

**NOTICE TO BIDDERS**

**EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY  
7 WILTSHIRE DRIVE, EAST WINDSOR, NJ 08520  
609-443-6000**

**WILL ACCEPT REQUEST FOR BIDS FOR  
PILOT BORING/MONITORING WELL CONSTRUCTION AND WATER QUALITY  
SAMPLING**

Notice is hereby given that sealed Bids will be received by the East Windsor Municipal Utilities Authority, at the Authority Administration Building, 7 Wiltshire Drive, East Windsor, New Jersey 08520, Attention of: Richard Brand, Executive Director, **until 11:00 a.m. prevailing time, on November 5, 2020.**

Bids may be submitted in person or by mail. The Authority assumes no responsibility for the loss or non-delivery of any BID sent to it prior to the BID opening.

At the above time and place, all Bids will be publicly opened and read aloud. No Bids will be accepted after the date and time designated to receive Bids. A BID may be withdrawn prior to the time for opening of Bids or authorized postponement thereof. No BID may be withdrawn for a period of sixty (60) days.

The Authority reserves the right to reject any or all Bids, to waive any informalities, deviations, or omissions in any or all Bids, and to accept a BID which, in its judgment, best serves the interest of the Authority.

Specifications and BID forms may be examined and obtained at the above address Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. for a fee of \$15.00. Not refundable if the Bids are awarded. All BID's can be obtained from our web site at [www.Eastwindsormua.com](http://www.Eastwindsormua.com)

All Bids must conform to the models and directions contained in the Specifications and must be submitted in a complete contract packet. Bidders are required to comply with the requirements of P.L. 1975,c.127 and N.J.A.C. 17:27-5.2 et seq., Affirmative Action, and P.L. 1977,c33, Stockholder or Partnership Disclosure Statement, Business Registration Act N.J.S.A 52:32-44 P.L. 2004, c57 and all other requirements as set forth in the Instructions to Bidders.

By: Richard Brand, East Windsor MUA, Executive Director  
Date: 10/2/2020

**PILOT BORING/MONITORING  
WELL CONSTRUCTION  
AND WATER QUALITY SAMPLING**

**East Windsor Municipal Utilities Authority  
Proposed Monitoring Well  
East Windsor Twp., Mercer County, NJ**

**PART 1- GENERAL**

1.1 DESCRIPTION

These specifications provide details for one (1) 4” monitoring well for the purpose of confirming aquifer thickness, water quality and quantity at a new proposed location and if successful, to be used as an observation point for the ultimate 72-hour aquifer testing on permanent production well(s) for the East Windsor Municipal Utilities Authority (EWMUA). The well site is approximately 2,500 feet north/northwest of the intersection of Old Trenton Rd and Millstone Rd. in East Windsor, NJ as shown on the attached Figures 1 and 2. The overall scope includes drilling and installation of one (1) 4” PVC monitoring well along with development and limited testing and collection of a water quality sample.

1.2 RELATED WORK

Although it is not to be considered comprehensive, attention is brought to the following specifications listed elsewhere that are particularly pertinent:

- |       |  |
|-------|--|
| NJDEP | Applicable and Relevant Rules and Regulations on water well construction, installation, water quality, etc., specifically N.J.A.C. 7:9D and N.J.A.C. 7:10. |
| AWWA  | A-100-06 (et. seq.) Standards for Water Wells,   |
| AWWA  | C-206-11 (et. seq.) Standard for Field Welding of Steel Water Pipe,  |
| AWWA  | C-654-03 (et. seq.) Disinfection of Wells.   |

**PART 2- MATERIALS AND EQUIPMENT**

2.1 MONITORING WELL INSTALLATION

The following are to be included for the installation of the well:

- Pilot Hole
- Geophysical Logging
- Monitoring Well Installation
  - 4-inch PVC slot screen
  - 4-inch PVC inner casing to grade
  - Gravel Pack

- Well Development
- Limited Step Rate Test
- Water Quality Sampling

All PVC slot screen and riser shall be new and conform to ASTM D1785 (or latest revision).

Grout material shall meet the requirements of NJAC 7:90-2.9.

Gravel filter pack shall meet the requirements of NJAC 7:9D-2.3(f).

### **PART 3- EXECUTION/INSTALLATION**

#### **3.1 MONITORING WELL**

##### **3.1.1 Well Drilling**

The drilling Contractor shall inspect the existing test well site and access conditions and prepare a lay-down area as needed for the completion of the well drilling and test pump installation to provide for a safe and proper working environment. Contractor shall repair all damage to the existing roads, fences, grass areas, parking areas, and other disturbed site improvements.

The proposed monitoring well will be located on property about 2,500 ft. north of Old Trenton Rd and Millstone Rd. in East Windsor Township, Mercer County, NJ 08520. The approximate 98-acre property is currently owned by the East Windsor Municipal Utilities Authority as the Pollution Control Facility site. The land use is predominantly agricultural, with the wastewater operations to the eastern end of the site, undeveloped to the north and south, and with a residential area to the west. One 4" PVC well will be constructed into the Middle PRM Aquifer (also referred to as the Raritan Formation). The proposed water quality sampling on the completed well will be used to decide whether to ultimately move forward with up to two (2) new Production wells at the same site. While a formal 72-hour test will not be performed on the 4" monitoring well, sufficient development, temporary submersible pump and controls installation and temporary discharge control shall be completed and installed to allow for the collection of a formation-representative sample, as well as document specific yield and basic properties of the PRM at this location.

It is recommended that the well installation begins with advancing an 8" pilot boring, installed via mud rotary techniques, to a target depth of approximately 350 ft. The purpose of the test boring is to confirm the geologic conditions, fully penetrate the PRM outcrop formation, obtain samples for sieving, and to perform borehole geophysics. Since this location is within the outcrop area of the PRM formation, and there is a documented high level of variability in the aquifer in the outcrop area, the goal of the pilot boring and geophysics is to resolve the thickness and characterization of aquifer materials at depth, and if sufficient thickness and material exist to support a production well. If so, a deeper (Middle PRM) well can then be installed in this pilot boring. Ditch samples will be retained at 5-foot intervals through the entire Upper PRM unit. Selected ditch samples shall be retained for sieve analysis.

The on-site area surrounding the well shall be maintained in an orderly and refuse-free condition, and surface water shall be diverted away from the well. If any water is used during drilling, the water must be obtained from a potable, tested source of supply. Contractor shall install and maintain appropriate

erosion and sedimentation controls and measures to handle all runoff/discharge water related to the well drilling operation.

### 3.1.2 Geophysical Logging

After the aquifer has been penetrated to depth, geophysical logs including at a minimum, gamma, spontaneous potential and electric resistivity, will be conducted. The Contractor is responsible to assure that the geophysical logging instruments and equipment are in proper working condition. The Contractor must supply a trained and expert crew to operate the geophysical logging equipment. Copies of the log as well as digital output of the log (in such format as required by the New Jersey Geologic Survey) will be made available to the Hydrogeologist as part of the permanent file.

### 3.1.3 Well Screen

The well screen shall be slotted PVC design, schedule 40, four (4) inches in diameter. The length and depth setting of screen for each well will be based on the geophysical log, but preliminary information suggests that the Middle PRM well screened from 250-300'. Screen slot size, gravel pack, and final length of screen will be determined based on results of the pilot boring, geophysics and in accordance with NJAC 7:9D-2.3(f).

The screen must have adequate strength to resist external forces applied to it after installation and to minimize the likelihood of damage during installation. The screen must have no change of alignment at any joint after installation. The contractor shall submit for approval drawing and other information showing the design and method of construction of the screen.

### 3.1.4 Inner Casing

The inside casing shall be brought up to grade from the top of the screen. The casing shall be PVC design, schedule 40, four (4) inches in diameter, and shall meet the requirements of ASTM D1785 (or latest revision). Gravel (see Section 3.1.8) shall be brought up between the inside and outside casings a minimum of 10 feet above the well screen and in accordance with NJAC 7:9. The gravel pack level will be maintained at that level throughout development.

### 3.1.5 Plumbness and Alignment

The well shall be constructed with all casing set round, plumb and true to line as described herein. The Contractor shall exercise all possible care in constructing the well with respect to ensuring plumbness and alignment.

### 3.1.6 Gravel Filter

The gravel filter must be placed hydraulically to ensure the placement of gravel around the screen, feeding the same from the surface so as to build up the gravel wall around the screen from the bottom up as the graveling process proceeds. Cape May gravel, or equivalent shall be used; the size determined by the Contractor in accordance with the characteristics of the water-bearing formation; such size and specifications to be reviewed and confirmed by the Engineer. The material shall be 95% siliceous with not more than 5% calcareous material by weight. The characteristics of the formation shall be determined through grain size analysis performed on the split spoon and ditch samples taken during the pilot hole drilling. The level of the gravel pack at 15 feet above the top of the outer casing base must be maintained

throughout development of the well. The bottom of the screen shall be properly plugged with steel plate or cement in accordance with the conditions found. Note that NJAC 7:9D-2.3(f)3ii requires that the gravel pack shall not extend more than 50 percent of the length of the well screen.

### 3.1.7 Development

The water-bearing formation shall then be developed to produce water as efficiently as possible with a minimum of drawdown in accordance with NJAC 7:9D-2.11. **Development must be performed for a minimum of 20 hours.** Methods of development can include, but are not limited to initial swab of the screen, surging and bailing, double-disc air surging, hydraulic jetting and pump surging to free the inside of the screen from sand and to produce clear water free of sand. The Contractor shall record improvements in the well specific capacity during development and measurements of the gravel pack depth. Records of development data obtained during development shall be submitted to the Engineer for review and acceptance of the capacity and efficiency. Final development must include surging with the test pump and providing specific capacity data to the Engineer. A development test shall be conducted in accordance with AWWA A-100, Sections 9.2 through 9.4, with the exception that the Contractor is responsible for point of discharge of the water as provided herein. Contractor is required to install and maintain all appropriate erosion and sedimentation controls to manage the development/discharge water.

Contractor must continue development until discharge water is clear and free of fines, based on the judgment of the Engineer and Owner. If Contractor anticipates that time required to achieve this is greater than 20 hours, such additional time must be included in the lump sum costs of the bid package. **Contractor is required to furnish a quiet generator, suitable for overnight use in a residential setting.**

### 3.1.8 Monitoring Well Variable Rate Testing

Upon completion of the well and all well development work, limited step rate testing shall be conducted in the presence of the Engineer, in order to identify a maximum sustained rate from the well, and pump the well for an approximate 8-hour period in order to collect a representative raw water sample. The Contractor shall furnish all labor, material and equipment for this testing. The test pump will be a temporary submersible pump. The test pump shall be set with the intake at depth necessary to ensure up to a maximum pumping rate of 100 gpm.

A 1-1/2 inch PVC drop line will be installed for the testing. The PVC drop line must be free and clear for the installation of pressure transducers with up to a 1-inch diameter. Flow volumes are to be measured using an in line analogue or magnetic flow meter. The Contractor shall furnish all necessary discharge piping for the pumping test, which shall be of sufficient size and length to conduct the water being pumped a sufficient distance away for the work site. Discharge from the test will be the responsibility of the Contractor. Contractor is required to install and maintain all appropriate erosion and sedimentation controls to manage the test discharge water. **The well head is also to be equipped with backflow prevention (check valve) to stop back-flow of water in the pump column and discharge hose to occur at the start of recovery.**

### 3.1.9 Water Quality Sampling

Contractor shall arrange for water sample collection at the end of the 8-hour rate testing. The sample shall be analyzed for new source sampling as per N.J.A.C. 7:10 (Safe Drinking Water Act Rules), et seq, as provided below. Contractor must coordinate with EWMUA which will be present for the sampling and will collect split samples.

<b>Secondary Standards</b>	<b>Inorganic Contaminants</b>	<b>Synthetic Organic Compounds</b>	<b>Volatile Organic Compounds (VOCs) (Complete VOC Scan)</b>
<u>Physical Characteristics</u>	<u>Contaminants (ppb)</u>	<u>Contaminants (ppb)</u>	<u>Contaminants (ppb)</u>
Color (units)	Antimony	Alachlor	Benzene
pH (optimum range)	Arsenic	Aldicarb	Carbon Tetrachloride
Odor (threshold number)	Asbestos, fibers/liter	Aldicarb Sulfone	meta-Dichlorobenzene
Taste	Barium	Aldicarb Sulfoxide	ortho-Dichlorobenzene
Coliform Bacteria	Beryllium	Atrazine	para-Dichlorobenzene
Turbidity (units)	Cadmium	Benzo[a]pyrene (PAHs)	1,1-Dichloroethane
<u>Chemical Characteristics (ppm)</u>	Chromium (Hexavalent Cr+6)	Carbofuran	1,2, Dichloroethane
ABS/L.A.S.	Copper	Chlordane	1,1-Dichloroethylene
Aluminum	Cyanide	Dalapon	cis-1,2-Dichloroethylene
Chlorides	Lead	Dibromochloropropane (DBCP)	trans-1,2-Dichloroethylene
Fluoride	Mercury	Di[ethylhexyl]adipate	1,2-Dichloropropane
Free Carbonic Acid (CO <sub>2</sub> )	Nickel	Di[ethylhexyl]phthalate	Dichloromethane
Carbonate Hardness	Nitrate Nitrogen as NO <sub>3</sub>	Dinoseb	Ethylbenzene
Non-Carbonate Hardness	Nitrite (combined nitrate/nitrite)	Diquat	Methyl-tertiary Butyl Ether
Calcium Hardness	Selenium	Endothall	Methylene Chloride
Total Hardness	Thallium	Endrin	Monochlorobenzene
Manganese		Ethylene dibromide	Naphthalene
Iron		Glyphosphate	Petroleum Hydrocarbons
Silver		Heptachlor	Styrene
Sulfate (SO <sub>4</sub> )		Heptachlor Epoxide	1,1,2,2-Tetrachloroethane
Sodium		Hexachlorobenzene	Tetrachloroethylene
Alkalinity - M.O.		Hexachlorocyclopentadiene	Toluene
Total dissolved solids		Lindane	1,2,4-Trichlorobenzene
Zinc		Methoxychlor	1,1,1-Trichloroethane
		Oxamyl (Vydate)	1,1,2-Trichloroethane
		PCBs	Trichloroethylene
		Pentachlorophenol	Vinyl Chloride
<b>Radiological</b>		Picloram	Xylenes (total)
<u>Contaminants (pCi/L)</u>		Simazine	
Radon		Toxaphene	
Radium - 226		2,3,7,6-TCDD (Dioxin)	
Radium - 228		2,4-D	
Gross Alpha*		2,4,5-TP (Silvex)	
Uranium		Perfluorooctanoic Acids (PFOAs and PFAs)	

\* - Gross Alpha must be tested within 48 hours of collecting samples and shall be of the precipitation method (711-OC) or the evaporation method (900.0). All Gross Alpha samples must be collected in bottles acidified with hydrochloric acid

### 3.1.10 Sealing of Monitoring Wells

As directed by the Engineer and Owner, and at a later date, the existing 4-inch diameter observation/monitoring wells shall be abandoned and sealed according to N.J.A.C. 7:20-3.1 et seq. The

Contractor shall prepare and submit a well abandonment plan to the NJDEP Bureau of Water Allocation Permitting for approval to abandon the well in accordance with NJDEP requirements. Upon completion of the well abandonment, the Contractor shall provide a copy of the well abandonment report to the Owner and Engineer.

Item No.	Estimated Quantity		Description of Work	Unit Cost	Total Cost
	Quantity	Units			
1	LS	-	Mobilization	\$	\$
2	LS	-	Well Permit	\$	\$
3	350	FT	Furnish and install 8-inch pilot hole to an estimated depth of 350'. Ditch samples collected every 5-10' for a total of 350'	\$	\$
4	LS	-	Perform geophysical logs including gamma, spontaneous potential and electric resistivity. Provide LAS files and pdf log immediately after logging	\$	\$
5	15	FT	Furnish and install 18-inch diameter, black steel, plain end surface casing to an estimated depth of 15'	\$	\$
6	350	FT	Furnish and install estimated 50' of 4-inch PVC slot well screen, and estimated 300' of riser	\$	\$
7	LS	-	Install filter pack as per NJDEP requirements	\$	\$
8	16	Hours	Operation of equipment and supplies as necessary (including chemicals) for the development of the production well until discharge water is clear and free of fines, based on the judgment of Hydrogeologist and Owner.	\$	\$
9	LS	-	Perform short duration pump test at 100 gpm for minimum 4 hours.	\$	\$
10	LS	-	All landscaping and site restoration	\$	\$
Total Cost				\$	\$



**ALTERNATE ITEMS**

Item No.	Estimated Quantity	Quantity	Units	Description of Work	Unit Cost	Total Cost
Alt #1	LS	-		Collection of water samples at the conclusion of the short duration pump test and analyzed for bacteriological and chemical quality in accordance with State drinking water regulations NJAC 7:10-5 and 7.	\$	\$
Alt #2	LS	-		Furnish materials and labor to abandon/seal the existing 4-inch diameter observation/monitoring well according to N.J.A.C. 7:20-3.1 et seq	\$	\$
					\$	-
<b>BID FORM TOTAL</b>						

Estimated Total for Options

**BID PROPOSAL FORM**

\_\_\_\_\_  
(Contract Title and Bid Number, if applicable)

PILOT BORING/MONITORING - WELL CONSTRUCTION AND WATER QUALITY SAMPLING

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant items #1 - #10 to the bid specification and made part hereof:

\_\_\_\_\_  
Amount in words

\$ \_\_\_\_\_  
Amount in numbers

\_\_\_\_\_  
Alternate #1 – Amount in Numbers

\_\_\_\_\_  
Alternate #2 – Amount in Numbers

\_\_\_\_\_  
Company Name Federal I.D. # or Social Security # \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Type or Print Name

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address

## CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. In the event that the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

Check here if willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Check here if not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

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**AUTHORIZED SIGNATURE**

**PROPOSAL DOCUMENT CHECKLIST  
(REQUIRED WITH SUBMISSION OF PROPOSAL)**

The following checklist is provided as assistance to the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Business Registration Certificate to be supplied  
**(PRIOR TO CONTRACT AWARD)** \_\_\_\_\_

Acknowledgement of Receipt of Addenda \_\_\_\_\_√\_\_\_\_\_

Stockholder Disclosure  
**(MANDATORY REJECTION IF NOT INCLUDED)** \_\_\_\_\_√\_\_\_\_\_

Affirmative Action Statement \_\_\_\_\_√\_\_\_\_\_

Affirmative Action Mandatory Language \_\_\_\_\_√\_\_\_\_\_

Affidavit of Compliance – Township of East Windsor \_\_\_\_\_√\_\_\_\_\_

Americans with Disabilities Act Mandatory Language \_\_\_\_\_√\_\_\_\_\_

Acknowledgement of Addenda \_\_\_\_\_√\_\_\_\_\_

Non-Collusion Affidavit \_\_\_\_\_√\_\_\_\_\_

Disclosure of Invested Activities in Iran  
**(required to be completed)** \_\_\_\_\_√\_\_\_\_\_

Detailed Information as Mentioned in this  
Request for Proposal \_\_\_\_\_√\_\_\_\_\_

Original Copy and **(5)** additional copies  
with **original** signatures \_\_\_\_\_√\_\_\_\_\_

Proposal Form with original signature \_\_\_\_\_√\_\_\_\_\_

**East Windsor Municipal Utilities Authority  
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Proponent hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>
_____	_____
_____	_____
_____	_____
_____	_____

Acknowledged for: \_\_\_\_\_  
(Name of Proponent)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

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

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

**STATEMENT OF OWNERSHIP**  
**(OWNERSHIP DISCLOSURE CERTIFICATION)**  
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 Included with  
All Bid and Proposal Submissions**

**Name of Business:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Name of person completing this form:** \_\_\_\_\_

**N.J.S.A. 52:25-24.2:**

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, 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, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder 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 percent 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 percent 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 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal**

**Part I**

**Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership       Limited Partnership       Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): \_\_\_\_\_

**Part II**

- I certify that 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.

**OR**

- I certify that 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 that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.**

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

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

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

\_\_\_\_\_

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

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

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

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**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

"To comply with this section, a bidder 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 percent 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 percent 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 percent or greater beneficial interest."

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

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

**AND**

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

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

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Public)

My Commission expires:

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

\_\_\_\_\_  
(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

**REQUIRED EVIDENCE**  
**AFFIRMATIVE ACTION REGULATIONS**  
**N.J.S.A. 10:5-31et seq., N.J.A.C. 17:27**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L.1975, C.127, (N.J.A.C. 17:27). Within seven (7) 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 Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

2. A photocopy of approved Certificate of Employee Information Report.

OR

3. An Affirmative Action Employee Information Report (Form AA302)

OR

4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency proposal threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE  
AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127 (N.J.A.C. 17:27)

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The following questions must be answered by all Respondents:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES\_\_\_\_\_ NO

If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?

YES\_\_\_\_\_ NO

If yes, please submit a copy of such certificate.

**The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.**

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

COMPANY \_\_\_\_\_

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

TITLE: \_\_\_\_\_

Note: A contractor's proposal **must** be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c.127, within the time frame.

## 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 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, gender identity or expression, disability, nationality 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 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, 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, 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 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, 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

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

TOWNSHIP OF EAST WINDSOR

AFFIDAVIT OF COMPLIANCE WITH  
SECTION 2.36 OF THE REVISED GENERAL ORDINANCES OF  
EAST WINDSOR TOWNSHIP

State of \_\_\_\_\_ :  
: ss  
County of \_\_\_\_\_ :

I, \_\_\_\_\_  
(Name of Professional Business Entity(s); if a corporation, name of officer making affidavit)

being duly sworn, affirm that I am aware of the provisions of Section 2.36 of the Revised General Ordinances of East Windsor Township, which was enacted by Ordinance No. 2004-21 adopted by the East Windsor Township Council on January 11, 2005 and made effective as of April 1, 2005. In accordance with that Ordinance, I further declare that neither the professional business entity with which I am associated, nor I, have made any contributions in excess of the limits permitted under Section I, subparagraph (d) of the said Ordinance within the past calendar year, to any East Windsor Township Council candidate or office holder, or to any municipal or county party committee or to any political action committee that is organized for the purpose of promoting or supporting East Windsor Township candidates or office holders. I further declare that I am aware that if it is determined that such contributions have been made, that it will be deemed as a material breach of any professional services agreement that I have entered into with the Township of East Windsor and that I may be subject to penalties as may be provided by law, including those set forth in Section 2.36 of the Revised General Ordinances of East Windsor Township.

\_\_\_\_\_  
Signature of Person Making Affidavit

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
My Commission expires \_\_\_\_\_

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

The CONTRACTOR and the OWNER do hereby agree that the provisions 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 thereunto, 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 grievance procedure, the CONTRACTOR agrees to a proposal 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 proceedings 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.

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

COMPANY NAME

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



**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in  
(name of affiant)

\_\_\_\_\_ in the County of \_\_\_\_\_  
(name of municipality)

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 or position)

\_\_\_\_\_ the Proponent making this Proposal  
(name of firm)

for the proposal entitled \_\_\_\_\_, and that I executed the said

(title of proposal )

proposal with full authority to do so that said Proponent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting proposals 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

(name of contracting unit)

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 to  
before me this day  
\_\_\_\_\_ 20 .

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_ 20 .

**State of New Jersey**  
**Division of Purchase and Property**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Solicitation Number:** \_\_\_\_\_ **Bidder/Offeror:** \_\_\_\_\_

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:**

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase and Property under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

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

You must provide a detailed, accurate and precise description of the activities of the 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.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

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

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

**PROPOSAL**

The undersigned respondent declares that he/she has read the Notice of Request for Proposal, Instructions to Respondents, Affidavits and Scope of Services, Requirements, Evaluation Criteria attached, that he/she has determined the conditions affecting the proposal agrees, if this proposal is accepted, to furnish and deliver the following:

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**(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 \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

FED. ID # \_\_\_\_\_

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_