

Township of Lawrence
County of Mercer
State of New Jersey

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by LAWRENCE TOWNSHIP from qualified bidders for the following:

BID NO. 17-08 UNIFORM RENTAL AND CLEANING

Bids will be opened and publicly read at the Lawrence Township Municipal Building in the Manager's Conference Room, 2207 Lawrence Road (Route 206), Lawrence Township, New Jersey 08648, on **TUESDAY, MAY 9, 2017, at 11:00 A.M.** prevailing time.

Specifications and bid documents may be obtained from the Township Manager's Office at the above address, beginning April 20, 2017, during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday. Telephone 609-844-7005 or email ymartinette@lawrencetwp.com.

Bids shall be made on the standard proposal forms and be enclosed in a sealed envelope addressed to the Township Manager's Office at the above address. The name of the item(s) **MUST** be printed on the face of the envelope. Bids shall be rejected if not submitted within time, date, and place designated, and if not accompanied by a certified check, cashier's check or bid bond in the sum of ten percent (10%) of the total bid, but in no case in excess of \$20,000, payable to the Township of Lawrence as guarantee to furnish equipment/services for the bid.

The following bid documents must be included in bid package:

1. Bid Document Submission Checklist
2. Bid Proposal Form
3. Bid Bond
4. Statement of Compliance
5. Affirmative Action Statement
6. Non-Collusion Affidavit
7. Stockholder Disclosure Statement
8. Evidence of New Jersey Business Registration
9. Evidence of Contractor Registration (if applicable)
10. Acknowledgement of Addendum and/or Clarification (if applicable)

Bidders must comply with regulations of the "N.J. Local Public Contracts Law", Affirmative Action regulations N.J.S.A.10:5-31 et seq. (P.L. 1975, c.127) N.J.A.C. 17:27 and the New Jersey Prevailing Wage Act 12:60-1 et seq. (P.L. 1963, Chapter 150).

In accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) a New Jersey Business Registration Certificate (BRC) should be submitted with the bid documents. However, the law allows the BRC to be filed any time prior to award of the contract but the bidder had to have obtained the BRC ***PRIOR*** to receipt of bids. The Township of Lawrence strongly recommends submission of the BRC with the bid documents.

The Township of Lawrence reserves the right to accept or reject any and all bids for the above listed items in whole and/or part may waive informalities that the Township may, in its sole discretion, deem to be in the Township's best interest.

Richard S. Krawczun
Municipal Manager

Township of Lawrence
County of Mercer, New Jersey

**GENERAL INSTRUCTIONS AND REQUIREMENTS
INSTRUCTIONS TO BIDDERS**

Invitation to Bid

Take note that the Township of Lawrence, Mercer County, New Jersey, shall receive sealed proposals from qualified bidders for Bid No. 17-08, Uniforms Rental and Cleaning. Said bids shall be received no later than 11:00 a.m. local time, on the May 9, 2017 in the Manager's Conference Room at the Municipal Building, 2207 Lawrence Road, Lawrence Township, New Jersey 08648.

The term "qualified bidders" used above pertains to the ability to complete the enclosed Non-Collusion Affidavit. Only Bidders who can comply with these specifications and return the Affidavit signed will be considered. FAILURE TO SIGN AND RETURN THIS AFFIDAVIT SHALL CAUSE IMMEDIATE REJECTION OF THE PROPOSAL.

Exceptions

The specifications contained herein are to be considered the minimum acceptable descriptions of the product desired. Bidders may note exceptions and proposed alternates to certain parts of some, but only if the alternate is of equal or superior construction methods, or equal or superior name brand products. All such proposals will be supported by reasonable documentation of comparability. Where name brand products are mentioned, it is for the purpose of detailing the level of quality desired. Other name brand products may be substituted providing they are of equal or superior quality. The Purchaser shall be the sole judge as to whether or not the substitution offered is, in fact, equal or superior. Bidders who take exceptions must list their exceptions on a separate list, pointing out the page number and section where the exception is taken. Bidders must also check compliance Yes or No in the specifications as noted. TAKING COMPLETE EXCEPTION TO THESE SPECIFICATIONS SHALL CAUSE IMMEDIATE REJECTION OF THE PROPOSAL.

Responsibility of the Purchaser

The Purchaser reserves the right to reject all bids without cause other than its sole determination that the public interest is served and to consider quality and workmanship as described hereinafter.

BIDDERS ARE REQUIRED TO RETURN THIS BID PACKAGE AS THEIR PROPOSAL. Failure to include same shall cause immediate rejection of the proposal. Proposals that contain any omissions, erasures, or alternations, or that contain additions or items not called for in the Bid Documents, or that contain irregularities of any kind, may be disqualified and not considered. All signatures shall be in writing, and no proposal shall be considered unless so signed. Numerical figures which are inconsistent with verbal (written) expressions of amounts shall be deemed superseded by the verbal (written) expression.

Award of Contract

Upon submitting proposals bidders shall not withdraw or cancel such proposals, and all bid securities submitted with such proposals will be held by the Purchaser until all proposals submitted have been canvassed and award of contract made and executed. All bids will be evaluated for a period not to exceed sixty (60) days, unless a longer period is consented by the bidder. If applicable, all bid securities submitted with proposals will then be returned to the respective unsuccessful Bidders.

The Bidder to whom the award is made shall, within ten (10) days after receiving written notice of such award, execute a contract with said Purchaser, for the complete delivery of all materials, equipment and/or work specified therein. A performance bond acceptable to the Township and a certificate of insurance must also be provided at this time.

The Township of Lawrence expressly reserves the right to select any item or alternate in this bid, or any combination of items or alternates, to make an award. The Township Council of the Township of Lawrence shall have sole discretion in determining the alternates to be awarded hereunder, said alternates to be selected in the best interests of the Township of Lawrence.

Responsibility of the Bidder

The Bidder must comply with all applicable New Jersey statutes in effect at the time of the bid.

If applicable, all bids shall include manufacturer's copies of all specified warranties. Any exceptions or variations to these specifications must be set forth on separate sheets, indicating page number(s) and section(s) of these specifications, and must be submitted with the bid. Any bids deemed as taking total exception to these specifications shall result in immediate rejection of the bid.

Bid Security

Each bid shall be accompanied by a Bid Bond, certified check, or cashier's check in an amount of not less than ten percent (10%) of the total bid price, but not to exceed \$20,000. Bid Security shall be furnished by the bidder individually and as agent or principal of the company that will manufacture the apparatus proposed.

IMPORTANT NOTES:

Any bidder who does not understand any portion of the specifications and/or requirements, or who wishes to present a question on the same, shall do so in writing to the Purchaser. Verbal answers shall not be binding.

Intent

The intent of the specifications, as presented herein, is to establish the functional requirements for the work specified in the bid.

General Terms

THESE SPECIFICATIONS SHALL BE CONSIDERED A MINIMUM, AND FULL MINIMUMS SHALL BE MET.

Payment Terms

The Bid Price shall reflect the total cost of the work described herein.

The bid price shall not include any local, state, or federal taxes. Tax exempt forms will be provided by the purchaser upon request. Bidders shall not be liable for any state or federally mandated tax or program after the contract signing.

**INSTRUCTIONS & REQUIREMENTS
UNIFORM RENTAL AND CLEANING**

1. The intent of this bid is for the Township of Lawrence to enter into a three (3) year contract for **Uniform Rental and Weekly Cleaning Service** to be worn by Township personnel in their daily work performance.
2. Bids **must** be submitted in ink or typewritten only. Bids offered by telephone, facsimile, and/or telegraph will not be accepted.
3. The proposal sheet must be completed and signed by a company official in order to be accepted by the Township of Lawrence as a valid bid.
4. The bidder **must** submit a certificate from a surety company stating that it will provide the contractor with a performance bond in the total amount of any awarded contract.
5. A bid cannot be withdrawn after the expiration of the time set for receiving bids, nor can any changes in price or other details be made by letter, telegram or verbal statement.
6. On the proposal sheet of this bid, the bidder shall indicate a price per week per employee, per month per employee and yearly grand total for all employees in the category. The unit prices shall include all operating expenses and all parts of the uniform.
7. Bids shall be submitted by the prospective bidders with the understanding that, should an employee leave the Township, the rental of the uniform shall be deducted from the contract. The contractor will receive written notification from the Township when these instances occur.
8. All additional employees will be supplied with new garments during the contract period. These new employees will be charged at the unit bid prices. The contractor will be required to have the new employee fully uniformed with two (2) weeks from the date that appears on the Township's written notification.
9. A contract will be awarded based on the lowest overall price and the ability of the bidder to supply the specified uniforms and services.
10. Any contract, into which the Township enters resulting from this bid, shall be for a three (3) year period, July 1, 2017 through June 30, 2020.
11. Non-compliance with contract – Should the contractor fail to comply with any contract clause contained herein, he will be assessed daily in damages in the amount of the uniform not being delivered. In addition to this, the contractor will be assessed \$50.00 per day for administrative charges. This shall be treated as liquidated damages and not as a penalty.
12. If an employee is out of work for more than two (2) weeks, the uniform will be removed from the contract and added back when the employee returns. No payments will be made during this absence. These uniforms will not be returned; however, they will not be cleaned during this time period. (The absence beyond two (2) weeks must be in full week intervals, partial weeks will be paid). When these occasions arise, the contractor will receive written notification from the Township.
13. The Township may cancel any contract into which it has entered. Sixty (60) days written notice will be served to the contractor if this option is executed.

14. The bidder is required to indicate at least three contracts of this magnitude or larger in the following spaces:

NAME	CONTRACT	PHONE NUMBER

15. The contractor will be required to maintain the uniforms in very good condition and make the appropriate repairs when necessary. All uniform repairs shall be made within a one (1) week period. Failure to adhere to this clause will constitute non-compliance with the contract and will result in the assessment of liquidated damages as specified herein. Rental garments will be replaced with a "brand new" garment or exchanged for a different size with a "brand new garment" at no additional charge.

16. The Township reserves the right to reject any and or all bids.

17. If there are any questions concerning this bid, please contact: Gregory Whitehead, Director of Public Works (609) 587-1894.

18. Work shirts and jackets will be decorated with an employee name emblem, with Township seal, and custom Township of Lawrence emblem at no additional cost.

19. T-shirts will be screen printed with the Township of Lawrence logo over the left pocket at no additional charge.

20. There will be no "extra" ancillary charges allowed within the context of this bid. Such charges include but are not limited to the following:

- Garment make-up or preparation fees
- Environmental surcharge
- Fuel surcharge
- Re-stocking fees
- Garment loss and damage insurance
- Cost of living price adjustment
- Emblem fees
- Weekly service charge

21. All garments will be collected on a weekly basis at the Lawrence Township Public facility. The successful vendor will provide an "enclosed bin" to collect all uniforms on a weekly basis for laundering or repair service. All uniforms will be laundered utilizing "acceptable industry practices" with environmentally safe products. Please provide "MSDS" regarding "detergents" or "chemicals" utilized in the process.

Township of Lawrence

County of Mercer

Specification for Uniform Rental and Cleaning

LAWRENCE TOWNSHIP DEPARTMENT OF PUBLIC WORKS

Personnel List (Color of Shirts per Division)

Four (4) Supervisors (White Long & Short Sleeve Shirts/Light Blue T-Shirts)

Three (3) Building Service Workers (Silver SP14SV or equal/Light Blue T-shirts)

Twenty-three (23) DPW Employees (Safety Green T-Shirts)

*Lawrence Township reserves the right to add employees to uniform contract or decrease the amount depending on available funding in municipal operating budget.

Comply	
<u>Yes</u>	<u>No</u>
_____	_____

Shirts

The long sleeve shirts shall be 65% polyester, 35% cotton, permanent press, full fit, graduated sleeves and tail length. The shirt shall contain two silk screen or embossed patch with Township seal. The patch over the left pocket shall indicate "Township of Lawrence – Department of Public Works" and the left pocket shall indicate the employees first name.

The shirts for the Supervisors shall be identical to those supplied to the DPW employees except the color shall be **white**. **Furthermore, supervisory personnel shall receive white short sleeve shirts for the summer – May 15th-October 15th.**

Option: Township may elect to receive Red Kap (or equal) unisex performance knit raised jersey polo shirts with Township logo and name embroidered directly on shirt.

Color of shirt: Refer to personnel list
Issue: Eleven (11) shirts per employee
Changes: Five (5) per week, per employee

Pants

The pants shall be 65% polyester, 35% cotton, permanent press, full fit and graduated use. The pants shall be bar tacked at fly and at all points of strain Dickies Industrial Multi-use Pocket Pant, 211-2272 or equal.

Color: Navy blue (all employees receive navy blue pants)
Issue: Eleven (11) pants per employee
Changes: Five (5) per week, per employee

Tee Shirts

The T-shirts shall be 100% cotton, one front pocket, industrial quality. Each T-shirt shall be silk screened with Township seal and DPW logo.

Color: Safety Green (see employee division list)

Issue: Eleven shirts per employee

*Employees will be required to launder T-shirts. Laundry service is not required for T-shirts.

Coveralls

Insulated and twill coveralls (winter, summer)

Color: Navy blue with two (2) patches (same as shirts)

Issue: Two (2) per employee (one each) – Mechanics shall receive two (2) of each

Changes: One (1) change per week

Waist Jacket

Slash pocket jacket – Red kap style JT22 or equal. Two-button side waist adjustment. Lined convertible collar. Two lower inset slash jackets. Utility pocket on the left sleeve. 7.5 oz 65/35 polyester/cotton twill.

Color: Navy blue with two (2) patches (same as shirts)

Issue: One (1) per employee (clean as necessary)

Hip Jacket

The jacket shall be 65% polyester, 35% cotton, permanent press. The jacket shall contain a full permanent liner, two front button flap pockets and vested sides for work mobility.

Color: Navy blue with two (2) patches (same as shirts)

Issue: One (1) per employee (clean as necessary)

Heavy Winter Wear Jacket

J140 Carhartt jacket or approved equal: **Successful vendor must provide a sample of equal garment for approval.** Duck active hooded jacket. 12 oz firm hand, 100% ring spun nylon duck. Quilted flannel lining in body, quilted nylon body in sleeves. Attached three-piece hood and two inside pockets.

Color: Navy blue with two (2) patches (same as shirts)

Issue: One (1) per employee (clean as necessary)

Quilted Vest

VT22 Red Kap style or equal, waist length with rear kidney flap, rib knit collar, side elastic inserts, front patch pockets, solid brass zipper. 7.25 oz twill, shell 65% polyester, 35% cotton.

Lining: 100% polyester

Color: Navy blue (one Township seal patch only)

Issue: One (1) per employee (clean as necessary)

Jacket

Port Authority or equal JP54, Teklon, nylon outer shell or equal

Color: Black with embroidery

Issue: (2) Assistant Director

Shirt

Port Authority twill S600 T or equal long sleeve

Color: TBD with embroidery

Issue: (11) Assistant Director

*******BID PROPOSAL FORM*******

Name of Bidder: _____

Address: _____

Phone/Fax: _____

eMail: _____

We are pleased to offer the following proposal, as per the attached specifications and information requirements for:

**BID NO. 17-08
UNIFORMS RENTAL AND CLEANING**

Date of Proposal: _____

2017 (July through December)

Quantity	Staff	Per Week/ Per Employee	Per Month/ Per Employee	Annual Total
4	Supervisors			
3	Building Service Workers			
23	DPW Employees			

2018 (January through December)

Quantity	Staff	Per Week/ Per Employee	Per Month/ Per Employee	Annual Total
4	Supervisors			
3	Building Service Workers			
23	DPW Employees			

2019 (January through December)

Quantity	Staff	Per Week/ Per Employee	Per Month/ Per Employee	Annual Total
4	Supervisors			
3	Building Service Workers			
23	PW Employees			

2020 (January through June)

Quantity	Staff	Per Week/ Per Employee	Per Month/ Per Employee	Annual Total
4	Supervisors			
3	Building Service Workers			
23	PW Employees			

Date of Proposal: _____

July 1, 2017 to December 31, 2017
(six months) \$ _____

January 1, 2018 to December 31, 2018
(twelve months) \$ _____

January 1, 2019 to December 31, 2019
(twelve months) \$ _____

January 1, 2020 to July 1, 2020
(six months) \$ _____

GRAND TOTAL \$ _____

Subscribed and sworn before me

This ____ day of _____, 20____

Signature of Bidder

(Notary Public)

My Commission expires

Typed or Printed Name

_____, 20____

*******STATEMENT OF COMPLIANCE*******

The following information must be supplied and the statements notarized and witnessed by a licensed Notary Public.

1. The specifications, as presented herein, have been strictly adhered to. If exceptions are taken and alternates or equivalents not listed, we understand that it will be grounds for not accepting the bid.
2. All information as required has been included in the proposal.
3. If applicable, all equipment/products/services are Year 2017 compliant.

"I (We) do solemnly swear that the enclosed information is correct and true to the best of my (our) knowledge. I (We) also do swear that no information has been omitted from this proposal in order to present the proposal in a more favorable position."

"I (We) also do swear that all alternates and clarifications to the specifications have been listed in my (our) proposal."

BIDDER:

Print Name _____

(SEAL)

(Notary Public)

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.

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)

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.

Township of Lawrence
County of Mercer
State of New Jersey

EXHIBIT 1
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

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27. Within seven days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Finance Department:

1. Does this contract have the potential of having a dollar value of \$25,000 or better?
 Yes (complete #2)
 No (no further documentation is required)

 2. Does your company have a Federal Affirmative Action Plan Approval Letter?
 Yes (submit copy)
 No (complete "a" below)
 - a. Does your firm have a NJ Certificate of Employee Information Report?
 Yes (submit copy)
 No (complete "b" below)

 - b. If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report (Form AA-302) must be filed. Contact the Lawrence Township Finance Office at 609-844-7005 for this form.

 3. Are you a minority-owned business?
 Yes
 No
-

The undersigned bidder certifies that he is aware of the commitment to comply with the requirements N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27 and agrees to furnish the required documentation pursuant to the law.

Company: _____ Date: _____

Signature: _____ Title: _____

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Mercer

I, _____ residing in _____, in the County of _____
(name of affiant) (municipality)
in the County of _____, in the State of _____ of full age, being duly sworn
according to law on my oath depose and say that:

I am _____ in the firm of _____ the provider 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 _____ 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 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 before me
this ____ day of _____, 20__

(Notary Public)

My Commission expires
_____, 20__

Signature of Affiant

Type or Printed name/Title

(Corporate Seal)

STOCKHOLDER DISCLOSURE CERTIFICATION

Please check appropriate boxes below and sign below. This statement must be included with bid submission.

I certify that the list below contains the names and home addresses of all stockholders holding ten percent or more of the issued and outstanding stock of the undersigned.

I certify that no one stockholder owns ten percent or more of the issued and outstanding stock of the undersigned.

- Partnership Corporation Subchapter S Corporation
 Sole Proprietorship Limited Partnership
 Limited Liability Corporation Limited Liability Partnership

Stockholders:

Name/Address: _____

Name/Address: _____

Name/Address: _____

Name/Address: _____

Name/Address: _____

Name/Address: _____

Subscribed and sworn before me
this ____ day of _____ 20__

(Notary Public)

My Commission expires
_____ 20__

Signature of Affiant

Typed or Printed Name/Title
(affix corporate seal if applicable)

CONFLICT OF INTEREST

STATE OF NEW JERSEY, LAWS OF 1977, CHAPTER 33, ASSEMBLY NO. 22

No corporation or partnership shall be awarded by any contract, nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the state or any county, municipality or school district, or any subsidiary or agency of the state, or of any county, municipality or school district, or by any authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, "of said corporation or said partnership," there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock, of any class or of all individual partners in the partnership who own a ten percent or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent or more of that corporation's stock, or the individual partners owning ten percent or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the ten percent ownership criteria established in this act, has been listed.

Township of Lawrence
County of Mercer, State of New Jersey

BID DOCUMENT SUBMISSION CHECKLIST

The items listed below (INCLUDING THIS CHECKLIST) must be submitted with this bid package and acknowledged by the bidder. **THE FAILURE TO SUBMIT THESE MANDATORY DOCUMENTS WITH THE BID SHALL BE DEEMED A NON-CURABLE DEFECT.**

<u>Item</u>	<u>Required In Bid Package</u>	<u>Bidder's Initials</u>
Bid Document Submission Checklist <i>(properly initialed)</i>	<u>X</u>	_____
Bid Proposal Form <i>(signed & notarized)</i>	<u>X</u>	_____
Bid Bond	<u>X</u>	_____
Statement of Compliance <i>(signed & notarized)</i>	<u>X</u>	_____
Affirmative Action	<u>X</u>	_____
Non-Collusion Affidavit <i>(signed & notarized)</i>	<u>X</u>	_____
Stockholder Disclosure <i>(signed & notarized)</i>	<u>X</u>	_____
NJ Business Registration	<u>X</u>	_____
PW Contractor Registration <i>(if applicable)</i>	<u>X</u>	_____
Consent of Surety	_____	_____
Statement of Qualifications	_____	_____
Subcontractor Listing <i>(if applicable)</i>	_____	_____
Acknowledgement of Addendum and/or Clarification <i>(if applicable)</i>	<u>X</u>	_____
Other: List of Current Clients	_____	_____