

***Bid Packet***

***Bid # 1-2023***

***Bid Name: ON-CALL ELECTRICAL SERVICES AND REPAIRS 2023***

***Township of Willingboro***

***Burlington County***

***New Jersey***

***Date: April 18, 2023***



***Township of Willingboro***

***1 Rev. Dr. Martin Luther King Jr. Drive***

***Willingboro, NJ 08046***

Mayor Kaya McIntosh

Deputy Mayor Samantha Whitfield

Councilman Nathaniel Anderson

Councilwoman Dr. Tiffani A. Worthy

Councilwoman Rebecca Perron

Dwayne M. Harris, Township Manager

Eusebia Diggs, CFO

George M. Brown Jr, QPA

## NOTICE TO BIDDERS

Notice is hereby given that on April 18, 2023 at (10:00) A.M (Prevailing time), sealed bids will be opened and read in Township of Willingboro Municipal Complex at which time and place the sealed bids will be opened publicly and read for the following. Bid # 1-2023 Bid Name: ON-CALL ELECTRICAL SERVICES AND REPAIRS 2023

Bids shall be delivered in sealed envelopes and addressed to the Township of Willingboro, Purchasing Dept., 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046.

Express and overnight mail shall be delivered to the Purchasing Dept, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, no later than the time of bid opening.

NOTE: It is the bidder's responsibility to ensure that the bid package is delivered by the bid opening date and time. Any bid document received after the deadline established by the Purchasing Dept. will not be accepted, regardless of the method of delivery.

Submission of Bid: All bids must be submitted on the bid proposal forms approved and provided for by the bid specifications in order to be considered. Bidders are to provide one (1) clearly sealed envelope containing 3 copies of the bid proposal; (1) clearly marked ORIGINAL, one (1) clearly marked COPY and one electronic copy on USB drive. Please have each item on checklist color tabbed and numbered in your bid packet for a more time efficient packet review.

If indicated, bid proposals must be accompanied by a certified check, cashier's check, or bid bond in the amount of ten per centum (10%) of the total amount of the bid, but not in excess of twenty thousand (\$20,000) dollars and made payable to the Township of Willingboro.

Bid documents may be obtained only from the Township website [RFP/RFQ/Bids | Willingboro Township, NJ \(willingboronj.gov\)](https://www.willingboronj.gov/RFP/RFQ/Bids) and the Clerk's Office: Ms. Brenda Bligen., Municipal Clerk, [bbligen@willingboronj.gov](mailto:bbligen@willingboronj.gov), 609-877-2200 ext: 1028

The Township of Willingboro does not release the project estimates or bidders' lists.

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

Schedule: Release Specifications: (Date of Advertisement) **Pre-Bid Meeting: N/A**

Deadline for All Questions: (April 17, 2023) (5:00) P.M.

Addenda if Issued: (April 6, 2023)

Bid Opening: (April 18, 2023) (10:00) A.M.

General Inquiries To: Mr. George M. Brown Jr., QPA Voice: 609-877-2200 ext.: 1061 Email: [gmbrown@willingboronj.gov](mailto:gmbrown@willingboronj.gov)

This bid has been advertised in accordance with the "Fair and Open Basis" and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).

**TOWNSHIP OF WILLINGBORO BID/PROPOSAL DOCUMENT CHECKLIST FOR GOODS AND SERVICES**

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	New Jersey Business Registration (must be submitted prior to contract award) [DOC-1]	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language (pg. AA1-AA2) [DOC-2]	
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language (pg. AD-1) [DOC-3]	Informational
<input checked="" type="checkbox"/>	Insurance Certificates [DOC-4]	
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran [DOC-5]	
<input checked="" type="checkbox"/>	W-9 Request for Taxpayer Identification Number and Certification [DOC-6]	
<input checked="" type="checkbox"/>	Stockholder Disclosure Statement [DOC-7]	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit [DOC-8]	
<input checked="" type="checkbox"/>	Debarred List Affidavit [DOC-9]	
<input checked="" type="checkbox"/>	Acknowledgement of Receipt of Changes [DOC-10]	
<input checked="" type="checkbox"/>	Equipment Certification [DOC-11]	

**Read Only**

**Provide the Required Form(s)**

\*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

TOWNSHIP OF WILLINGBORO  
BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#: 970-097-382/500  
ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
EFFECTIVE DATE: 01/01/01  
FORM BRC(08-01)

TRADE NAME: CLIENT REGISTRATION  
SEQUENCE NUMBER: 0107230  
ISSUANCE DATE: 07/14/04

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, NJ 08646-0252

*J.P. S. Tully*  
Asst. Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT  
Trade Name:  
Address: 847 ROEBLING AVE  
TRENTON, NJ 08611  
Certificate Number: 1093907  
Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112823533

Reforms to the Business Registration Certificate Filing: permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid. The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would be an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 4) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

**TOWNSHIP OF WILLINGBORO**

(REVISED 4/10)

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

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

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

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

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

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

**DOC-2 cont.**

**TOWNSHIP OF WILLINGBORO**

(REVISED 4/10)

**EXHIBIT A continued**

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

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

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

- **Letter of Federal Affirmative Action Plan Approval**
- **Certificate of Employee Information Report**
- **Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))**

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

**Company** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**TOWNSHIP OF WILLINGBORO**  
**APPENDIX A**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Township of WILLINGBORO, (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.



TOWNSHIP OF WILLINGBORO

INSURANCE CERTIFICATES

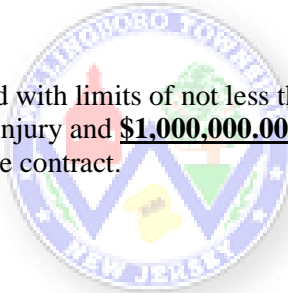
Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**The Bidder is required to submit actual Certificate(s) of Insurance establishing Insurance coverage of the type and amount required in accordance with the procedure set forth by the Contract Documents. (Documents to be submitted prior to the resolution of award)**

2. GENERAL LIABILITY INSURANCE

General liability insurance shall be provided with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$1,000,000.00 aggregate for property damage, and shall be maintained in full force during the life of the contract.



WILLINGBORO TOWNSHIP  
NEW JERSEY



TOWNSHIP OF WILLINGBORO  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the 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. **Failure to complete the certification may render a bidder’s bid proposal non-responsive.** If the Township of WILLINGBORO determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township of WILLINGBORO may also report to the municipal attorney or county counsel, as appropriate, the name of that person, together with its information as to the false certification, and the municipal attorney or county counsel, as appropriate, may determine to bring such civil action against the person to collect such penalty.

**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 I am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the 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 nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_  
\_\_\_\_\_

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

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

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

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

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.

**Bidder:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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

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



**WILLINGBORO TOWNSHIP**  
NEW JERSEY

TOWNSHIP OF WILLINGBORO

Form W-9 (Rev. August 2013) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
Business name/disregarded entity name, if different from above
Check appropriate box for federal tax classification:
Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
Address (number, street, and apt. or suite no.)
City, state, and ZIP code
List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding.
Social security number
Employer identification number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Sign Here Signature of U.S. person Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.
Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.
Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

- 1. The vendor is a Non-Profit Entity; and therefore, no disclosure is necessary.
2. The vendor is a Sole Proprietor; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.
A limited liability company with a single member is not a Sole Proprietor.
3. The vendor is a corporation, partnership, or limited liability company; and therefore, disclosure is necessary.
If you answered YES to Question 3, you must disclose the following information below: (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; (b) all individual partners in the partnership who own a 10% or greater interest therein; or, (c) all members in the limited liability company who own a 10% or greater interest therein.\*

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- 4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?

If you answered YES to Question 4, you must disclose the following information below: (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; (b) all individual partners in the partnership who own a 10% or greater interest therein; or, (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.\*

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- 5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.\*

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

\* Attach additional sheets if necessary



**NON-COLLUSION AFFIDAVIT**

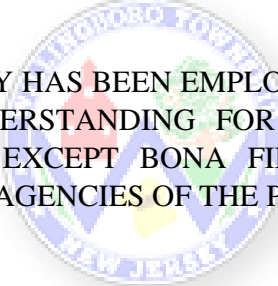
STATE OF NEW JERSEY  
COUNTY OF UNION

ss:

I AM

OF THE FIRM OF  
UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE WILLINGBORO TOWNSHIP 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 ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)



SUBSCRIBED AND SWORN TO BEFORE ME

THIS DAY

OF \_\_\_\_\_ 20\_\_\_\_\_.

(TYPE OR PRINT NAME OF AFFIANT  
UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: \_\_\_\_\_, 20\_\_\_\_\_.

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF NEW JERSEY:

§

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

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

I am the owner and/or officer of the Bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said Bidder at the time of making this Bid is not included on the State of New Jersey, State Treasurer’s List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Township of Willingboro relies on the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

The undersigned further warrants that should the name of the maker of this Bid appear on the State Treasurer’s List of Debarred, Suspended and Disqualified Bidders at any time prior to, and/or during the life of the Contract, including Guarantee period, the Township of Willingboro shall be immediately notified by the signatory of this Affidavit.

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

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019. \_\_\_\_\_

(Notary Public) My commission expires: \_\_\_\_\_

**DOC-10**

Acknowledgement of Receipt of Changes

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

Title of Addendum/Revision                  Received Via (email, fax, etc.)      Date Received

ACKNOWLEDGEMENT OF BIDDER

Name of Bidder:

Bidder's Signature:

Printed Name & Title:

Date





**EQUIPMENT CERTIFICATION**

The undersigned Bidder hereby certifies as follows:

The bidder owns or controls all the necessary equipment required to accomplish the work described in the specifications.

Name of Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name of above: \_\_\_\_\_  
(Print)

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

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



**BID SPECIFICATIONS**

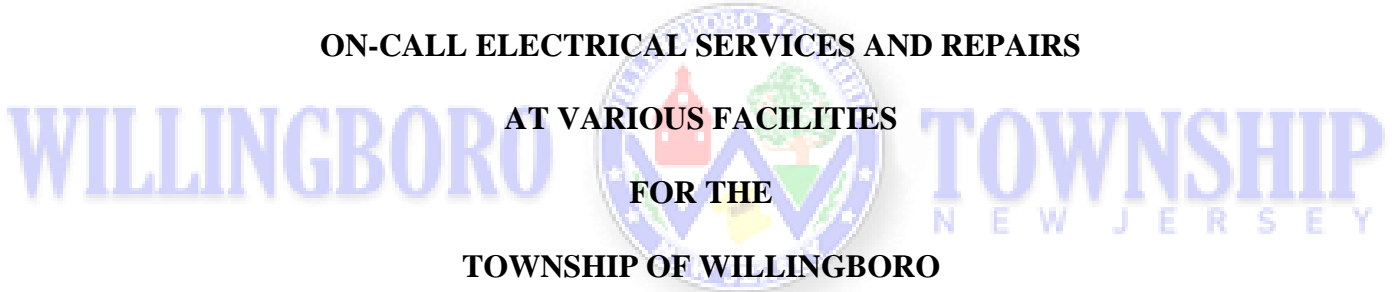
**FOR THE**

**ON-CALL ELECTRICAL SERVICES AND REPAIRS**

**AT VARIOUS FACILITIES**

**FOR THE**

**TOWNSHIP OF WILLINGBORO**



**Contractor's or Bidder's Experience**

The contractor shall provide documentation of at least five (5) year experience performing on-call electrical services and repairs for municipalities. Contractor shall list three (3) references with the company name, date, contact name, and phone number for which similar work was performed.

**General Conditions**

Bidders shall carefully examine the specifications and familiarize themselves with the work to be performed. In addition, bidders shall use whatever means may be necessary to completely satisfy themselves of the quantity of materials, amount and skill level of labor, extent, requirements, and actual conditions under which the work is to be performed. Failure on the part of the bidders to thoroughly acquaint themselves with all of the details of the work to be performed shall not be considered as a valid reason for claims of any kind after the award of the contract.

The contractor shall supply and furnish all materials equipment, personnel, and labor to perform all of the required work as outlined by this specification.

**Experience and References**

The bidders shall submit the following items with their bid:

1. A list of the past five years' experience performing on-call electrical services and repairs for municipalities. The list shall include client, contact person, phone number, location, and dates.
2. Documentation of the contractor's EPA certification for refrigerant recovery.
3. A list of dispatch locations from which service personnel shall be dispatched.
4. A list of technicians who are on call on a 24-hour basis.
5. A list of technicians who have been trained by the manufacturers of Trane and Carrier equipment.



**TOWNSHIP**  
NEW JERSEY

**Bid Award**

Contract award shall be awarded to the lowest, responsible, responsive bidder. The department will also consider the experience and references. Bidders who are not in compliance with the specifications shall be considered non-responsive.

**CONTRACT LENGTH: FOR THE DURATION OF THE CURRENT YEAR THROUGH DEC 31, 2023, WITH AN OPTION FOR TWO ONE-YEAR EXTENSIONS**

**1. General**

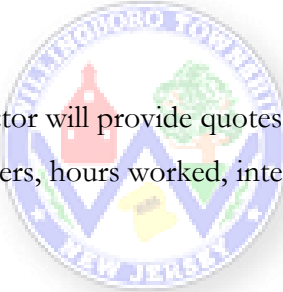
The Township of Willingboro is soliciting sealed bids for Licensed Electrical Contractors to service and make repairs on an on-call basis in accordance with the specifications contained in this bid document. This contract is for Township of Willingboro Facilities and Buildings and shall include but not be limited to buildings, recreation/outdoor facilities, recreation field lighting systems, and scoreboards. **SUB-CONTRACTING NOT PERMITTED.**

**2. Scope of Work**

The Contractor shall provide all labor, materials, equipment, supervision and supplies necessary to furnish and install electrical services; perform electrical repairs; and inspect electrical components for the purpose of diagnosing and repairing electrical systems in Township buildings, facilities, etc. In addition, the Contractor may be required to provide technical knowledge and guidance to solve electrical problems that occur. All work shall be fully guaranteed. Any work performed shall be scheduled in advance and approved by the Township of Willingboro Representative.

**3. Request for Services**

Upon the request of the Township, the selected contractor will provide quotes for necessary work. All quotes include the following: employee title(s), labor rate, quantity of workers, hours worked, intended use of apprentices or helpers, materials list, and wholesale cost.



**4. Materials**

The Township will pay only for materials that have been authorized and used. Total cost shall not exceed a 12% upcharge. Only new systems, parts, and supplies are acceptable. A copy of the suppliers' invoice verifying the contractor's cost shall accompany all requests for payment of materials and supplies. Purchases should be made at the most favorable rate available to the bidding contractor. Handling costs must be reflected on the contractors' invoice which must be attached to the supplier's invoice. The Township will audit invoices during the contract period.

**5. Work Schedule**

- a. Regular business hours shall be Monday through Friday 7:00 am to 5:00 pm.
- b. After work hours are between the hours of 5:01 pm and 6:59 am on weekdays, Saturdays, Sundays, and holidays.

- c. The Township shall not pay the awarded contractor more than 1.5 x of the hourly rate stated in the bid proposal for approved work performed after hours and holidays.
- d. The Contractor shall agree to respond to emergency calls twenty-four (24) hours per day, seven (7) days a week and within thirty (30) minutes. The Contractor shall provide two (2) contact telephone numbers for their designees, who will respond to the Township's call should a problem arise, or in case of an emergency.
- e. The Township does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked. The labor charge should include all associated costs. No additional compensation will be made.

**6. Permits, Fee and Codes**

The Contractor shall secure all necessary permits and conform to all local, state and national electrical codes. Fees associated with Township facilities will be discussed with the Township Representative.

**7. License**

The Contractor shall be a State Licensed Contractor and shall remain active during the length of this contract. Include a copy of New Jersey Contractor's License with submittal.

**8. Contractor Performance**

The Contractor is expected to provide all work in a safe, professional workmanlike manner in accordance with all applicable Township, State and Federal codes and regulations. The contractor shall maintain records detailing the work performed and the contract items utilized.



**9. Guarantee**

The Contractor shall guarantee, in writing, all labor and materials for a period of one (1) year from the date of completion. Such guarantee shall include all repairs and/or replacement at the contractor's expense. This guarantee shall include any and all defects which may appear in his work, bad judgement decisions, equipment, apparatus, or materials used during that period which arise from defective workmanship, imperfect or inferior materials. Additionally, contractor shall be responsible for work completed after contract period ends, if defect occurs with guarantee period.

**10. Qualifications and References**

Contractor will be required to have a minimum of five (5) consecutive years of experience in electrical service, installations, and repairs of facility systems. In addition, Contractor shall provide five (5) references with bid proposal.

**11. Term of Contract**

This contract shall remain in effect for the duration of the current year through Dec 31, 2023, with an option two one-year extensions based upon available funding.

**12. Frequency Requirements**

The frequency of service is unknown. (On-call and as needed basis).

**13. Method of Award**

To ensure electrical issues and emergencies are addressed when they arise this contract shall be awarded to the lowest responsive and responsible bidder whose base of operation is within 15 miles of the Township of Willingboro. Additionally, this contract may be awarded to multiple bidders based upon the lowest hourly labor rate for normal business hours and ability to meet requirements of this bid contract.

**BID PROPOSAL FORM**

We the undersigned propose to provide electrical services for various Township of Willingboro facilities for the duration of the current year through Dec 31, 2023, with an option for two one-year extensions pursuant to the specifications and requirements and made part hereof:

**YEAR ONE**

**LICENSED ELECTRICIAN**

**HOURLY RATE: \$** \_\_\_\_\_

**LICENSED ELECTRICIAN OVERTIME RATE**

**(NOT TO EXCEED 1.5%) \$** \_\_\_\_\_

**OPTION TO EXTEND**

**YEAR TWO**

**LICENSED ELECTRICIAN**

**HOURLY RATE: \$** \_\_\_\_\_

**LICENSED ELECTRICIAN OVERTIME RATE**

**(NOT TO EXCEED 1.5%) \$** \_\_\_\_\_

**(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)**

The undersigned is a Corporation, Partnership or Individual under the laws of the State of \_\_\_\_\_ having its principal office at \_\_\_\_\_

**COMPANY**



**TOWNSHIP**  
NEW JERSEY

ADDRESS

ADDRESS

FED. ID #

NAME

TELEPHONE

FAX

EMAIL

DATE

SIGNATURE:





Thank you for your submission  
To the Township of Willingboro



Purchasing Department