Manalapan may also elect to award the work on the basis of line items or unit prices, whichever results in the lowest total amount and to award to multiple vendors if deemed in the best interest of the Township.
- G. **CONTRACT AWARD:** Should the Township decide to award the contract, it shall notify the successful bidder in writing within sixty (60) days of receipt of bids. Should a successful bidder fail or refuse to execute and deliver such contract, certificates of insurance, required state documentation and bonds within 10 days after receipt of Notice of Award, or within such other time period as specified in the technical specifications, the Township may revoke the acceptance of his proposal and the bidder shall become liable for any difference in the proposal awarded and the amount of the contract which the Township may be obliged to award to another because of the refusal or omission of a successful bidder to execute and deliver the contract and bonds aforementioned, together with any sums which the Township may be obliged to spend by reason for the default of the bidder.

- H. The successful bidder will not assign any interest in this bid and shall not transfer any interest in the same without the prior written consent of the Township.

## **IX. REJECTION OF BIDS**

The Township of Manalapan reserves the right to reject any and all bids for any one or more of the following reasons.

A. **Qualifications of Bidders:** The Township of Manalapan may make such investigation as it deems necessary to determine the ability of the bidder to perform the contract and the bidder shall furnish to the Township all such information and data for this purpose as may be requested. The right is reserved to reject any bid if evidence submitted by, or investigation of, such bidder fails to satisfy the Township that such bidder is properly qualified to carry out the obligations of the contract.

B. **Availability of Funds:** Pursuant to statutory requirements, any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually.

C. **Multiple Bids Not Allowed:** More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

D. **Unbalanced Bids:** In any bid which contains more than one item or unit price, the Township shall reserve the right to reject a bid where the unit prices are not balanced so as to reflect the actual cost of the work to be performed or the materials supplied.

E. **Unsatisfactory Past Performance:** A Bid received from bidders who have previously failed to complete contracts within the time scheduled therefore, or who have performed prior work for the Township in an unacceptable manner, may be rejected.

F. **Failure to Enter Contract:** Should the bidder, to whom the contract is awarded, fail to enter into a contract within 10 days, Sundays and holidays excepted, the Township may then, at its option, accept the bid of the next lowest responsible bidder.

G. Conditional bids will not be accepted.

H. The Township reserves the right to reject any bid which does not conform with the bid requirements.

## **X. CONTRACT ADMINISTRATION**

A. **CONTRACT DOCUMENTS:** The Contract documents shall consist of the Contract, the drawings, the Specifications, and all modifications and addenda incorporated prior to execution of the Contract. All the documents are intended to supplement each other and together constitute a complete set of specifications.

The specifications are intended to require and include all work, equipment, and materials necessary for proper completion of the work contemplated. If in any case the specifications do not show, note or otherwise require some work, equipment or material necessary for that purpose, the Contractor shall, nevertheless, provide same to fulfill the true intent and purpose of the specifications.

B. **INSPECTION:** The Administrator and the Engineer shall have the right to inspect all materials and work done during any phase of construction, fabrication, or manufacture. The Contractor shall furnish all reasonable facilities and aid to the Engineer and safe and convenient means for the examination and inspection of any part of the work.

C. **AUTHORITY TO WITHHOLD PAYMENT:** The Administrator or the Engineer, because of subsequently discovered evidence, may cause to be withheld or cause to be nullified, the whole or a part of any payment to such extent as may be necessary to protect the Township from loss because of

1. Defective work, materials or equipment not corrected; improper work performed; disapproved substitution of material or equipment specified.
2. Claims filed or reasonable evidence indicating the probability of claims being filed.
3. Failure of the Contractor to make payments properly to subcontractors or for material or labor.
4. A reasonable doubt that the contract can be completed for the balance then unpaid.
5. Damage to another contract, agency, governing body, corporation or person.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

D. **FINANCIAL PROCEDURES:** Payment in full shall be made upon the completion of the contract requirements of the specifications. Partial payments shall be made if the required work or equipment can be completed in stages and if previously agreed to by the Administrator. All payments shall be approved by the Township Committee at a regularly scheduled meeting. Vouchers shall be submitted at least 10 days prior to this meeting for inclusion upon the agenda. Only properly executed Township vouchers may be used for payments. Partial payment shall be made on the basis of a certified and approved estimate of work completed. Ten percent (10%) of the amount of each invoice shall be retained by the Township as security for faithful performance and completion of work.

#### E. **TIMELINESS**

1. Commencement of Work: The Contractor shall commence work on the project upon notification of award of the contract by the Township. (Working days excludes Saturdays, Sundays and Designated Township Holidays)
2. Completion of Work: The Contractor shall complete all of the work required in these specifications within the standard time allowed with the commencing of work as

required in Section I above.

3. Term of Contract - Liquidated Damages: The terms of this contract shall be completed within the time specified for completion of the work. The Township reserves the right to extend this term of the contract upon application by the contractor providing evidence of circumstances beyond the control of the contractor preventing his successful completion of the contract.

In the case the Contractor shall fail to complete the work within the time fixed for such completion, or within the time to which such completion may have been extended, the Contractor shall pay to the Township the sum of one hundred dollars for each and every working day that the time consumed in completing the work exceeds the time allowed therefore; starting at twelve (12 o'clock) midnight of the date set for completion of the contract, which said sum, in view of the difficulty or accurately ascertaining the loss which the Township will suffer by reason of delay in the completion of the work hereunder is hereby fixed and agreed as the liquidated damages that the Township will suffer by reason of such delay, and not as a penalty. The Township will deduct, and retain out of the monies which may become due hereunder, the amount of any such liquidated damages.

- F. The successful bidder/ contractor shall not assign transfer, convey, sublet or otherwise dispose of any interest in this contract without the prior written consent of the Township.

## **XI. TERMINATION OF CONTRACT**

- A. If through any cause, the successful bidder shall fail to fulfill in a timely and proper manner obligations under this contract or if the contractor shall violate any of the requirements of this contract, the Township shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any obligation for balances to the contractor of any sum or sums set forth in the contract.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the contract by the contractor and the Township may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the Township from the contractor is determined.
- C. The contractor agrees to indemnify and hold the Township harmless from any liability to subcontractors / suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the Township under this provision.
- D. In case of default by the successful bidder, the Township may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.

E The Township shall have the right to declare the Contract in default in any of the following eventualities:

1. The Contractor becomes insolvent or a voluntary or involuntary petition in bankruptcy be filed by or against the Contractor.
2. The Contractor makes an assignment for the benefit of creditors pursuant to the Statutes of the State of New Jersey.
3. The Contractor fails to commence work when notified to do so by the Administrator or the Engineer.
4. The Contractor shall abandon the work.
5. The Contractor shall refuse to proceed with the work when and as directed by the Administrator or the Engineer.
6. The Contractor shall without just cause, reduce his working force to a number which, if maintained, shall be insufficient, in the opinion of the Administrator or the Engineer, to complete the work in accordance with the approved Progress Schedule, and shall fail or refuse to sufficiently to increase such working force when ordered to do so by the Administrator or Engineer.
7. The Contractor shall sublet, assign, transfer, convey or otherwise dispose of this Contract other than as herein specified.
8. A receiver or receivers are appointed to take charge of the Contractor's property or affairs.
9. The Administrator or Engineer shall be of the opinion that the Contractor is or has been unnecessarily, unreasonably, or willfully delaying the performance or completion of the work, and the awards of necessary sub-contractors, or the placing of necessary material and equipment orders.
10. The Administrator or Engineer shall be of the opinion that the Contractor is or has been willfully or in bad faith violating any of the provisions of this contract in good faith and in accordance with its terms.
11. The work is not completed within the time herein provided therefore or within the time to which the Contractor may be entitled to have such completion extended.

Before the Township shall exercise its right to declare the Contractor in default by reason of the conditions set forth above, the Contractor shall be given an opportunity to be heard. The right to declare in default, for any of the grounds specified or referred to herein, shall be exercised by sending the Contractor a notice, signed by the Administrator, setting forth the ground or grounds upon which such default is declared. Upon receipt of such notice, the Contractor shall immediately discontinue all further operations under this contract and shall immediately quit the site, leaving UNTOUCHED all plant, materials, equipment, tools and supplies then on the site.

The Township, after declaring the Contractor in default, shall then have the work completed by such means and in such manner, by contract with or without public letting, or otherwise, as the Township shall deem advisable, utilizing for such purposes any of the Contractor's or Sub-contractor's plant, materials, equipment, tools and supplies remaining on the site, as shall be deemed to be available.

After such completion, the Township shall certify the expense incurred in such completion, which shall include the cost of reletting as well as the total amount of liquidated damages (at the rate provided for) from the date when the work should have been completed by the Contract, in accordance with the terms hereof to the date of actual completion of the work. Such certifications shall be binding and conclusive upon the Contractor, his Sureties, and any person claiming under the contract, as to the amount thereof.

The expense of such completion, as so certified by the Township shall be charged against and deducted from such monies as would have been payable to the Contractor, if he had completed the work; and the balance of such monies, if any, subject to the other provisions of this Contract, shall be paid to the Contractor without interest after such completion. Should the expense of such completion, so certified by the Township, exceed the total sum which would have been payable under this contract if the same had been completed by the Contractor, any such excess shall be paid by the Contractor to the Township upon demand.

F. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the Township reserves the right to cancel this contract.

## **XII. DISPUTE RESOLUTION**

Any dispute arising under this Contract shall be resolved in accordance with and subject to the provisions contained in *N.J.S.A. 40A:11-41.1* as outlined below. Nothing in this section shall prevent the Township from seeking injunctive or declaratory relief in court at any time.

A. All remedies provided elsewhere in the contract and/or specifications governing the project in dispute shall be exhausted prior to initiating this Dispute Resolution process. Where the Township, its engineer or architect, or its administrative authorities are required by contract or specifications to issue a decision, such decision must be rendered within the time constraints in said contract prior to proceeding to resolve the dispute in accordance with this section

B. Prior to litigation, the Township and contractor shall endeavor to settle disputes by mediation in accordance with the current Construction Industry Mediation Rules of the American Arbitration Association. The demand for mediation shall be filed in writing with the other party to the Contract and with the American Arbitration Association, with a copy to the Administrator, Engineer or Architect for the project. This demand must cite the specifics of the dispute and the relevant remedies sought.

1. In no event shall a demand for mediation be made more than 30 days after the decision in dispute is rendered by the Township, its engineer, architect, or administrative authorities, nor more than 30 days after the completion and acceptance of the work and issuance of final payment, nor after the institution of legal or equitable proceedings unless specifically agreed to by all parties to the dispute.

2. Nothing herein shall be construed to prevent the Township and contractor from

agreeing to an alternate dispute resolution procedure in lieu of or in addition to mediation

C. This Dispute resolution procedure shall not prevent the Township from notifying any performance guarantor (surety) or maintenance guarantor (surety) of the dispute and requesting the surety's assistance in resolving any disputes with involve the contractor's performance or lack thereof.

### **XIII. DEFAULT PROVISIONS**

For those contracts which do not require a Performance Bond, the following DEFAULT PROVISIONS govern:

If the contractor fails to complete the required work within the number of days specified in the contract, or abandons the required work, and fails to commence working within 3 calendar days after receiving Notice of Default from the Township, then the contractor is declared to be in default of the contract. In instances of the default of a contract, the Township of Manalapan reserves the right to immediately have the specified work completed by an alternate contractor and the cost of this completion deducted from any and all monies owed to the original contractor. If insufficient funds are not available within the value of the original contract, then the contractor shall be liable for any and all extra costs incurred by the Township in completing the specified work.

### **XIV. MUNICIPAL MECHANICS LIEN LAW**

The following provisions if indicated by an (x) shall be applicable to this bid and be made a part of the bidding documents.

\_\_\_\_\_ The final payment due under the contract will be held for a period of sixty (60) days after the project's acceptance for purposes of the Municipal Mechanics Lien Law.

### **XV. CHALLENGE TO BID SPECIFICATIONS**

Any objections to the within specifications must be submitted in writing to the Township Purchasing Agent via, registered, certified mail no later than three (3) days prior to the bid opening. Objections submitted outside of the prescribed manner will not be considered.

### **XVI. FUEL CHARGES ARE TO BE FACTORED INTO PRICING FOR ALL TRIPS**

## INTENT OF SPECIFICATIONS

### CLOTHING BIN INSTALLATION

It is the intent of these specifications to place five (5) clothing bins in commuter lots throughout The Township of Manalapan as follows:

Two (2) bins shall be installed in the Symmes Drive commuter lot; two (2) bins shall be installed in the Towne Pointe commuter lot; and one (1) bin shall be installed in the Franklin Lane commuter lot. The Township shall have the right to approve the design of the clothing bins.

Vendor shall, at its own cost and expense, purchase and install the clothing bin structures, including any necessary foundation at those areas designated by the Township. Vendor shall obtain the necessary permits from the Township Clerk for the clothing bins if required.

Vendor shall install security cameras near all five (5) clothing bins for security purposes and to deter illegal dumping. Manalapan Police may review security footage in regards to illegal dumping.

Vendor shall be solely responsible for any and all costs for the preparation of the site upon which the clothing bins will be located.

Vendor shall own the clothing bins and shall construct and install them in compliance with all Federal, State and Municipal laws, ordinances, and regulations.

### INSURANCE

#### **Vendor's Insurance.**

- a) General Liability. Vendor shall maintain, or cause to be maintained at its sole expense, (i) commercial general liability insurance, including products and completed operations and personal injury insurance, in a minimum amount of one million dollars (\$1,000,000) per occurrence and in the aggregate, endorsed to provide contractual liability in said amount, specifically covering Vendor's obligations under this Agreement and naming the Township as an additional insured.
- b) Workers Compensation Insurance. Vendor, if it has employees, shall also maintain at all times during the Term workers' compensation and employers' liability insurance coverage in accordance with applicable requirements of law.
- c) Business Auto Insurance. Vendor shall maintain at all times during the Term business auto insurance for bodily injury and property damage with limits of one million dollars (\$1,000,000) per occurrence and in the aggregate.
- d) Evidence of Insurance. Within ten (10) Days after execution of the Agreement and upon annual renewal thereafter, Vendor shall deliver to the Township certificates of insurance evidencing such coverage. These certificates shall specify that the Township shall be

given at least thirty (30) Days prior written notice by the insurer in the event of any material modification, cancellation or termination of coverage

## **INDEMNIFICATION**

Vendor (the “Indemnifying Party”) shall indemnify, defend and hold harmless the Township and its Affiliates, directors, officers, employees and agents (the “Indemnified Party”) from and against all claims, demands, losses, liabilities, penalties, damages, and expenses, including attorneys’ fees and expert witness fees, for bodily injury, sickness, disease or death to any person and/or damage to property, including, without limitation damage to the clothing bins out of, resulting from, or caused by the negligent or willful misconduct of the Indemnifying Party, its Affiliates, its directors, officers, employees, or agents.

Nothing in this Section shall enlarge or relieve either Party of any liability to the other for any breach of this Agreement or for the negligence or willful misconduct of the Township.

## **MAINTENANCE AND OPERATION**

### **Vendor’s General Responsibilities.**

Vendor shall have exclusive possession and control of the clothing bins and shall, at its own cost and expense, operate, maintain and repair the bins in accordance with all laws and regulations of any applicable governmental authority.

Vendor shall use reasonable efforts to maintain the clothing bins in proper and serviceable condition subject to the satisfaction of the Township.

Vendor shall take all reasonable safety precautions with respect to the installation, maintenance, repair and replacement of the clothing bins. If Vendor becomes aware of any circumstances relating to a bin that creates an imminent risk of damage or injury to any person or any person’s property, Vendor shall take prompt, reasonable action to prevent such damage or injury.

## **MISCELLANEOUS PROVISIONS**

**Applicable Law.** This Agreement and the rights and obligations of the Parties hereunder shall be governed by and construed in accordance with the laws of the State of New Jersey without regard to principles of conflicts of laws.

**Vendor’s Default.** In the event of default by Vendor, which is not cured within thirty (30) days of its receipt of written notice of such default, Township shall have the right to terminate this Agreement and exercise all remedies available at law or equity from a Court of competent jurisdiction.

**Township’s Default.** In the event of default by Township, which is not cured within thirty (30) days of its receipt of written notice of such default, Vendor may, without election of remedies

may terminate this Agreement and exercise all remedies available at law or equity from a Court of competent jurisdiction

**RENT PAYMENTS/TERM**

The Vendor shall pay the Township in quarterly installments on or before each April 1, July 1, October 1 and January 1 during the term hereof.

This contract shall commence on April 1, 2026 and shall terminate on March 31, 2028.

The minimum bid for this contract shall be \$20,000.00 per year for a two year contract.

**TOWNSHIP OF MANALAPAN**  
**BID DOCUMENT CHECKLIST**

**BID #26-01**  
**TOWNSHIP OF MANALAPAN**  
**PLACEMENT OF CLOTHING RECYCLING BINS ON**  
**TOWNSHIP PROPERTY**

Checked by Township if Required	Submission Requirement	Bidder to initial each required entry and if required, submit the item
<u>  X  </u>	Bid Proposal Form	
<u>  X  </u>	Statement of Ownership Disclosure	
<u>  X  </u>	Non-Collusion Affidavit	
<u>  X  </u>	Evidence of Affirmative Action Compliance*	
<u>  X  </u>	Proof of Business Registration (BRC)*	
<u>  X  </u>	Acknowledgement of Receipt of Revisions or Addenda	
<u>  X  </u>	Disclosure of Investment Activities in Iran*	
<u>  X  </u>	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus*	
<u>  X  </u>	Certification of Insurance*	

*\*Statutorily allowed to be provided with bid OR prior to execution of contract.*

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

**INVITATION TO BID  
TOWNSHIP OF MANALAPAN – PROPOSAL FORM**

The specifications are hereby made a part of this Proposal Form. The undersigned certifies that he will fully comply with these specifications unless specific exceptions are noted on this Proposal Form.

The undersigned hereby agrees that the acceptance of this Proposal by the Township of Manalapan shall constitute a legal and binding contract between the Township and the undersigned.

The undersigned agrees to furnish all labor, materials, supplies, supervision, equipment and other means necessary to perform all the work and furnish all the materials in accordance with the specifications at the following prices:

**BID 26-01  
TOWNSHIP OF MANALAPAN  
PLACEMENT OF CLOTHING RECYCLING BINS ON TOWNSHIP PROPERTY**

**MINIMUM BID STARTING AT \$20,000.00 PER YEAR FOR A TWO YEAR CONTRACT**

AMOUNT OF BID 2026/2027 \$ \_\_\_\_\_

Written Amount: \_\_\_\_\_

AMOUNT OF BID 2027/2028 \$ \_\_\_\_\_

Written Amount: \_\_\_\_\_

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

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

**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	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	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 Manalapan** 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 **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:	

**NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ residing in \_\_\_\_\_

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 \_\_\_\_\_  
title name of firm

the bidder making this Proposal for the bid proposal entitled \_\_\_\_\_ and that I executed the said proposal with full authority to do so 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 Manalapan 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 \_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 2\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)  
(Corporate Seal)

# AFFIRMATIVE ACTION COMPLIANCE NOTICE

*N.J.S.A. 10:5-31 and N.J.A.C. 17:27*

## GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)

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, after notification of award but prior to execution of this 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 (good for one year from the date of the letter);

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with *N.J.A.C. 17:27-4*;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with *N.J.A.C. 17:27-4*.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor 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*.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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

**EXHIBIT A**  
*N.J.S.A. 10:5-31 and N.J.A.C. 17:27*  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

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 or sex. Except with respect to affectional or sexual orientation, 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 status, affectional or sexual orientation or sex. 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 non discrimination 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 or sex.

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 its 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 age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at *N.J.A.C. 17:27*.

**AMERICANS WITH DISABILITIES ACT**

**Equal Opportunity For Individuals With Disabilities**

The Contractor and Manalapan Township do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the Act (42 U.S.C. S12101 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 thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township 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 Township in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the Township, 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 Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township 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 Township 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 Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

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

It is further agreed and understood that the Township 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 Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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

**TOWNSHIP OF MANALAPAN**

**ACKNOWLEDGMENT OF REVISIONS OR ADDENDA**

I \_\_\_\_\_, acknowledge receipt of the following addenda and or revisions.  
They are as follows:

Addendum Number

Date of Receipt

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

5.) \_\_\_\_\_

**Not applicable** (Check here if no revisions/addenda have been received)

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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

**TOWNSHIP OF MANALAPAN  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1:**

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 (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), 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 State of New Jersey, Department of Treasury, Division of Purchase and Property website at

<http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. If the Township finds a person or entity to be in violation of law, s/he shall act 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 bidder listed above nor any of the 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 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 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: PROVIDE FURTHER INFORMATION ON ACTIVITIES IN IRAN**

Provide a detailed, accurate and precise description of the activities of the vendor, or one of its parents, subsidiaries or affiliates, engaging in the investment activities outlined above:

Name: \_\_\_\_\_ Relationship to Bidder: \_\_\_\_\_

Describe Activities: \_\_\_\_\_

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

Bidder's Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**PART 3: 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 Township of Manalapan 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 Township to notify the 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 the Township of Manalapan and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

Full Name: \_\_\_\_\_

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

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



# CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor<sup>i</sup>”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

- A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

- B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

- C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

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Signature of Vendor’s Authorized Representative

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Print Name and Title of Vendor’s Authorized Representative

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Vendor’s Name

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Vendor’s Address (Street Address)

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Vendor’s Address (City/State/Zip Code)

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Date

---

Vendor’s FEIN

---

Vendor’s Phone Number

---

Vendor’s Fax Number

---

Vendor’s Email Address

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<sup>i</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).