

TOWNSHIP OF SOUTH BRUNSWICK, MIDDLESEX COUNTY, NEW JERSEY

SPECIFICATIONS AND PROPOSAL

FOR

ELECTRICAL MAINTENANCE & REPAIR

CONTRACT # 25-16

BIDS TO BE RECEIVED ON OR BEFORE 2:00 P.M.

THURSDAY January 8, 2026

AT

SOUTH BRUNSWICK TOWNSHIP MUNICIPAL BUILDING

MONMOUTH JUNCTION, NEW JERSEY 08852

**ANGELA SOCIO
PURCHASING AGENT**

NOTICE TO BIDDERS

The Township of South Brunswick invites sealed bids for:

<u>Bid No.</u>	<u>Item</u>
25-16	Electrical Maintenance

Bids will be opened and read by the Purchasing Agent at the Municipal Building, 540 Ridge Road, Monmouth Junction, New Jersey on **Thursday, January 8, 2026** at 2:00 PM prevailing time. All bids must be addressed and delivered to the Purchasing Agent on or by the designated hour. Face coverings are required in the Municipal Building.

Specifications may be obtained from the Township's Finance Office by calling 732-329-4000 ext. 7322, emailing asocio@sbtnj.net or visiting <https://southbrunswicknj.gov/finance/purchasing/>

Bids shall be enclosed in a sealed envelope addressed to the Purchasing Agent, Township of South Brunswick, Municipal Building, P.O. Box 190, Monmouth Junction, New Jersey 08852. The contract number and name must be printed on the face of the envelope.

Bids shall be made upon the Standard Proposal Form. Any bid guarantee required will be so specified in the bid documents for that item.

Attention is called to the Federal requirements regarding employment non-discrimination and safety and wage rates.

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.**

Angela Socio
Purchasing Agent

To be advertised: **Friday December 19, 2025**
Home News & Tribune

SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS FOR PROCUREMENT AND SERVICE CONTRACT

1. Sealed proposals will be received by the Office of the Purchasing Agent at the Municipal Building, 540 Ridge Road; Monmouth Junction, in the County of Middlesex and the State of New Jersey on **Thursday, January 8, 2026**. Bidders shall be responsible to carefully examine the specifications enclosed herein as well as the conditions under which the **“Electrical Maintenance & Repair”** will be purchased. Failure to offer a complete bid, or meet all sections of this invitation, may be deemed just cause for rejection of a bid as not meeting specifications.
2. All bids must be submitted on the attached bidding form furnished by the Township and must be placed in a sealed envelope, plainly marked on the outside, **“Electrical Maintenance & Repair.”** If mailed to the Township, the bid shall be addressed to the Purchasing Agent, Township of South Brunswick, Municipal Building, P.O. Box 190, Monmouth Junction, New Jersey 08852 and shall be plainly marked, **“Electrical Maintenance & Repair.”** All bids shall be received prior to or at the time of bid opening, 2:00 p.m. local time. The Township will not assume any responsibility for bids forwarded by mail. It is the bidder's responsibility to see that bids are presented to the Township Official on the hour and at the place designated. Only original documents with original seals and signatures will be accepted. Facsimile transmitted documents will be rejected.
3. Bidders or their authorized agents are invited to be present when the bids are opened and read publicly at the time specified. No bid may be withdrawn after the specified opening time and date without loss of bid surety, and all bids become the property of South Brunswick Township and will not be returned to the bidders.
4. Bidders are to submit the non-collusion affidavit with the bid proposal form.
5. Bids will be received and awarded in accordance with Chapter 198 of the Public Laws of 1971, commonly referred to as the Local Public Contract Laws. **(N.J.S.A. 40A:11-1, et. seq.)**
6. The Township reserves the right to reject any or all bids if the Township deems such action to be in the best interest of the Township.
7. A certification of Contractor Non-Conflict of Interest, shall be completed and attached to the bid proposal.
- 8. A bid bond is not required.**
9. The Township Council reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to award in whole or in part to the lowest responsible bidder, if it is in the best interest of the Township to do so. Without limiting the generality of the foregoing, any proposal which is incomplete, obscure, or irregular may be rejected; any proposal which omits a bid on any one or more items on the price sheet may be rejected; any proposal in which unit prices are omitted, or in which unit/total prices are unbalanced, may be rejected; any proposal accompanied by any insufficient or irregular certified check, cashier's check or bid bond may be rejected.

The Township Council will award the bid at a public meeting within sixty (60) days after the opening date. The successful bidder will be the one whose product is judged to best

serve the interests of the Township when price, product and service are all considered. Bids will be awarded in accordance with Paragraphs 5, 16, 34, and 35.

The Township further reserves the right to award each item separately to the lowest responsible bidder meeting specifications or to make an award on the total bid to the bidder whose total sum is the low bid meeting specifications, whichever in the awarding authority's opinion is in the best interest of the Township.

10. The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or any part thereof to anyone without the written consent of the Township of South Brunswick.

11. It is understood by all parties that if, during the life of the contract, the contractor disposes of his business concern by acquisition, merger, sale and/or transfer or by any means conveys his interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit a performance bond in the amount of the open balance of the contract.

12. No oral interpretations shall be made to any bidder as to the meaning of any of the contract documents or be effective to modify any of the provisions of the contract documents. Each and every request for an interpretation shall be made in writing and addressed and forwarded to the Purchasing Officer who may send a written instruction to all bidders.

13. The Township reserves the right to postpone the date for presentation and opening of proposals and will give written notice of any such postponement to each prospective bidder as prescribed by law.

14. Bidders shall insert prices for furnishing all of the material described. Prices shall be net including all transportation charges fully prepaid by the contractor F.O.B. destination. No additional charges will be allowed for any transportation costs resulting from partial shipments made at vendors convenience when a single shipment is ordered.

15. Delivery date of the system must be specified on the Bid Proposal Form.

16. All items must conform to the stated description and specifications. Where a special trade name or catalog name and number is specified, bidders may quote on equivalent items, but they must specify the make, identification number, and size of the same, and submit samples thereof to the Township upon request. Failure to show such additional information shall preclude the bidder from furnishing items other than those meeting the standard specifications. In the attached list of specifications, the use of a name of a manufacturer, or any specific brand or make in describing the items does not restrict bidders to that manufacturer or specific article desired; but the goods and materials on which bids are submitted must be of equal quality to those referred to and bidders must affirmatively certify to that fact, and specify that brand or make of article offered. The Township shall determine the equivalence of substitute articles and accept or reject same.

17. The make, identification number and size of articles shall be stated by the bidder when not contained in the list description and specifications.

18. Only manufactured and farm products of the United States, wherever available, shall be used on this contract in accordance with New Jersey Statutes Annotated 40A:11-18.

19. All the plans and specifications in the bid package for **Bid No. 25-16** together with any addendum issued thereafter, shall become part of the contract awarded to the successful bidder.

20. Each bidder must submit with the bid a letter of Federal approval or Certificate of Employee Information Report approval, or Form AA-302 must be completed upon the award of the bid.

21. The attached proposal sheet(s) constitutes an approximate quantity for each item for bidders information only, and no warranty is given or implied as to the item or total quantity that will be purchased. The Township reserves the right to increase quantities by 20% at the unit price bid.

22. Bids must be signed in ink by the bidder; all quotations shall be made with a typewriter or pen and ink. Any quotation showing any erasure alteration must be initialed by the bidder in ink. Unit prices are to be inserted in spaces provided.

With the exception of power of attorney forms attached to bid bonds and consent of surety forms, only original documents with original seals and signatures will be accepted. Facsimile transmitted documents will be rejected.

23. Failure to sign the bid proposal or give all information requested may result in the bid being rejected.

24. Delivery shall be made in the stated qualities and to the designation as stated on Purchase Orders.

25. Payment will be made after a properly executed Township voucher has been received and formally approved on the voucher list by the Township Council at a subsequent regular meeting. The voucher will be certified correct by the department head who receives the goods or services.

26. No charge will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor and none will be paid for by the Township.

No help for unloading of deliveries can be provided by the Township Council. Suppliers shall notify their truckers accordingly.

The Township is exempt from any sale, excise or Federal transportation taxes and the provisions of the Federal Robinson Patman Act.

27. Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any State, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a disclosure statement. The disclosure statement shall set 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.

THE ATTACHED DISCLOSURE STATEMENT SHALL BE COMPLETED AND ATTACHED TO THE BID PROPOSAL.

28. The effective period for the contract will be one year unless noted otherwise in the specifications. Continuation of the terms of this contract beyond December 31st is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the Township of South Brunswick reserves the right to cancel this contract.

29. All applicable State and Federal regulations are to be met by the successful bidder, including prevailing and minimum wage regulations. It is expected that all hourly rates used to calculate the bid will be prevailing wage rates.

30. **A Performance Bond Is not required.**

31.

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, up-grading, 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: 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 N.J .A.C. 17:27-1.1 et seq.

32. Insurance Requirements.

A. General Instructions. (1) The successful bidder shall not commence work under the Contract until he has obtained all insurance required under this section and such insurance has been approved by the Township, nor shall he allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor is obtained and approved by the Township. Any special insurance required by the Contract itself shall also be obtained by the successful bidder and his subcontractors and approved by the Township before any work is commenced.

(2) Certificates evidencing each insurance coverage shall be submitted by the successful bidder and his subcontractors to the Purchasing Agent and the Township Engineer within twenty-one (21) days after execution of the Contract. All such certificates shall be issued by an insurer acceptable to the Township of South Brunswick, authorized to transact business in the State of New Jersey, and have an A.M. Best & Co. rating of not less than A:VII, naming thereon the Township of South Brunswick as an additional insured. The certificates shall specifically state that the insurance company or companies issuing such insurance policies shall give the Township at least thirty (30) days written notice in the event of cancellation of, or material change in, any of the policies. If coverage on any certificates is shown to expire prior to completion of all terms of the Contract, a new certificate shall be furnished to the Township evidencing renewal of the coverage. All certificates of insurance shall clearly show the contract number.

(3) A performance bond shall be submitted for any self-insured coverage guaranteeing payment of losses and related investigations, claims administration and defense expenses.

B. Workers' Statutory Compensation Insurance and Employer's Liability Insurance. The successful bidder and his subcontractors shall take out and maintain for the life of the Contract the applicable statutory Workers' Compensation Insurance covering all employees. The successful bidder and his subcontractors shall also take out and maintain for the life of the Contract Employer's Liability Insurance with a minimum limit of \$500,000 for each accident and shall further include a waiver of subrogation and other employee liability insurance that may be required by the United States of America and the State of New Jersey.

C. Public Liability Insurance. The successful bidder shall take out and maintain for the life of the Contract such Public Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from operations under the Contract whether such operations be by

33. Worker and Community Right to Know. The manufacturer or supplier of a substance or mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name to the Township to assure that every container bears a proper label at a Township facility. This complies with P.L. 1983, Chapter 315, Worker and Community Right to Know Act", subsection b. section 14. Further, all applicable Material Safety Data Sheets (MSDA), a/k/a hazardous substance fact sheet, must be furnished to the Township of South Brunswick.

34. When two or more bids are equal in all respects, and offer equal prices and are the lowest responsible bids or proposals, the township may award the contract to the bidder whose response, in the discretion of the township, is the most advantageous, price and other factors considered.

35. Where applicable, if there is a discrepancy between the prices written in words and written in figures, the prices written in words shall govern. Where applicable, if there is a discrepancy whereby the unit price written in words or figures is less than the unit price shown in parentheses, i.e. (Note: not less than \$1.00 per unit), the unit price shown in parentheses shall govern. Where applicable, if there is a discrepancy in the Extended Total of any item, the correct total shall be determined by multiplying the estimated quantity by the unit price written in words and the resulting total shall govern. The correct Extended Total for each item shall then be added to obtain the "Bid Total" or "Total Base Bid" whichever is applicable.

AMERICANS WITH DISABILITIES
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 thereto, 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 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 of 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 Township 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.

37. New Jersey Business Registration Requirements

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 to submit proof of business registration to the contractor;

2) prior to receipt of final payment from a contracting agency, the contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;

3) 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) 292-9292.

All bidders must submit a valid registration at time of award of contract.

Signature _____

Date _____

Printed Name & Title _____

**38. The Public Works Contractor Registration Act
(P.L. 1999, s. 238, as amended by P.L. 2003, c.91)**

No contractor shall bid on any contract for public work as defined by c.34:11-56.26 unless they have been registered under the Public Works Contractor Registration Act. Subcontractors shall not be listed in the bid proposal unless they too have been registered under the Act. No contractor or subcontractor shall perform any public work subject to the contract, unless the contractor or subcontractor is registered under the Act.

A copy of the contractor's registration must be submitted with the bid package at the appropriate time and place of the bid opening.

After the bid is made and prior to the award of the contract, each contractor shall submit to the Township of South Brunswick, the certificate of registration for all subcontractors. Applications for the registration will not be accepted as a substitute for the certificate of registration.

Signature _____
Printed Name & Title _____

Date _____

SPECIFICATIONS AND PROPOSAL
ELECTRICAL TESTING, MAINTENANCE AND REPAIR

Article 1. Scope of Work

Contractor must possess a valid New Jersey Electrical License for electrical work. All electricians working on Township property must possess a valid New Jersey Electrician license (Master Electrician) or a valid New Jersey Qualified Journeyman Electrician license. No apprentices will be authorized to work on Township equipment. All credentials (copies of license) must be supplied with bid for all staff members working on Township equipment during the duration of contract and the Township reserves the right to request proof of contractor's qualifications at any time.

This contractor shall furnish all of the labor, supervision, materials, tools and supplies except light bulbs (provided by Township), required to perform electrical installations, maintenance and repairs services. Work shall be on time and material or quote basis in accordance with plans, specifications or other directions issued by the authorized representative of South Brunswick Township from time to time during the life of the contract. It is understood the contractor is obligated to perform said work upon his acceptance of written and/or verbal authorization as issued. No sub-contractors will be accepted.

"Time and material" work may be required at ANY municipal building, park or other municipal facility, if and when directed by the Township, including the following locations.

Municipal Facilities

All Buildings	Municipal Complex, 540 Ridge Rd, Monmouth Jct Community Center, 124 New Rd, Monmouth Jct
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Wetherhill House	269 Georges Road, Dayton NJ
Park Facilities	Various locations throughout Township

Library facility	110 Kingston Lane, Monmouth Junction
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All other facilities, locations and sites mentioned, unmentioned, or acquired during the life of the contract.

Article 1. In addition to the award of a primary service, a second bid may be awarded to provide the required services as a backup in this category should the primary company be unable or unavailable to provide services as requested.

Article 2. Reimbursement to the Contractor

A. Labor

The contractor will be paid, following the performance of the work, the cost of all direct labor in accordance with the rate schedule submitted on the proposal page, effective for one (1) year from the date of award bid. The work requested to be performed should require (1) electrician, unless otherwise reviewed and approved by the Township. There should be adequate staff available to respond to our emergency and non-emergency requests as directed in this bid specification (Article 3). All labor and parts must have a 90-day warranty.

Operating hours are weekdays, Monday through Friday, from 7:30AM to 4:00PM. Overtime is defined as anything over 8 hours on job site on weekdays, Saturday, Sunday and holidays, (example 1. If contractor comes in for a regular scheduled

job at 1:00PM for a 4-hour job, overtime should not be paid for last hour, example 2. If contractor called for an emergency, overtime should be paid past 4:00PM). A list of annual company holidays will be provided. All labor charges shall be for actual time on the job. NO PAYMENT WILL BE MADE FOR TRAVEL TIME OR MILEAGE.

The labor rates proposed shall include the employee's base rate, fringe benefits, taxes, insurance, direct labor cost, profit and overhead. Such overhead amounts shall include charges for time spent on or in connection with the work by clerks, timekeepers and management, personnel and all other indirect labor and all other charges except as hereinafter provided for material, subcontract, tools and equipment. Payroll certification papers must accompany all billing.

Upon arrival at the assigned work site, the contractor shall sign in and shall sign out upon leaving the site utilizing a form to be provided by the Township.

B. Materials, Subcontract Work

The contractor will be paid for materials and supplies, rental equipment, etc. when required and authorized at cost plus a percentage markup to be submitted with the proposal.

C. Invoices

The contractor's application for payment shall include the following substantiating data:

- a. A report shall be submitted for each job or service order defining the location and nature and scope of work performed.
- b. Number of each class of employees, regular hours worked, overtime hours worked and rates charged. Overtime hours shall be billed as such rather than a greater number of regular hours.
- c. Itemized material markup charges (not to exceed 15%) for all materials used, adequately described. Copy of the contractor's purchase invoice must be presented.
- d. The Township shall receive a daily job sheet at the end of each day that work is done by the contractor on time and material jobs. Job sheets shall show time and materials.
- e. In order for payment process to begin payroll certification papers must accompany all invoices.

Billing shall take place at the completion of each work assignment. South Brunswick Township will not pay any interest.

Article 3. Response

- A. Routine scheduled work: The contractor shall respond within 48 hours about scheduling routine repairs, maintenance, etc., if the contractor does not follow this requirement, the Township reserves the right to implement Section C "Failure to Respond".
- B. Critical work and emergency needs: The contractor shall respond to the job

site as requested by South Brunswick Township within two (2) hours of notification of critical or emergency needs. If the contractor does not follow this requirement, the Township reserves the right to implement Section C "Failure to Respond".

- C. Failure to Respond: The Township reserves the right to contact the backup bidder and any other outside service provider if the contractor fails to cooperate with the Township for scheduling routine work or fails to respond adequately for emergent or critical work.
- D. The contractor shall provide 24-hour emergency telephone number(s) to insure contact can be made in an emergency.

Article 4. Records

All records for each project, substantiating in detail the contractor's charges, pertaining to government contracts shall be maintained for at least six (6) years after the date of final payment.

Article 5. Electrical Permits

- A. Prior to commencing work, an electrical permit shall be acquired from the Township's Sub Code Office. No fee shall be charged. Payment for work performed will follow a satisfactory inspection and approval by the Township electrical inspector.
- B. If required, electrical permit for work located outside of South Brunswick shall be obtained and paid for by the contractor. The actual cost may be billed to South Brunswick as part of the overall cost of the work. It shall be listed as permit fee on all bills. Payment for all work performed will follow a satisfactory inspection and approval by the electrical inspector of that municipality.

Article 6. Bid Evaluation

For the purposes of bid evaluation, an assumed number of annual work hours shall be used for each labor classification provided with the proposal. Bids will be ranked based on the grand total of: an estimated labor cost using the proposed labor rates and the assumed number of work hours.

The assumed hours, based on previous history, are for bid evaluation only and should not be considered an estimate of the number of work hours to be worked under this contract.

Article 7. Safety

The contractor shall be responsible for maintaining full compliance with POSHA, OSHA and other safety regulations. This includes, but not limited to, confined space work standards.

Article 8. Holidays

Bidders shall list on the proposal page all holidays for which overtime rate will be charged.

Article 9. Removed Parts

The contractor shall not remove any failed, damaged or defective part or portion of an electrical circuit until those items have been shown to a Township representative.

Cancellation of Contract

Failure to respond within the allotted time frame without just cause may result in termination of the contract.

Contract Extension

Any contract for services, the statutory length of which is for three years or less, may be extended for no more than one two-year or two one-year extensions, but in no event for more than a total of five consecutive years. Any such extension can only be by resolution of the Township Council upon finding by the Council that the services already provided have been performed in an effective and efficient manner. Any price change included as part of an extension shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed. All terms and conditions of the contract shall remain substantially the same. Any such extension of the contract shall be done prior to the expiration of the contract.

**SOUTH BRUNSWICK TOWNSHIP
AFFIRMATIVE ACTION QUESTIONNAIRE**

**SUPPLEMENT TO BID SPECIFICATIONS FOR
PROCUREMENT AND SERVICE CONTRACTS**

No firm may be issued a contract unless they comply with the Affirmative Action Regulations of P.L. 1975, C. 127 (N.J.A.C.17:27).

All firms: An employee information report must be completed and returned prior to or at the time of an award. An Affirmative Action Plan approved by the Federal Government or the State of New Jersey Treasurer is an acceptable alternate.

FILL IN THE APPLICABLE BOX BELOW. YOUR BID WILL BE ACCEPTED EVEN IF YOU ARE NOT IN COMPLIANCE AT THIS TIME. IF, HOWEVER, YOU ARE THE LOWEST RESPONSIBLE BIDDER AND HAVE NOT YET COMPLIED WITH THE AFFIRMATIVE ACTION REGULATIONS, YOU WILL BE SENT THE AFFIRMATIVE ACTION DOCUMENT FOR COMPLETION PRIOR TO AWARD. YOU MUST RETURN THE COMPLETED DOCUMENT TO US WITHIN SEVEN DAYS AFTER YOU RECEIVED SAME.

ALL FIRMS:

A FEDERAL LETTER OF APPROVAL HAS BEEN RECEIVED. (PROOF MUST BE SUBMITTED WITH BID.)

OR

A CURRENT STATE OF NEW JERSEY "CERTIFICATE OF EMPLOYEE INFORMATION REPORT OF APPROVAL" HAS BEEN RECEIVED. (COPY OF SAME MUST BE SUBMITTED WITH BID.)

OR

AN AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA-302 MUST BE SUBMITTED, AS INDICATED ON SAID FORM. (SOUTH BRUNSWICK TOWNSHIP WILL FORWARD YOU THIS FORM, IF YOU ARE A SUCCESSFUL BIDDER.)

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Firm Name _____

Signature _____

Title _____

Date _____

CERTIFICATION OF CONTRACTOR

NON-CONFLICT OF INTEREST

In consideration for the contract to be entered between the Township and

_____, I hereby certify that _____
Individual or Firm Individual or Firm

does not represent another client whose interests are in actual conflict with the Township.

I further certify that, to the best of my knowledge, the representation of other clients of

_____ will not materially limit my representation of the Township.
Individual or Firm

During the term of this contract with the Township _____ shall not
Individual or Firm

represent any client whose representation materially limits the representation of the

Township or whose interests are in actual conflict with the Township's interests.

The existence of a conflict of interest contrary to the certification above shall be a breach

of the contract. It shall also entitle the Township to expose _____ to any
Individual or Firm

penal statutes pertaining to false material certifications.

CONTRACTOR _____
Individual Signature or Firm Name

IF FIRM:

BY _____

TITLE _____

Sworn to and subscribed before me this
day of _____ 20_____.

Notary Public

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, partnerships, and limited liability corporations apply to all forms of business entities, including limited partnerships, limited liability partnerships, and Subchapter C and S corporations (Attorney General Opinion 02-0018, January 23, 2002 and 15-0021, May 8, 2015).

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: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

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 to before me this ____ day of _____, 2 ____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

Township of South Brunswick Contractor Responsibility Certification

Name and Contract Number of Contract To Be Awarded:

I, _____, (hereafter "Contractor") submit this Certification pursuant to the requirements of South Brunswick Code Section 2-1248.

(1) As a condition of performing work on public works contracts in excess of \$26,000.00, but less than \$499,999.00 total cost of project, Contractor hereby certifies that it and each subcontractor performing work on the project has at least one (1) employee who has successfully completed an OSHA ten (10) hour construction safety and health course onsite. As a condition of performing work on public works contracts of \$500,000.00 or more total cost of project, Contractor hereby certifies that it and each subcontractor performing work on the project has at least one (1) employee who has successfully completed an OSHA thirty (30) hour construction safety and health course onsite.

(2) Contractor hereby certifies that it and all subcontractors that perform significant work on any public facility project having a value of \$100,000.00 or more, participates in an Apprenticeship Program currently registered with and approved by the United States Department of Labor (USDOL) or the New Jersey Department of Labor (NJDOL); or Contractor agrees that neither it nor any subcontractor will employ any worker of less than journeyman status on the project. Apprenticeship Programs meet the criteria set forth in subsection 8(i) of South Brunswick Code Section 2-1248. Proof of participation in such an Apprenticeship Program (if applicable) is attached.

(3) Contractor hereby certifies the following facts regarding its past performance, work history, current qualifications and performance capabilities:

a. The individual, firm or business entity has all valid, effective licenses, registrations or certificates required by federal, state, county or local law, including, but not limited to, licenses, registrations or certificates required to: (i) do business in the State; and (ii) perform the contract work it seeks to perform. These include, but are not limited to, licenses, registrations or certificates for any type of trade work or specialty work which the individual, firm or business entity proposes to perform.

b. The individual, firm or business entity meets the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance requirements.

c. The individual, firm or business entity has not been debarred by any federal, state or local government agency or authority in the past three (3) years. If Contractor is a firm or business entity, Contractor further certifies that none of the owners, officers or members have been debarred by any federal, state or local government agency or authority in the past three (3) years.

d. The individual, firm or business entity has not defaulted on any project in the past three (3) years. If Contractor is a firm or business entity, Contractor also certifies that none of the owners, officers or members have defaulted on any project in the past three (3) years.

e. The individual, firm or business entity has not had any type of business, contracting or trade license, registration or other certification suspended or revoked in the past three (3) years. If Contractor is a firm or business entity, Contractor also certifies that none of the owners, officers or members have had any type of business, contracting or trade license, registration or other certification suspended or revoked in the past three (3) years.

f. The individual, firm or business entity has not been cited for a willful violation of federal or state safety laws in the past three (3) years. If Contractor is a firm or business entity, Contractor also certifies that none of the owners, officers or members have been cited for a willful violation of federal or state safety laws in the past three (3) years.

g. The individual, firm or business entity has not been convicted of any crime relating to the contracting business by a final decision of a court or government agency in the past three (3) years. If Contractor is a firm or business entity, Contractor also certifies that none of the owners, officers or members have been convicted of any crime relating to the contracting business by a final decision of a court or government agency in the past three (3) years.

h. The individual, firm or business entity will pay all craft employees that it employs on the project the current wage rates and benefits as required under applicable Federal or State prevailing wage laws.

i. If applicable, the individual, firm or business entity participates in an Apprenticeship Program that is currently registered with the U.S. Department of Labor, N.J. Department of Labor or a state apprenticeship agency for each craft or trade in which it apprentices. Contractor shall provide proof of meeting this qualification standard by submitting appropriate documentation as an attachment to this certification. The individual, firm or business entity shall continue to participate in applicable Apprenticeship Programs for the full duration of the contract work. The Apprenticeship Program in which the individual, firm or business entity participates shall meet the following criteria:

- (1) The program has graduated at least (1) enrollee in each of the past three (3) years. If the program has not been in existence for three years, this requirement shall not apply until the program has been in existence for three (3) years. At that time, compliance with this criterion is required.
- (2) The program has graduated at least seventy-five (75%) percent of program enrollees in each of the past three (3) years.*

j. The individual, firm or business entity provides health and hospital insurance plans, and if applicable, an ERISA compliant retirement plan.

* Graduation rates for any particular year shall be calculated based on the number of enrollees who graduated in a given year divided by the total number of enrollees (and former enrollees) who could have been eligible to graduate in that year had they remained enrolled and timely completed the program. The term "total number of enrollees" shall be computed by counting the total number of persons enrolled in approved Apprenticeship Programs for each separate trade or craft approved by the State of New Jersey. For example, the total number of enrollees in the electrical trade would consist of all persons currently enrolled in an approved Apprenticeship Program for electricians in the State of New Jersey. If the New Jersey based trade or craft conducts education classes outside the State, those attendees shall count as enrollees for purposes of this subparagraph. Enrollees who withdraw for reasons of military service, residence relocation, death, sickness or hardship as approved by the teaching staff shall not be counted as enrollees for purposes of calculating the graduation rate.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment pursuant to law, including but not limited to a rejection of my bid, rescission, revocation and/or termination of the contract awarded to me.

Name of Contractor: _____

Signature: _____

Date: _____

Print Name: _____

Title: _____

**TOWNSHIP OF SOUTH BRUNSWICK
 BID PROPOSAL FORM**

The undersigned bidder(s) declares that he has read the Notice To Bidders, Instructions to Bidders, and Specifications attached that he has determined the conditions affecting the bid and agrees, if the proposal is accepted, to furnish and deliver the following for the contract period of two (2) years commencing from the date of award:

ELECTRICAL TESTING, MAINTENANCE AND REPAIR

Item 1 - Time and Material Work

A. Labor Rates: First Year

It is expected that at a minimum all hourly rates used to calculate the bid will be prevailing wage rates including benefits. All bids utilizing rates less than the prevailing wage rates will be deemed nonresponsive.

1. Regular Rate	Est. Hours	Costs
Master Electrician	700 hrs x \$ _____ =	\$ _____
Journeyman Electrician	300 hrs x \$ _____ =	\$ _____
	Sub Total	\$ _____

2. Overtime Rate	Est. Hours	Costs
Master Electrician	50 hrs x \$ _____ =	\$ _____
Journeyman Electrician	50 hrs x \$ _____ =	\$ _____

General

Replacing bulbs in Exit Signs	\$ _____
Replacing ballasts in ceiling light fixtures	\$ _____

Sub Total \$ _____

Grand Total \$ _____

Item II. Materials Mark Up

_____ % (Not to Exceed 15%) Not a basis of bid award.

All information will be reviewed and used for evaluation of this bid. Actual hours worked may be more or less than estimated projections.

Item III - Time and Material Work

A. Labor Rates: Second Year

It is expected that at a minimum all hourly rates used to calculate the bid will be prevailing wage rates including benefits. All bids utilizing rates less than the prevailing wage rates will be deemed nonresponsive.

1. Regular Rate	Est. Hours	Costs
Master Electrician	700 hrs x \$ _____ =	\$ _____
Journeyman Electrician	300 hrs x \$ _____ =	\$ _____
	Sub Total	\$ _____

2. Overtime Rate	Est. Hours	Costs
Master Electrician	50 hrs x \$ _____ =	\$ _____
Journeyman Electrician	50 hrs x \$ _____ =	\$ _____

General

Replacing bulbs in Exit Signs	\$ _____
Replacing ballasts in ceiling light fixtures	\$ _____

Sub Total \$ _____

Grand Total \$ _____

Item IV. Materials Mark Up

_____ % (Not to Exceed 15%) Not a basis of bid award.

All information will be reviewed and used for evaluation of this bid. Actual hours worked may be more or less than estimated projections.

Any questions regarding these specifications and/or proposal, please call 732-329-4000:

1. Municipal Facilities – Chuck Johnson, Buildings & Grounds Division Foreman, ext.7253
2. Library Facility - Gary Catano, Library, ext. 7257.

V. Holiday List

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Accompanying this proposal is a certified check in the amount of \$__N/A_____, or a bid bond in the amount of \$__N/A_____, payable to the Township of South Brunswick which is to be forfeited as liquidated damages if, in the event that this proposal is accepted, the undersigned shall fail to execute the contract or to furnish satisfactory bond as required.

Company _____

Address _____

Telephone _____

By _____
 (Signature)

 (Name - Type or Print)

Witness _____ (Title)

Date _____

On the attached sheet, please list three companies with whom your company has had business with in the past year and submit with bid proposal.

REFERENCES

Name: _____

Contact Name: _____

Address: _____

Phone Number: (_____) _____

Name: _____

Contact Name: _____

Address: _____

Phone Number: (_____) _____

Name: _____

Contact Name: _____

Address: _____

Phone Number: (_____) _____

Name: _____

Contact Name: _____

Address: _____

Phone Number: (_____) _____

Name: _____

Contact Name: _____

Address: _____

Phone Number: (_____) _____

TOWNSHIP OF SOUTH BRUNSWICK

BID DOCUMENT CHECKLIST

Required by OWNER		Read, Signed & Submitted
<input checked="" type="checkbox"/>	Stockholders Disclosure Certification	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bid Proposal Form	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Affirmative Action Questionnaire	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Non-Conflict of Interest	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Public Works Contractor Registration	<input type="checkbox"/>
<input type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of Bid Bond)	<input type="checkbox"/>
<input type="checkbox"/>	Endorsement of Surety (with Power of Attorney for full amount of Bid Price)	<input type="checkbox"/>
<input type="checkbox"/>	Contractor Responsibility Certification Form	<input type="checkbox"/>
		Reviewed
<input checked="" type="checkbox"/>	Business Registration Certificate	<input type="checkbox"/>
<input type="checkbox"/>	Prevailing Wage	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Americans with Disabilities Act Language (Mandatory)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Affirmative Action Language (Mandatory)	<input type="checkbox"/>

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