

VILLAGE OF RIDGEWOOD



Department of Parks and Recreation

PROPOSAL FOR

Supply of Coach Bus Transportation Services

BID OPENING

Date: Wednesday, February 7, 2018

Time: 10:30 A.M.

*Place: Village Hall Level Three Conference Room
131 North Maple Avenue, Ridgewood, New Jersey 07450*

NOTICE TO BIDDERS

Sealed bid proposals will be received by the Village of Ridgewood, in the 3rd Floor Conference Room, 131 North Maple Avenue, Ridgewood, New Jersey 07451, on Wednesday, February 7, 2018, 10:30 am, prevailing time, and then publicly opened and read aloud by the Director of Parks and Recreations or his designated representative for the following project:

Supply of Coach Bus Transportation Services

The work of the Contract shall be to supply: Coach Bus Transportation Service for the Village of Ridgewood, Department of Parks and Recreation as needed and described in the contract specifications.

Specifications and bid forms may be obtained from the office of the Ridgewood Parks and Recreation Department, 259 North Maple Avenue, Ridgewood, New Jersey 07451, weekdays between the hours of 8:30 a.m. and 4:30 p.m., by telephone (201) 670-5560, or by Email request to recreation@ridgewoodnj.net. Documents may be examined or picked up in person between the hours of 8:30 a.m. and 4:30 p.m. at the offices of the Parks and Recreation Department, 259 North Maple Avenue, Ridgewood, New Jersey 07451, Monday through Friday. Prospective bidders requesting bid documents be mailed to them shall be responsible for providing their own postage/delivery service remuneration.

The contractual obligation of the Village of Ridgewood under this Contract for these items is contingent upon the availability of appropriated funds from which payment for this Contract can be made.

Prices quoted must be net and exclusive of all Federal, State and Local Sales and Excise Taxes. Bids may be submitted prior to the bid opening in person or by mail, addressed to the Office of the Village Clerk. The Village assumes no responsibility for loss or non-delivery of any bid sent to it prior to the Bid opening.

Each bid must be enclosed in a sealed envelope with the name of the bidder thereon and endorsed, **Supply of Coach Bus Transportation Services** and must be accompanied by the following:

- A certified check, cashier's check, or Bid Bond (*Schedule B*), drawn to the order of the Village of Ridgewood in the amount of \$1,500.00;
- A Consent of Surety (Schedule A);
- A Corporation or Partnership Statement (Schedule C);
- A Non-Collusion Affidavit (Schedule D); a Statement of Responsibility (Schedule E);
- A copy of the bidder's State of New Jersey Business Registration Certificate.

Any award or awards may be made at a later or subsequent time or meeting of the Village Council. All required schedules, that is Schedule A, B, C, D, E, and F, are required to be submitted on the forms attached to the bid documents. No other forms will be accepted.

The successful bidder shall comply with all applicable provisions of the Prevailing Wage Act, as determined by the New Jersey Department of Labor. All contractors, their subcontractors, and material suppliers shall comply with all applicable provisions of the Public Works Contractor Registration Act, pursuant to Public Law 1999 Chapter 238 and the Contractor Business Registration Program, pursuant to Public Law 2004 Chapter 57. Evidence of satisfactory registration shall be submitted at the time of the bid (where applicable).

The successful bidder shall furnish and deliver to the Village of Ridgewood a performance and payment bond (Schedule F) in the amount of 100 percent of the accepted bid amount as security for the faithful performance of the Contract. Additionally, the successful bidder shall furnish policies or Certificates of Insurance required by the Contract. In default thereof, said checks and/or bid bond and the amount represented thereby shall be forfeited to the Village of Ridgewood as liquidated damages, not as a penalty.

Proposals submitted by Bidders and/or Bidder's Insurance Company(ies) not chartered in the State of New Jersey, must be accompanied by proper certificate(s) from the Secretary of State, indicating that such Bidders, Bidder's Insurance Company(ies), and/or Surety Company(ies) is (are) authorized to do business in the State of New Jersey. The Village of Ridgewood reserves the right to reject any or all bids, to waive any informality, or to accept a bid which, in its judgment best serves the interest of the Village. No bids may be withdrawn for a period of sixty-days (60) after the date and time set for the opening of bids.

"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). A complete statement as to these requirements is included in the specifications.

By Order of the Village Manager

TABLE OF CONTENTS

Notice to Bidders

Table of Contents

General Instructions to Bidders

Bidder's Checklist:

Consent of Surety Form - Schedule A

Proposal Guarantee (Bid Bond) - Schedule B

Corporate Partnership Statement Form - Schedule C

Non-Collusion Affidavit Form - Schedule D

Statement of Responsibility - Schedule E

Statement of Ownership

Certificate of Bidder Showing Ability to Perform Contract

Proposal

Certificate from the NJ Secretary of State that business is licensed in NJ -- (Only for bidders, companies, surety companies, etc. not chartered in the State of New Jersey)

Acknowledgement of Receipt of Changes to Bid Documents

Copy of New Jersey Business Registration Form

Disclosure of Investment Activities In Iran

Political Contribution Disclosure Form

Business Entity Disclosure Certification

Required Forms to be submitted by Successful Bidder:

Affirmative Action/Employment Goal Compliance – as per Exhibit A

Certificate of Insurance

Contract, Signed and Fully Executed

Performance Bond Form - (Schedule F)

Surety Acknowledgment Form

Individual, Partnership, or Corporate Acknowledgment Form

GENERAL INSTRUCTIONS

It is the purpose of these General Conditions and Instructions to establish an understanding of the intent of the Village of Ridgewood Department of Parks and Recreation in the purchase of Coach Bus Transportation Service.

Bidders shall be responsible to carefully examine the specifications enclosed herewith as well as the conditions of the bid. Failure to comply with any section of this invitation/notice may be deemed just cause for rejection of the bid as being non-responsive and not meeting specifications.

Plans and specifications may be reviewed and/or acquired at the office of the Department of Parks and Recreation, 259 North Maple Avenue, Ridgewood, NJ 07450 during normal business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m., by telephone to 201-670-5560, or by Email to recreation@ridgewoodnj.net.

Sealed Proposals will be received at the location and on the date and time stated in the Notice to Bidders, and at that time opened and publicly read aloud. ***No bids will be accepted beyond the time specified.*** The Village takes no responsibility for the receipt of bids through the U.S. Postal Service or other courier services.

PREPARATION OF BID PROPOSAL

1. Bid Submission

All bids must be submitted on the Proposal forms furnished herein and must be enclosed in a sealed opaque envelope, with the name of the bidder and the name of the project plainly and clearly marked on the outside as follows:

BY MAIL: Village of Ridgewood
Office of the Village Clerk
131 North Maple Avenue
Ridgewood, N.J. 07451

IN PERSON: Village of Ridgewood
Department of Parks & Recreation
259 North Maple Avenue
Ridgewood, N.J. 07451

Proposal For: **Coach Bus Transportation Service**

Submitted By: _____
(Name of Bidder)

2. Bid Opening

At the time fixed, bids will be opened and read publicly. All bidders or their authorized representatives are invited to be present.

Hour: 10:30 a.m.
Date: Wednesday, February 7, 2018
Location: Village Hall Level Three Conference Room
131 North Maple Avenue, Ridgewood, New Jersey

3. Bid Completion

The bidder shall fill in all blank spaces in the bid form using ink or typewriter and sign same in ink. Erasures or other changes in the bid must be explained or noted over the signature of the bidder. Bids containing any conditions, omissions, unexplained erasures or alterations, or any item not called for in the Proposal, or irregularities of any kind, may be cause for rejection by the Village. Bidders may bid on any or all items or categories in this bid, unless other stipulations are made in the specifications.

4. Conditional Bids

Conditional bids will not be accepted. Base Bid shall govern award of Contract.

5. Time to Award Contract

Bids are to remain firm for a period of not less than sixty (60) days. Award or rejection of bids will be made within this period.

6. Withdrawal of Bids

Any bid may be withdrawn on written request received from a bidder prior to the time fixed for the bid opening. No right to withdraw a bid shall exist after the time specified for opening of bids has arrived, or for sixty (60) days thereafter. The written request shall be signed by the bidder.

7. Comparison of Bid Prices

Prices must be submitted in words and in figures. In case of variance, the price in words shall prevail. The Village reserves the right to make all corrections based upon the foregoing, and comparison of all bids will be based upon the correct total and the presumption that the price in words is the true intent of the bidder. The prices bid shall cover the cost of supplying all necessary materials together with all special equipment and tools. It shall include the cost of insurance, bond, and other charges incidental to the work or delivery.

8. Tax Exemption

Prices quoted in all bids shall include delivery (FOB destination) and be exclusive of all Federal, State or Local Taxes, from which the Village is exempt.

9. Term of Contract

The contract is for a period of one (1) year.

10. Right to Reject Bids

The Village reserves the right to reject any and all bids, to award in whole or in part, to waive immaterial defect or informality in any bid, or to accept substitutes of equal or better quality, where it is deemed to be in the best interest of the Village to do so.

11. Return of Proposal Guarantee

The Proposal guarantee of all bidders except the three (3) apparent lowest responsible bidders, will be returned within ten (10) days after the opening of bids, Sundays and Holidays excepted. The Proposal guarantee of the remaining unsuccessful bidders will be returned within three (3) days, Sundays and Holidays excepted, after award of a Contract and approval of the Contractor's performance bond.

12. Use of Proposal Guarantee as Liquidated Damages

All deposits made with bids hereon shall be returned to the person making the same as soon as the three lowest responsible bidders are selected (except those deposits made by the lowest responsible bidders) but, in any event, within thirty days after receipt of bids. If the bidder to whom the award is made shall fail to execute the Contract and furnish the required bond or security for the performance of the Contract within fourteen (14) days, the award shall be vacated and the deposit forfeited as liquidated damages.

13. Default Clause

If, during the term of this agreement, any one of the following acts or occurrences shall occur, the Contractor shall be deemed in default of the agreement.

- a. If the Contractor shall make an assignment for the benefit of creditors.
- b. If the Contractor shall file a voluntary petition in bankruptcy or be adjudicated a bankrupt or insolvent under any Federal or State laws.
- c. If the Contractor shall seek of consent or acquiesce in the appointment of any trustee, receiver or liquidator.
- d. If any involuntary petition in bankruptcy or proceeding to appoint a receiver, trustee or a liquidator is filed against the Contractor and such petition or processing is not vacated or discharged within thirty (30) days.
- e. If Contractor shall fail to pay any rent or other monetary sums when due.
- f. If Contractor fails to observe or perform any other covenant of condition of this agreement and such failure continues and is not remedied within fifteen (15) days after the Village shall have given Contractor a notice specifying same; or, if the condition cannot be remedied with fifteen (15) days, Contractor has not commenced remedial action and is not diligently pursuing the same.
- g. if Contractor shall vacate or abandon the operation of the property described in the agreement.

Should any of the above mentioned events of default occur, the Village may, at its option, and notwithstanding any other remedies at law or in equity, give Contractor a notice of intention to terminate the agreement five (5) days after the date of service of the said notice and upon the expiration of said five (5) days, the agreement shall remain liable for any damages which may be awarded to the Village as provided by law or by this agreement.

14. Required Signatures

The firm, corporate or individual name of the bidder must be signed in the space provided for signatures on the Proposal form. In the case of a corporation, the title of the officer signing must be stated, and the signature of said officer must be duly attested and the corporate seal affixed. In the case of partnership, each partner must sign, or the bid must be accompanied by original evidence of the authority of the bidding partner to act for the full partnership. A corporation not organized in the State of New Jersey must, as a condition to an award of the Contract, furnish proof that it has qualified, under the laws of New Jersey, to do business in this State.

15. Technical Questions

Any technical questions on the Coach Bus Transportation Service should be addressed to:

Nancy A. Bigos
Director of Parks and Recreation
259 North Maple Avenue
Ridgewood, New Jersey 07450
Telephone (201) 670-5560

16. Availability of Funds

The contractual obligation of the Village of Ridgewood under this Contract is contingent upon the availability of appropriated funds from which payment for this Contract can be made.

BID REVIEW CRITERIA

1. Qualifications of Bidder

The Village reserves the right to make such investigations as it deems necessary to determine the ability of a bidder to perform the work, and the bidder shall furnish to the Village all such information and data for this purpose as the Village may request. The Village reserves the right to reject any and all bids if the evidence submitted by or investigation of such bidder fails to satisfy the Village that such bidder is properly qualified to carry out the obligations of the Contract and complete the work contemplated therein.

REQUIRED FORMS TO BE SUBMITTED WITH BID

1. Consent of Surety Form – (Schedule A)

Each proposal shall be accompanied by a Consent of Surety from an approved surety company licensed to conduct business in the State of New Jersey, agreeing to furnish the required performance bond upon award of the Contract. Proposals submitted without Consent of Surety shall be rejected for lack thereof. The Consent of Surety shall be in the form attached hereto as Schedule A. ***No other form is acceptable to the Village.***

2. Proposal Guarantee - (Bid Bond - Schedule B)

Each proposal shall be accompanied by a certified check, cashier's check or bid bond duly executed by the Bidder as principal. In the event a bid bond is utilized, a surety company licensed to do business in the State of New Jersey shall execute same. The certified check, cashier's check or bid bond shall be in the amount of \$1,500. If a certified check or cashier's check is utilized, the same shall be made payable to the "Village of Ridgewood". ***In the event a Bid Bond is utilized, the form attached hereto and made a part hereof as Schedule B shall be utilized. No other form is acceptable.***

The certified check, cashier's check or bid bond will be held by the Village as a guarantee, that in the event the bid is accepted and a Contract awarded to the Bidder, the Contract will be executed and its performance duly secured by the required performance surety bonds. All checks received will be deposited immediately by the Village.

3. Corporate Partnership Statement Form - (Schedule C)

In accordance with P.L. 1977, Chapter 33, all bidders shall submit with the bid a statement setting forth the names and addresses of all stockholders in the corporation, or partners in the partnership, who own 10% or more of its stock, of any class, or of all individual partners in the partnership who own 10% or greater interest therein, as the case may be. If a stockholder is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in the partnership, as the case may be, shall also be listed. Please use the attached form (C) to comply with this requirement. ***No other form is acceptable to the Village.***

4. Non-Collusion Affidavit Form - (Schedule D)

Bidders are required to complete the enclosed Non-Collusion Affidavit Form attached hereto as Schedule D. ***No other form is acceptable to the Village.***

5. Statement of Responsibility - (Schedule E)

The Village of Ridgewood shall make such investigations as it deems necessary to determine the ability and competency of the bidder to perform the work. The bidder shall furnish evidence satisfactory to the Village of Ridgewood that he has the necessary facilities, ability, and financial resources to fulfill the conditions of the Contract and specifications by completing the enclosed Statement of Responsibility or Plant and Equipment Questionnaire. ***No other form is acceptable to the Village.***

6. Certificate of Bidder Showing Ability to Perform Contract

In the case of Bidders, Insurance Companies and/or Surety Companies not chartered in the State of New Jersey, the Proposal must be accompanied by proper certification from the Secretary of State, indicating that such individuals, partnerships, and/or corporations are licensed to do business in the State of New Jersey.

7. Proposal Form

Bids submitted on a form other than the Proposal Form provided herein shall be rejected. Bid Bond, Consent of Surety and Performance Bond shall be submitted on the forms provided in these specifications. ***Substitution of surety company forms will not be permitted.***

8. Acknowledgement of Receipt of Changes to Bid Documents

Form from bid package must be submitted with the bid.

9. State of New Jersey Business Registration Form

The bidder, in the bid package submitted, must provide a copy of their State of New Jersey Business Registration Certificate. This is a mandatory requirement and may not be waived.

REQUIRED INSURANCE

INSURANCE COVERAGE AND RELATED PROVISIONS REQUIRED

The provisions of this section are mandatory and the format set forth herein is required to be adhered to.

A Certificate of Insurance evidencing comprehensive general liability, automobile liability, workers compensation and employer's liability insurance is required.

The Certificate shall provide that the Village of Ridgewood, 131 North Maple Avenue, Ridgewood, New Jersey 07450, Attention, Office of the Village Manager, receives thirty (30) days advance written notice by certified mail/return receipt requested, of any policy cancellation for any reason or any material change in the policies or coverage set forth in the Certificate.

The Certificate of Insurance and coverage is to be provided by insurance companies:

- (A) licensed in the State of New Jersey; and
- (B) having an AM Best's rating of at least "A".

The certificates are also required to state that all insurance coverage shown thereon is primary and not contributing to any insurance maintained by the Village of Ridgewood.

The Certificates shall evidence the following coverages and limits of insurance.

Comprehensive General Liability (Occurrence Form) with a Combined Single Limit for Bodily Injury, Personal Injury and Property Damage of \$5,000,000 per occurrence and aggregate, where applicable. The Limit may be provided through a combination of Primary and Umbrella/Excess Liability Policies. This Insurance to include:

- (A) Premises – Operations Coverage
- (B) Personal Injury Liability Coverage (Contractual Exclusion deleted)
- (C) Products – Completed Operations Coverage
- (D) Independent Contractor Coverage
- (E) Contractual Coverage for obligations of Hold Harmless and Indemnification Provision
- (F) Broad Form Property Damage Coverage
- (G) XCU Hazards, if applicable
- (H) The Village of Ridgewood, New Jersey, its Commissions, Boards, Authorities, Administration Departments of similar units and any of their Officials, Members, Officers, Employees or Volunteers as Additional Insured.

The Certificate of Insurance is also required to be accompanied by a letter from the producer or from the insurance carrier certifying the following:

The Village of Ridgewood has been endorsed as an additional insured with regard to general, automobile, umbrella and professional liability insurance on the policies.

The standard box in the upper right hand corner shall not contain the following words: *“This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder”*.

Under the Coverages section, the words *“aggregate limits shown may have been reduced by paid claims”* are to be eliminated.

The aforementioned terminology concerning aggregate limits may be left in the Certificate of Insurance, if the Certificate is accompanied by a letter stating that there have been no reductions because of paid claims or if there have been reductions by paid claims, that they be stated and not substantially affect the coverage.

The cancellation clause is to read in its entirety as follows:

“Should any of the above described policies be cancelled or materially changed, the issuing insurer will mail, by certified mail/return receipt requested, thirty (30) days prior to the effective date of the cancellation or material change, a written notice to the certificate holder named to the left.”

No other terminology is acceptable.

PERFORMANCE OF CONTRACT

During the performance of this contract, the contractor agrees as follows:

1. Compliance with Affirmative Action Requirements

The Contractor specifically agrees to comply with the affirmative action requirements as set forth in the attached Exhibit A:

2. Requirements Under Right to Know Act

As required by the Workers' Right-to-Know Act, material safety data sheets (MSDS's) must be submitted with signed Contract Documents, where applicable, concerning chemicals and materials supplied to the Village or used during any processes of the contract.

3. Prevailing Wage and Labor Laws

The successful bidder must comply with The New Jersey Prevailing Wage Act (Public Laws of 1963, Chapter 150) and provisions of the State Labor Laws. Where and when applicable, certified payrolls

must be submitted with requests for partial payment for the request to be considered.

4. Additional Payment

The successful bidder shall make no claim for additional payment or other compensation because of any misinterpretation or misunderstanding of the Contract Documents on their part or because of any failure to fully acquaint themselves with any condition or provision of the Contract Documents.

5. Delivery of Materials

The successful bidder shall deliver the proposed materials as designated by the Village at the time of purchase. The materials shall be available pursuant to the delivery time stated on the bid.

6. Cancellation of Contract

If the work to be done under this Contract shall be abandoned by the Contractor or if at any time the Village Manager shall certify in writing to the Village Council that the performance of the Contract is unnecessarily or unreasonably delayed, or that the Contractor is willfully violating any of the conditions of the specifications, or is executing the same in bad faith, or not in accordance with the terms hereof, the Village may annul the Contract or any part thereof by a written notice served upon the Contractor, and the Village may thereupon have the power to Contract for the completion of said work in the manner prescribed by law, and to charge the entire cost and expense thereof to the Contract.

The cost and expense so charged shall be deducted from and paid by the Village out of such monies as may be due or become due to the Contractor under and by virtue of the Contract. In case such expense shall exceed the amount, which would have been completed by the Contractor, he or his surety shall pay the amount of such excess to the Village.

7. Assignment of Contract

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the Contract or any part thereof to anyone without the prior written consent of the Village of Ridgewood.

8. Performance Bond (Schedule F)

The successful bidder shall furnish a bond duly executed by the Bidder as principal, and having surety thereon, a surety company licensed to do business in the State of New Jersey, for the full and faithful performance of the Contract in a sum not less than one hundred percent (100%) of the total price bid for the completed work. The bond shall be that from a surety company licensed to do business in the State of New Jersey and shall be on the form attached hereto and made a part hereof as Schedule F. *No other form of Bond is acceptable to the Village.*

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

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

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

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

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

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

EXHIBIT A (Cont)

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

BIDDERS CHECKLIST

FORMS TO BE SUBMITTED WITH SEALED BID PROPOSAL

THIS FORM MUST BE SUBMITTED WITH THE BID.

ALL SCHEDULES A, B, C, D AND E ARE REQUIRED TO BE COMPLETED AND SUBMITTED ON THE VILLAGE FORMS ATTACHED TO THE BID DOCUMENTS.

Please Check and Initial each submitted item:

1. Consent of Surety (*Schedule A*) executed on the form included herein.
2. Either a certified check, cashier's check, or bid bond (*Schedule B*) drawn to the order of the Village of Ridgewood for \$1,500.
3. Corporation or Partnership Statement (*Schedule C*).
4. Non-Collusion Affidavit (*Schedule D*).
5. Statement of Responsibility (*Schedule E*).
6. Statement of Ownership
7. Certificate of Bidder Showing Ability to Perform Contract Pursuant to NJSA 40A:11-20.
8. Proposal Form.
9. In the case of Bidder(s), Insurance Company(ies) and/or Surety Company(ies) not chartered in the State of New Jersey, the Proposal must be accompanied by proper certificate(s) from the Secretary of State, indicating that such individuals, partnerships, and/or corporation(s) is (are) authorized to do business in the State of New Jersey.
10. Acknowledgment of Receipt of Changes to Bid Documents
11. State of New Jersey Business Registration Certificate
12. Disclosure of Investment Activities in Iran
13. Political Contribution Disclosure Form
14. Business Entity Disclosure Certification

Date

Company Name

Authorized Signature

(Schedule A)

VILLAGE OF RIDGEWOOD, NEW JERSEY

CONSENT OF SURETY

(This Consent of Surety is Part of the Proposal)

(Name of Surety Company)

(Address)

(Contact email address)

(Telephone Number/Facsimile Number)

KNOW ALL MEN BY THESE PRESENTS, that we _____

(Name of Bidder)

as Principal, and _____ a corporation created and existing under the laws of the State of _____ and having its principal office at _____ (Complete Address of Surety Company)

being a surety company licensed to do business in the State of New Jersey, in consideration of the premises and of other good and valuable consideration, the receipt of which is hereby acknowledged, are held firmly bound unto the Village of Ridgewood, New Jersey, hereby jointly and severally bind ourselves, our heirs, successors, administrators, executors, legal representative, and assigns by these presents.

THE CONDITIONS OF THIS OBLIGATION are such that whereas, the above named Principal submits the herewith Proposal for construction in the Village of Ridgewood, New Jersey in conformance with the Notice to Bidders and Instructions to Bidders; we, the above named Surety will meet all stipulations and will execute the Surety Bonds as hereinafter specified, to the above named Principal in the event he should be awarded a Contract, and in amount one hundred percent of the total Bid Price for performing the work and guaranteeing its performance in conformity with the contract Documents and in amount one hundred percent of the total Bid Price for the protection of persons furnishing material or labor in connection with the performance of the work, to the Village of Ridgewood, New Jersey.

WITNESS OUR SIGNATURES this ____ day of _____, 20__.

(SEAL)

(Bidder - Principal)

By: _____
(Signature)

(Title) Attest

(Name of Surety Company)

(SEAL)

By: _____

(Signature)

(Title) Attest

VILLAGE OF RIDGEWOOD, NEW JERSEY

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned _____,
as Principal and _____ as Surety, having a mailing address
at: _____, with an email contact at:
_____, and a telephone contact at: _____, are hereby held and
firmly bound unto _____ as Owner, in the penal sum of
_____ for the payment of which, well and truly to be made, we hereby jointly and
severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The conditions of the above obligation are such that whereas the Principal has submitted to
_____ a certain Bid, attached hereto and hereby made a part hereof to enter into a
Contract in writing for the _____.

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternative,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the Form of contract attached hereto (properly completed in accordance with said Bid) and shall furnish Bonds for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid.

then this obligation shall be void; otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bonds shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Signed this ____ day of _____, 20____

(Corp. Seal)

(Corporate Name)

Attest: _____
Corporation Secretary

By _____
(Principal Signature)

(Title)

Witness as to Surety:

(Surety Company)

By _____

(Signature)

(Attorney-in-Fact)

(Seal)

By _____
(State Representative)

Revised December 11, 2009

**CORPORATION OR PARTNERSHIP
STATEMENT - (SCHEDULE C)**

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 purposes 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 statement which sets forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent of its stock of any class or all of its individual partners in the partnership who own a ten (10) percent or greater interest therein.

Date _____ 20____

Legal Name of Bidder _____

Incorporated _____

Business Address:

Street _____

City _____

State & Zip Code _____

Telephone _____

Email Contact Address: _____

Listed below are the names and addresses of the stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein.

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

[] We have no one person who owns ten (10) percent or more of the corporation or partnership.

Signed _____

Title _____

(If extra space is required, add sheets as necessary.)

NOTE: THIS CORPORATION OR PARTNERSHIP STATEMENT IS MADE A PART OF THE CONTRACT AND MUST BE RETURNED WITH THE BID.

NONCOLLUSION AFFIDAVIT - (SCHEDULE D)

STATE OF NEW JERSEY }
 } ss:
COUNTY OF }

I, _____ of the Borough/City/Town/Village of _____
in the County of _____ and the State of _____ being
of full age, and duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Village of Ridgewood relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (Name of Contractor) in accordance with N.J.S.A. 52:34-15.

Sworn and subscribed to before me this

___ day of _____ 20___

Signed _____

_____ L.S.

Title _____

Notary Public in the State of New Jersey

My commission expires on _____ 20___

(Seal)

STATEMENT OF RESPONSIBILITY (Schedule E)

1. Previous work of similar nature completed within the past five years.

A. Owner _____ Telephone _____

Business Address _____

Type of Work _____

Contract Price \$ _____ Extra Work Required _____

Approx. Date of Contract Award _____ Approx. Date of Completion _____

Name/Address/Telephone of Owner's Engineer or Superintendent

B. Owner _____ Telephone _____

Business Address _____

Type of Work _____

Contract Price \$ _____ Extra Work Required _____

Approx. Date of Contract Award _____ Approx. Date of Completion _____

Name/Address/Telephone of Owner's Engineer or Superintendent

C. Owner _____ Telephone _____

Business Address _____

Type of Work _____

Contract Price \$ _____ Extra Work Required _____

Approx. Date of Contract Award _____ Approx. Date of Completion _____

Name/Address/Telephone of Owner's Engineer or Superintendent

2. Total approximate volume of work of similar nature completed within the past five years. \$ _____
3. List of equipment required for this job which you now own.

4. General Business Reference. (List two or three.)

Name	Address	Phone No.
_____	_____	_____
_____	_____	_____

5. Bank Reference:

Name	Address	Phone No.
_____	_____	_____
_____	_____	_____

6. Number of permanently employed persons in your organization. _____

7. Do you intend to sublet any portion of the work? _____

If so, state type of work to be sublet and the name, address, telephone number of each subcontractor.

Name	Address	Phone No.	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____

It is understood and agreed that the execution of the Statement of Responsibility is made solely at the risk, cost, and expense of the maker; is given in consideration of the agreement with the Village of Ridgewood to make available to the maker the plans, contract documents for bidding purposes; and no rights, causes, claims at law or in equity shall arise on behalf of the maker against the Village of Ridgewood for any use made thereof by the Village of Ridgewood including the refusal to the maker of the right to bid said work.

(Signature & Business Address of Bidder)

Dated _____ 20__

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: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

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 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)

**CERTIFICATE OF BIDDER SHOWING ABILITY TO PERFORM CONTRACT
PURSUANT TO N.J.S.A. 40A:11-20**

The undersigned bidder hereby certifies to the Village of Ridgewood that he owns, leases or controls all the necessary equipment required by the plans, specifications, and advertisements under which bids are asked for. To the extent that the undersigned is not the actual owner or lessee of any such equipment, attached hereto is a statement showing the source from which the equipment will be obtained together with a certificate from the owner or person in control of the equipment granting to the undersigned the control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which the equipment is required and necessary.

Signed _____

Date _____

**VILLAGE OF RIDGEWOOD
BERGEN COUNTY, NEW JERSEY**

PROPOSAL FOR <i>“Coach Bus Transportation Service”</i>

It is the intent of these specifications to outline the Village of Ridgewood’s requirements for the furnishing of Bus Transportation (Coach) for a program of day trips/extended trips.

For the purpose of this contract, each destination shall be considered separately and shall be awarded to the lowest bidder for that destination. Bidders, therefore, are not required to bid on every destination listed. The Village reserves the right to increase or decrease the list of destinations.

**FOR THE
VILLAGE OF RIDGEWOOD
BERGEN COUNTY, NEW JERSEY**

Made By _____

Date _____

Address _____

To the Village Council
Village Hall
131 North Maple Avenue
Ridgewood, NJ 07451

The undersigned does (do) declare that he (they) is/are the only person(s) interested in this proposal, that is made without collusion with any person, firm or corporation making another bid for the same Contract, that the bid is in all respects fair and that no officer of the Village of Ridgewood or any person in the employ of said Village is directly or indirectly interested in this bid or in the supplies or work to which it is related, or in the profits or any portion thereof.

The undersigned also declare(s) that he (they) carefully examined and fully understand(s) the General Conditions and instructions to Bidders, specifications, contract form, and all other contract documents herein referred to and propose(s) to furnish and deliver all necessary materials specified and in the manner and time prescribed and further understand that all quantities of material and/or services are to be furnished at the following prices on the following page(s):

2018 Destinations for Coach Bus Bid

H.L.L.T. TIMES AND/OR TRIP MAY CHANGE

Destination / Itinerary**	Approx. Departure	Approx. Return	Cost
No Trip Scheduled in January			
1. Morris Museum (Lunch first in Morristown) Lunch in Morristown (TBD) 6 Normandy Heights Rd. Morristown, NJ 07960 Thursday, February 15, 2018	10:00am	4:30pm	
2. LiGreci's Staatan (Lunch at venue) 697 Forest Ave. Staten Island, NY 10310 Thursday, March 15, 2018	10:00am	4:30pm	
3. Villa RomaResort (Lunch at venue) 356 Villa Roma Rd. Callicoon, NY 12723 Tuesday, April 24, 2018	8:30am	6:00pm	
4. 9/11 Museum (Lunch Back in New Jersey, Hackensack area) 180 Greenwich St. (Bus Drop Off – Trinity Place, b/t Rector & Thames) New York, NY 10281 Thursday, May 17, 2018	8:30am	4:30pm	
6. Moravian Tile Works followed by Peddler's Village (Lunch) 130 E. Swamp Rd. Doylstown, PA 18901 Thursday, June 21, 2018	8:30am	5:30pm	
7. Van Cortlandt Manor/Washington Irving's Sunnyside- Lunch at The Cove GPS 525 S. Riverside, Croton-on-Hudson, NY 10520 Thursday, July 19, 2018	9:00am	5:00pm	
8. Monmouth Park 175 Oceanport Ave. Oceanport, NJ 07757 Thursday, August, 16, 2018	10:00am	5:00pm	
9. Gulliver's Gate/ Lunch at Carmines 216 W. 44 th St. New York, NY 10036 Thursday, September 20, 2018	9:00am	5:00pm	
10. Silver Birches (Lunch at venue) 205 Route 507 Hawley, PA 18428 Thursday, October 18, 2018	9:15am	5:30pm	
11. Broadway Show TBD New York, NY Wednesday, November 14, 2018	9:00am	5:00pm	
12. Holiday Party Seasons 644 Pascack Rd. Township of Washington, NJ 07676 Thursday, December 13, 2018	11:15am	3:30pm	

****Dates are subject to change. Actual departure and return times will be determined during confirmed booking.**

Total Amount Bid (numbers) \$ _____

Total Amount Bid (words) _____

Accompanying this Proposal is a certified check, cashier's check, or Schedule B, payable to the VILLAGE OF RIDGEWOOD, NEW JERSEY in the sum of \$ _____, which the undersigned agree(s) is to be forfeited as liquidated damages, and not as a penalty, if the Contract is awarded to the undersigned by the Village Council of the Village of Ridgewood, and the undersigned shall fail to execute the contract for the Project or furnish the required bonds and insurance in accordance with the Village of Ridgewood requirements within fourteen (14) calendar days of the issuance of the "Notice of Award". Otherwise the check/security will be returned to the undersigned.

The undersigned is:

(a Partnership)

(a Corporation) under the laws of the State of:

(an Individual) under the laws of the State of:

having principal offices at: _____

(Signature) _____ (Date) _____

Telephone Contact Number: _____

Email Contact Address: _____

Acknowledgment of Receipt of Changes to Bid Documents.

(THIS FORM MUST BE SUBMITTED WITH THE BID)

The following notices, revisions or addenda to the advertisement or bid documents were received:

Description: _____
Date Received: _____ Initial _____

Description: _____
Date Received: _____ Initial _____

Description: _____
Date Received: _____ Initial _____

Description: _____
Date Received: _____ Initial _____

Description: _____
Date Received: _____ Initial _____

Or

I have received no notices, revisions or addenda to the advertisement or bid documents.
Initial _____

Sign below in either case

Date

Company Name

Authorized Signature

Schedule I

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN **PART A**

BIDDER/PROPOSER MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

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

Pursuant to Public Law 2012, c.25 (N.J.S.A. 52-32:55 et. seq.), any person or entity (bidder) that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. **Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.** If the board determines that a bidder submits a false certification, the board shall report the name of the bidder to the New Jersey Attorney General, whom shall determine whether to bring a civil action against the person or entity to collect the penalty described in section 5 of P.L. 2012, c. 2012 (N.J.S.A. 52:32-59).

PART 1. PLEASE CHECK APPROPRIATE BOX

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.

I am unable to certify as indicated above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide the information required in Part 2 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. INVESTMENT ACTIVITIES IN IRAN

**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 information below.

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

1. Name and Address: _____
2. Relationship to Bidder/Vendor: _____
3. Duration of Engagement: _____
4. Cessation of Activity: _____
5. Bidder/Vendor: _____
6. Bidder/Vendor Contact Name: _____
7. Bidder/Vendor Contact Phone Number _____

ADDITIONAL ACTIVITIES/CONTINUATION SHEETS (*Check this box if you are including additional activities*): If there are additional activities that require disclosure, please provide the description as attachments to this form, following the same format under part 2 above. Please number each attachment and affix to this form.

Number of Attachments: _____

PART 3.

ALL BIDDERS/PROPOSERS MUST COMPLETE THE CERTIFICATION BELOW

CERTIFICATION

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 below-referenced person or entity. I acknowledge that the Village of Ridgewood (“VOR”) 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 contract with the VOR to notify the VOR 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 VOR and that the VOR, at its option, may declare any existing contract(s) resulting from this certification void and unenforceable.

1. Full Name (Print): _____
2. Date: _____
3. Signature: _____
4. Title: _____
5. Bidder/Vendor: _____
6. Bidder/Vendor Phone Number and/or Contact Information: _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 52:34-25(b) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest:” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form must be submitted to the local unit
no later than 10 days prior to the award of the contract.**

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

_____	_____	_____
Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25**

County Name: Bergen

State: Governor, and Legislative Leadership Committees

State Legislative Districts: 32, 35, 36, 37, 38, 39, and 40

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Allendale Borough	Hasbrouck Heights Borough	Ridgefield Borough
Alpine Borough	Haworth Borough	Ridgefield Park Village
Bergenfield Borough	Hillsdale Borough	Ridgewood Village
Bogota Borough	Ho-Ho-Kus Borough	River Edge Borough
Carlstadt Borough	Leonia Borough	River Vale Township
Cliffside Park Borough	Little Ferry Borough	Rochelle Park Township
Closter Borough	Lodi Borough	Rockleigh Borough
Cresskill Borough	Lyndhurst Township	Rutherford Borough
Demarest Borough	Mahwah Township	Saddle Brook Township
Dumont Borough	Maywood Borough	Saddle River Borough
East Rutherford Borough	Midland Park Borough	South Hackensack Township
Edgewater Borough	Montvale Borough	Teaneck Township
Elmwood Park Borough	Moonachie Borough	Tenafly Borough
Emerson Borough	New Milford Borough	Teterboro Borough
Englewood City	North Arlington Borough	Upper Saddle River Borough
Englewood Cliffs Borough	Northvale Borough	Waldwick Borough
Fair Lawn Borough	Norwood Borough	Wallington Borough
Fairview Borough	Oakland Borough	Washington Township
Fort Lee Borough	Old Tappan Borough	Westwood Borough
Franklin Lakes Borough	Oradell Borough	Woodcliff Lake Borough
Garfield City	Palisades Park Borough	Wood-Ridge Borough
Glen Rock Borough	Paramus Borough	Wyckoff Township
Hackensack City	Park Ridge Borough	
Harrington Park Borough	Ramsey Borough	

Albert Pucciarelli for Council

Aronsohn for Council

Gwenn H. Hauck

Sedon for Council

Susan Knudsen for Ridgewood Village Council

Ramon Hache for Village Council

Friends of Voigt for Village Council

Bernadette Coghlan-Walsh

(continued on next page)

Boards of Education (Members of the Board):

Allendale Borough	Haworth Borough	Ramapo-Indian Hill Regional
Alpine Borough	Hillsdale Borough	Ramsey Borough
Bergenfield Borough	Ho Ho Kus Borough	Ridgefield Borough
Bogota Borough	Leonia Borough	Ridgefield Park Township
Carlstadt Borough	Little Ferry Borough	Ridgewood Village
Carlstadt-East Rutherford	Lodi Borough	River Dell Regional
Cliffside Park Borough	Lyndhurst Township	River Edge Borough
Closter Borough	Mahwah Township	River Vale Township
Cresskill Borough	Maywood Borough	Rochelle Park Township
Demarest Borough	Midland Park Borough	Rockleigh
Dumont Borough	Montvale Borough	Rutherford Borough
East Rutherford Borough	Moonachie Borough	Saddle Brook Township
Edgewater Borough	New Milford Borough	Saddle River Borough
Elmwood Park	North Arlington Borough	South Hackensack Township
Emerson Borough	Northern Highlands Regional	Teaneck Township
Englewood Cliffs Borough	Northern Valley Regional	Tenafly Borough
Fair Lawn Borough	Northvale Borough	Teterboro
Fairview Borough	Norwood Borough	Upper Saddle River Borough
Fort Lee Borough	Oakland Borough	Waldwick Borough
Franklin Lakes Borough	Old Tappan Borough	Wallington Borough
Garfield City	Oradell Borough	Westwood Regional
Glen Rock Borough	Palisades Park	Wood Ridge Borough
Hackensack City	Paramus Borough	Woodcliff Lake Borough
Harrington Park Borough	Park Ridge Borough	Wyckoff Township
Hasbrouck Heights Borough	Pascack Valley Regional	

Fire Districts (Board of Fire Commissioners):

None

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

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

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2 ____.	_____
(Notary Public)	(Affiant)
My Commission expires:	_____
	(Print name & title of affiant)
	(Corporate Seal)

VILLAGE OF RIDGEWOOD

**BUSINESS ENTITY DISCLOSURE CERTIFICATION
Required Pursuant to N.J.S.A. 19:44A-20.8**

Professional Service Provider Business Entity _____

Date the contract or engagement is to be authorized: _____

The following are the named candidate committees, joint candidates committees, or political party committees representing the elected officials of the Village of Ridgewood as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r):

- Albert Pucciarelli for Council
- Aronsohn for Council
- Gwenn H. Hauck
- Sedon for Council
- Susan Knudsen for Ridgewood Village Council
- Ramon Hache for Village Council
- Friends of Voigt for Village Council
- Bernadette Coghlan-Walsh

Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- | | |
|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Subchapter S Corporation |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation |
| <input type="checkbox"/> Limited Liability Partnership | |

Name of Stock or Shareholder	Home Address

Professional Service Provider Affirmation

The undersigned, hereinafter referred to as the "undersigned" or "I", being authorized and knowledgeable of the circumstances, does hereby certify that in the one year period preceding the date that the contract or engagement is legally authorized, that neither the service provider business entity nor the persons listed above have made any reportable contributions pursuant to N.J.S.A. 19:44A-1 et. seq. that , pursuant to P.L. 2004, c. 19 would bar the award of this contract or engagement. The undersigned and all persons listed above understand that this includes any reportable contribution to any official, candidate, candidate committee, political party committee, joint candidates committee or political party representing elected officials or candidates as defined pursuant to N.J.S.A. 19:44A-3(p),(q), and (r) of the Village Council of the Village of Ridgewood. Further, the undersigned and all persons listed above understand that they are barred from making such contributions during the period of this contract. The undersigned is fully aware that if I or any of the persons listed above have misrepresented in whole or part this affirmation and certification, I and/or the service provider business entity will be liable for any penalty permitted under law.

Signed: _____

Title: _____ Date: _____

Print Name: _____

Subscribed and sworn to before me this _____ day _____
of _____, 2_____. (Affiant)

Notary Public of New Jersey (Print Name & Title of Affiant) (Corporate Seal)
Listed below is statutory text related to the Service Provider Political Contribution Disclosure Certification "Local Unit Pay-to-Play" (P.L. 2004, c.19, as amended by P.L. 2005, c. 51)

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2) “

**REQUIRED FORMS  
TO BE SUBMITTED BY SUCCESSFUL BIDDER**

The following documents will be required from the *successful bidder only*, and may be submitted *after* notification of award:

1. Affirmative Action Documents, as required (see Exhibit A).
2. Certificate of Insurance, in accordance with Village requirements.
3. Signed Contract (will be sent to successful bidder upon notification of award)
4. Performance Bond (Schedule F)

The successful Bidder shall furnish a bond duly executed by the Bidder as principal and having a surety thereon, a surety company licensed to do business in the State of New Jersey, for the full and faithful performance of the Contract in a sum not less than one hundred (100%) percent of the total price bid for the completed work. The bond shall be that of a surety company licensed to do business in the State of New Jersey and shall be in the form attached hereto and made a part hereof as Schedule F. ***No other form of bond is acceptable to the Village.***

5. Surety Acknowledgement Form
6. Individual, Partnership or Corporate Acknowledgement Form

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

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

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

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

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

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

## EXHIBIT A (Cont)

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**VILLAGE OF RIDGEWOOD**

Bond No. \_\_\_\_\_

**PERFORMANCE AND PAYMENT BOND  
(N.J.S.A. 2A:44-147)**

(Schedule F)

Know all men by these presents, that we, the undersigned \_\_\_\_\_ of \_\_\_\_\_ as principal and \_\_\_\_\_ as sureties, are hereby held and firmly bound unto the Village of Ridgewood, at 131 North Maple Avenue, Ridgewood, New Jersey, in the penal sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that whereas, the above named principal did on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, enter into a contract with the Village of Ridgewood, which said contract is made a part of this the bond the same as though set forth herein.

Now, if the said Principal shall well and faithfully do and perform the things agreed by the Principal to be done and performed according to the terms of said contract, and shall pay all lawful claims of beneficiaries as defined by N.J.S. 2A:44-143 for labor performed or materials, provisions, provender or other supplies or teams, fuels, oils, implements or machinery furnished, used or consumed in the carrying forward, performing or completing of said contract, we agreeing and assenting that this undertaking shall be for the benefit of any beneficiary as defined in N.J.S. 2A:44-143 having a just claim, as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions in or to the terms of the said contract or in or to the plans or specifications therefore shall in anywise affect the obligation of said surety on its bond.

IN WITNESS WHEREOF, the said principal and surety have signed and sealed this instrument this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

VILLAGE OF RIDGEWOOD

Bond No. \_\_\_\_\_

PERFORMANCE AND PAYMENT BOND  
(N.J.S.A. 2A:44-147)

(Schedule F)

\_\_\_\_\_  
(Corporate Name) (Corp. Seal)

Attest: \_\_\_\_\_  
Corporation Secretary

By \_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Title)

Witness as to Surety:

\_\_\_\_\_  
(Surety Company)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Email Contact Address)

\_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Attorney-in-Fact) (Seal)

By \_\_\_\_\_  
(State Representative)

# SURETY ACKNOWLEDGEMENT FORM

STATE OF NEW JERSEY

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the subscriber, personally appeared \_\_\_\_\_ to me personally known and known to me to be the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in the within Instrument and which executed it, who being by me duly sworn, did depose and say that he resides at \_\_\_\_\_, that he is the \_\_\_\_\_ of the said corporation, that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order.

(Signature of Officer)

Sworn and subscribed to before me this

\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ L.S.

Notary Public in the State of New Jersey

My commission expires on \_\_\_\_\_ 20\_\_\_\_

(Seal)





**PARTNERSHIP ACKNOWLEDGEMENT FORM**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

SS:

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, in the year Two Thousand and \_\_\_\_\_, before me the subscriber, a Notary Public in the State of New Jersey, personally appeared \_\_\_\_\_ who, I am satisfied, is one of the partners of \_\_\_\_\_, the co-partnership named as the firm party of the second part in the within Instrument, to whom I first made known the contents thereof, and thereupon he acknowledged that he signed, sealed, and delivered the same as a voluntary act and deed and as the voluntary act and deed of said co-partnership, for the uses and purposes therein expressed.

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_ L.S.  
Notary Public in the State of New Jersey

My commission expires on \_\_\_\_\_ 20\_\_\_\_

(Seal)

