



Joseph H. Vicari, Freeholder Director
Gary Quinn, Deputy Freeholder Director
Virginia E. Haines, Freeholder
John P. Kelly, Freeholder
Gerry P. Little, Freeholder

Michael J. Fiure, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent

**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

BID

SPECIFICATIONS

FOR

ROOFING & SIDING MAINTENANCE SERVICES

2020

**Bid Category: Public Works, Park Equipment, and Construction
Services - 22**

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **ROOFING & SIDING MAINTENANCE SERVICES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean at the Administration Building, 101 Hooper Avenue, Toms River, New Jersey, on **Tuesday, DECEMBER 1, 2020** at 11:00 A.M., prevailing time.

Specifications and form of proposal are on the **WEBSITE** or on file in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey and may be obtained upon request. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

*Bid Portal Site – <http://www.co.ocean.nj.us/ocbidportal.nsf>

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Chosen Freeholders of the County of Ocean.

Signed: **JOSEPH H. VICARI**
Freeholder Director

JENNIFER L. BOWENS
Purchasing Agent

TO ALL VENDORS:

Ocean County is closely monitoring the situation of the COVID-19 virus. In an effort to maintain the safety and health of all persons, our procedures for the receipt of all Bid, RFP/RFQ, and Competitive Contract (CC) packages will be as follows until further notice:

We strongly encourage all vendors to mail in their bid, RFP/RFQ, and CC packages. For all submission packages to be mailed, please follow the instructions as stipulated in the Instructions to Bidders page of the specifications.

If a vendor needs to hand deliver a package, there will be a locked drop box located in front of the Ocean County Administration Building, 101 Hooper Ave. Toms River, NJ 08753 where sealed responses can be securely dropped off. The label on the box is:

PROCUREMENT PROPOSAL DOCUMENT DROP BOX

Please ensure the submission envelope clearly bears the name and address of the vendor, the name of the bid/RFP/RFQ/CC and the date of the opening.

Responses left in the drop box will be collected and recorded daily. In-person hand deliveries of submissions the day of the opening will be collected and recorded in the Administration Building Lobby.

If a vendor determines that it is absolutely necessary to attend the official bid opening, please be advised the County will enforce appropriate protocols of social distancing to limit the exposure of pathogens. In order to limit the exposure of pathogens, the County will not be allowing vendors to immediately review any submission documentation at the opening. If a vendor requires information regarding the submissions, they shall contact the Ocean County Purchasing Department at (732) 929-2101.

The County will *not be* responsible for late mail deliveries and no bids will be accepted if received after the time stipulated in the Notice to Bidders.

We appreciate your understanding and cooperation of these matters during this time.

INSTRUCTIONS TO BIDDERS

1. All Bids:

- ***WILL BE OPENED PUBLICLY IN THE ADMINISTRATION BUILDING, ROOM 119, 101 HOOPER AVENUE, TOMS RIVER, NEW JERSEY, COMMENCING AT 11:00 A.M., PREVAILING TIME ON THE DATE SPECIFIED IN THE NOTICE TO BIDDERS.***
- ***MUST BE ENCLOSED IN A SEALED ENVELOPE BEARING THE NAME AND ADDRESS OF THE BIDDER, THE NAME OF THE BID AND THE DATE OF BID OPENING.***
- ***WHICH ARE TO BE HAND DELIVERED THE DAY OF THE OPENING MUST BE TAKEN AND PRESENTED TO THE PURCHASING AGENT IN THE ADMINISTRATION BUILDING, ROOM 119, 101 HOOPER AVENUE, TOMS RIVER, NEW JERSEY, AT THE TIME THE BIDS ARE CALLED FOR.***
- ***WHICH ARE TO BE MAILED, MUST BE RECEIVED PRIOR TO 10:30 A.M., PREVAILING TIME ON THE DATE ON WHICH THEY ARE TO BE OPENED, AND SHALL BE MAILED TO THE:***

**CLERK OF THE BOARD OF FREEHOLDERS
101 HOOPER AVENUE - ROOM 328
P.O. BOX 2191
TOMS RIVER, NJ 08754-2191**

- ***THE COUNTY WILL NOT BE RESPONSIBLE FOR LATE MAIL DELIVERIES AND NO BIDS WILL BE ACCEPTED IF RECEIVED AFTER THE TIME STIPULATED IN THE NOTICE TO BIDDERS.***

2. Bidders shall complete and sign all documents included with the bid package. Failure to do so may be cause for rejection. ***Electronic/Stamp Signatures will not be accepted.*** Each bid **MUST** be signed in ink or ballpoint pen by person authorized to do so; photocopies will not be accepted.

Documents may include, but are not limited to:

- Non Collusion Affidavit
- Affirmative Action Questionnaire
- Signature Page
- Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)
- Disclosure of Investment Activities in Iran (Mandatory Document)
- Acknowledgment of Receipt of Addenda or Revisions (If Issued, Mandatory Document)
- Price Schedule (Mandatory Document)
- Any other documents that may be required in the specifications

3. The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.
4. In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

5. The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.
6. The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. The coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

Liability arising out of the ownership, maintenance or use of any auto;

Auto non-ownership and hired car coverage.

Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of sub-contractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County when requested.

7. It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.
8. NO BID SECURITY
9. NO PERFORMANCE BOND
10. Bidders must use the proposal form furnished by the County when submitting their bid.
11. A copy of bidder's New Jersey Business Registration Certificate should be included with the bid. If it is not, it will be required prior to award of the contract.
12. Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.
13. Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Chosen Freeholders and subject to the Board of Freeholders customary procedures. The County will not pay interest or late fees regardless of language provided.
14. Contract will be awarded on a lump sum basis. The County of Ocean reserves the right to award multiple contracts.
15. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.
16. Award will be made by Ocean County Board of Chosen Freeholders within sixty (60) days after receipt of bids.
17. Prevailing Wage & Labor Laws. The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/ocean.pdf.
18. Equal or Tie Bids. The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.
19. The County of Ocean is exempt from any State sales tax or Federal excise tax.
20. For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with our specifications.

21. Quantities shown are approximate and the County reserves the right to decrease or omit quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3.
22. The contract shall be in effect from date of award until January 31, 2022 or until delivery is complete unless otherwise stated. The County reserves the right to extend the contract pursuant to N.J.S.A. 40A:11-15 for one (1) additional year by mutual agreement between the County and the contractor with no increase in base price.
23. Bids may be hand delivered or mailed per legal notice to bidders. In the case of mailed bids, the County assumes no responsibility for bids received after the designated date and time and will return late bids to the bidder unopened.
24. Delivery shall be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.
25. All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.
26. Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq. The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.
 - All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
 - Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
 - Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.
27. This agreement shall not be assigned without the written consent of the County of Ocean.
28. NJ ONE CALL. By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

The successful bidder will be required to show compliance with this requirement by submitting to the appropriate project coordinator the confirmation number obtained from ONE-CALL before any excavation is undertaken.
29. Special Surety Bid Requirements for Certain Construction Projects. The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

30. New Jersey Business Registration Requirements.

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Please see samples of acceptable Business Registration Certificates on page 7 of specifications.

31. The County has established a "**COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM**" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:
CK-02-OC

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Chosen Freeholders. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Proposal Page to indicate whether or not you will extend contract prices to all contracting units.


If neither box is checked, it will be understood that you will **NOT** extend prices.

32. Pay to Play Requirements. Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
33. Statement of Ownership. The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.
34. Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the bidder must certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.
35. For further information regarding the specifications contact: Joseph J. Meyers, Superintendent, Buildings & Grounds Department, at (732) 929-2039.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	 Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

THESE ARE SAMPLES OF THE **ONLY** ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE BID OR PRIOR TO AWARD OF THE CONTRACT, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF OCEAN.

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

: ss

COUNTY OF _____:

I, _____ of
the City of _____ In the County of _____
and the State of _____, of full age, being 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-named Project; and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the
County of Ocean 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 _____.
(N.J.S.A. 52:34-15). (Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____
day of _____, 20____.

Notary Public of
My commission expires

(REVISED 4/10)

EXHIBIT A**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE****N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)****N.J.A.C. 17:27****GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

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

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- ☐ Procurement and/or Service Company
☐ Professional Consultant
☐ Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:
 - (a) An existing federally approved or sanctioned affirmative action program.
 - (b) A New Jersey Certificate of Employee Information Report Approval.
 - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?
 Yes _____ No _____
 (a) If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?
 Yes _____ No _____
 (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.).

AMERICANS WITH DISABILITIES ACT**Equal Opportunity for Individuals with Disabilities**

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY 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 COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, 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 COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY 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 COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY 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 provision 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 COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

SIGNATURE PAGE

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership

The undersigned is a Corporation under the law of the State

Individual

of _____, having principal offices
at _____.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

INCLUDE ZIP CODE

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NO. _____

STATEMENT OF OWNERSHIP DISCLOSURE

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 completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

PART I - Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

PART II

- ☐ 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. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ 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 no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

Name of Individual or Business Entity	Address

PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

PART IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Ocean to notify the County of Ocean in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

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

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid 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 Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed below nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

OR

☐ **I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

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

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

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.

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

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County 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 County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Bidder: _____

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

CERTIFICATION OF NON-DEBARMENT FOR FEDERAL GOVERNMENT CONTRACTS

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

Summary of the Certification Requirements under N.J.S.A. 52:32-44.1

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with Federal Government agencies, shall also be prohibited from contracting for public works in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public works, a local unit must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with Federal Government agencies.

PART I – VENDOR INFORMATION

Individual or Name of Organization: _____

Address: _____

DUNS Code (If Applicable): _____ **CAGE Code (If Applicable):** _____

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts III and IV)

 ☐ Non-Profit Corporation (skip Parts III and IV)
- ☐ For-Profit Corporation (any type)

 ☐ Limited Liability Company (LLC)
- ☐ Partnership

 ☐ Limited Partnership

 ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization

I hereby certify that the **individual or organization listed above in Part I** is not debarred by the Federal Government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

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

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater Than 50% of Organization - Section A (Check the Box that Applies)

- ☐ Below is the name and address of the stockholder in the corporation who owns more than 50% of its voting stock, or of the partner in the partnership who owns more than 50% interest therein, or of the member of the limited liability company owning more than 50% interest therein, as the case may be.

(Please attach additional sheets if more space is needed)

Name of Individual or Organization	Home Address (for Individual) or Business Address

OR

- ☐ No one stockholder in the corporation owns more than 50% of its voting stock, or no partner in the partnership owns more than 50% interest therein, or no member in the limited liability company owns more than 50% interest therein, as the case may be.

PART III – Section B (Skip if No Business Entity is listed in Section A of Part III)

- ☐ Below is the name and address of the stockholder in the corporation who owns more than 50% of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50% interest in the organization's parent entity, or of the member of the limited liability company owning more than 50% interest in organization's parent entity, as the case may be.

Name of Stockholder/Partner/Member Owning Great than 50% of Parent Entity	Home Address (for Individual) or Business Address

OR

- ☐ No one stockholder in the parent entity corporation owns more than 50% of its voting stock, no partner in the parent entity partnership owns more than 50% interest therein, or no member in the parent entity limited liability company owns more than 50% interest therein, as the case may be.

PART III – Section C –Certification

I hereby certify that no individual or organization that is debarred by the Federal government from contracting with a federal agency owns greater than 50% of the **Organization listed above in Part I** or, if applicable, owns greater than 50% of a parent entity of the **Organization listed above in Part I**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award from the County to notify the County in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

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

PART IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities - Section A
(Check the Box that Applies)

- ☐ Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50% of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50% interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50% interest therein, as the case may be.

(Please attach additional sheets if more space is needed)

Name of Business Entity	Address

OR

- ☐ The **Organization listed above in Part I** does not own greater than 50% of the voting stock in any corporation and does not own greater than 50% interest in any partnership or any limited liability company.

PART IV – Section B (Skip if No Business Entity is listed in Section A of Part IV)

- ☐ Below are the names and addresses of any entities in which an entity listed in Part III, Section A owns greater than 50% of the voting stock (corporation) or owns greater than 50% interest (partnership or limited liability company).

(Please attach additional sheets if more space is needed)

Name of Business Entity Controlled by Entity Listed in Section A of Part IV	Address

OR

- ☐ No entity listed in Part III, Section A owns greater than 50% of the voting stock in any corporation or owns greater than 50% interest in any partnership or limited liability company.

PART IV – Section C – Certification

I hereby certify that the **Organization listed above in Part I** does not own greater than 50% of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50% of any entity that in turns owns greater than 50% of any entity debarred by the Federal government from contracting with a Federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

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

BID DOCUMENT CHECKLIST**Bid Title: ROOFING & SIDING MAINTENANCE SERVICES****Items Submitted**
(Bidder's Initials)**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF BID.**

<u>X</u>	Statement of Ownership (N.J.S.A. 52:25-24.2)	_____
<u>X</u>	Acknowledgment of receipt of addenda or revisions (if issued)	_____
<u>X</u>	Disclosure of Investment Activities in Iran	_____
<u>X</u>	Price Schedule	_____

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE
CAUSE FOR REJECTION OF BID.**

<u>X</u>	Non-Collusion Affidavit	_____
<u>X</u>	Affirmative Action Questionnaire	_____
<u>X</u>	Signature Page	_____
<u>X</u>	Certificate of Non-Debarment	_____
<u>X</u>	Certification of Available Equipment	_____
_____	Compliance Responses	_____
<u>X</u>	Contractor's Data Sheet	_____
_____	Descriptive Literature and Technical Specifications	_____
_____	Product Samples	_____
_____	References	_____
_____	Other:	_____

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE BID

<u>X</u>	Copy of Bidder's New Jersey Business Registration Certificate	_____
<u>X</u>	Copy of Bidder's Public Works Contractor Registration Certificate	_____

**D. THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE
REQUIRED DOCUMENTS.****PRINT NAME OF BIDDER:** _____**SIGNED BY:** _____**PRINT NAME AND TITLE:** _____**DATE:** _____**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE
INDICATED AND RETURNED WITH ALL DOCUMENTS.**

ADDENDUM ACKNOWLEDGMENT

COUNTY OF OCEAN

ADDENDUM NO: _____

ADDENDUM NO: _____

ADDENDUM NO: _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of Addendum No. _____ containing information for the above referenced project.

BIDDER: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE: WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL AT THE TIME OF BIDDING. FAILURE TO DO SO WILL RESULT IN BID REJECTION.

CONTRACTOR'S DATA SHEET

As evidence of the bidder's qualifications, he shall complete and submit with this bid proposal, the "Contractor's Data" Sheet information.

THE COUNTY OF OCEAN RESERVES THE RIGHT TO REQUEST VENDORS TO EXPLAIN THE METHOD USED TO ARRIVE AT ANY OR ALL FIGURES IN THEIR BID.

The number of years your firm has been performing these services: _____.

The number of personnel that will be available to work in this contract: _____.

Name(s) of supervisor(s) to be assigned to work on this contract. Please include the length of time these individuals have been employed by your firm.

Name: _____ Name: _____

Email: _____ Email: _____

Years Employed by Firm: _____ Years Employed by Firm: _____

Locations of bidder's facility where bidder's equipment may be inspected:

Name: _____

Address: _____

Name(s) and phone number(s) of management personnel to be contacted if problems or emergencies occur:

Name: _____

Phone Number: _____

Email: _____

Name: _____

Phone Number: _____

Email: _____

Name of Insurance Company: _____

Name of Insurance Representative: _____

CONTRACTOR’S CLIENT LIST

Please provide a list of institutions, industries and commercial buildings now under contract with your firm. Include the length of time each contract has been in force and the name of a person with phone number the County may contact for reference.

<u>CURRENT CLIENTS</u>	<u>LENGTH OF CONTRACT</u>	<u>NAME & PHONE # TO CONTACT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BIDDER _____

DATE _____

ROOFING & SIDING MAINTENANCE SERVICES

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will furnish all labor, material, equipment, supervision and insurance necessary to execute and complete work at various County buildings.

NO ASSIGNMENT

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

OWNERSHIP DISCLOSURE

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.P.L. 1977, Chapter 33.

BID REVIEW

Bids may be reviewed once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the openings for any interested party that may wish to review them.

EVALUATION

The quality of the equipment supplied, their conformity with the specifications, their suitability to requirements, delivery terms, guaranty clauses, price of the materials shall all be taken into consideration. Where equivalent equipment is offered, the County will determine if the proposed item is equal or better than that specified.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Purchasing Agent.

MODIFICATIONS & WITHDRAWALS

Telegraphic or Electronic bids will not be considered. Bids may be withdrawn based on written request received from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request shall be signed by the bidder or proper corporate officers.

USE OF OTHER NAMES AND REFERENCES

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

QUALITY

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

FAULTY MATERIALS/ WORKMANSHIP

The Contractor shall take full responsibility for faulty materials and /or workmanship and shall remedy all defects due thereto, and pay any damage to other resulting there from, which shall appear within one (1) year. The Owner shall give notice of observed defects with reasonable promptness.

AWARD

The County of Ocean reserves the right to reject any and all bids and to make such selection as in their judgement are best suited to meet the requirements and are in the best interest of the County.

The County of Ocean reserves the right to make multiple awards to insure availability of service in all circumstances. The County of Ocean will rotate through successful Contractors for emergency response calls. Quotes will be solicited from Contractors for all non-emergency work.

The County of Ocean reserves the right to delete or add additional units as needed, as contract bid prices.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or The County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

PERMITS/GENERAL COMPLIANCE

The Contractor shall obtain and pay for all permits required by this Contract. He further shall request all required inspections and obtain those approvals required. The Contractor, as part of the work is to pay all taxes, fees, royalties, license fees, payments to subcontractors, bonds, tests, insurance set forth in the contract documents and permits other than those specifically excluded by the contract documents.

Materials, equipment and installation shall comply with all current rules and regulation of all applicable Federal, State, County and Local Laws, Ordinances, Regulations, etc.

RESPONSE TIME

Contractor shall have ability to schedule work to occur within seventy-two (72) hours of receipt of County purchase order number. Contractor shall provide list of personnel and cellular phone numbers assigned to the work.

Emergency calls shall have an on-site response time of two (2) hours. Specifically, Contractor shall respond by telephone within one half (½) hour and be onsite within one and one half (1½) hours thereafter. Emergency calls are defined as leaks that require immediate response and cannot await regular scheduling.

IDENTIFICATION

All staff must wear photo ID displaying the company name and staff name on their person when performing work at any of the County buildings.

Contractor must have personnel capable of passing security screening by the County Department of Corrections when performing services at the Jail or Juvenile Detention Center. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County Department of Corrections performs State and municipal criminal and motor vehicle background checks and requires a copy of photo ID/photo license and social security card/employer proof of tax withholding.

DEFINITION OF REGULAR AND OVERTIME HOURS

Regular business hours are defined as any hours worked between 8:00 AM and 4:30 PM, Monday through Friday.

Overtime hours are defined as any work performed outside of "Regular Business" work hour, which may include holidays.

QUOTES

The term quote, proposal, estimate are used interchangeably and shall mean the same. The County does not pay for quotes. The County does not pay fixed fees and will pay only for the actual number of hours authorized and worked.

Quotes for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, wholesale cost and mark up, at applicable contract rates.

INVENTORY

The contractor shall maintain an adequate inventory of applicable supplies, parts and materials within the contractor's warehouse or service vans, in order that the emergency repairs can be made to the using agency's equipment at once with a minimum of down time.

CERTIFICATION OF AVAILABLE EQUIPMENT

Submit with the bid, Bidder's certification letter that bidder owns, leases, or controls the necessary equipment to perform work as specified. Include itemization of said equipment and vehicles.

TIME AND MATERIAL WORK

All estimates for work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, wholesale cost (with evidence of same) and mark-up, at applicable contract rates.

Each call shall generate a separate invoice detailing the labor charge and the parts / materials as outlined above.

HOURLY LABOR RATE

Labor hours are shown in the proposal page for bid purposes only.

We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County may use during the duration of the contract. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked.

The labor charge shall include all travel. No additional travel time will be honored.

The hourly labor rate begins with the Contractor's arrival at the site and ends with the Contractor leaves the site. After the first full hour rates shall be prorated to the closest fifteen (15) minute interval.

MATERIALS

Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

Equipment Rental: Costs associated with RENTAL of scaffolding, stages, cranes, or lifts utilized to position workers, etc. shall be submitted as direct costs for reimbursement. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

Contractor will not be reimbursed for use of equipment which is normal, necessary and basic to the performance of any trade covered herein.

INVOICING

Each service call or request shall generate a separate invoice detailing the labor charge and the parts and materials. An invoice will be generated after work has been performed and submitted to an authorized County representative within two weeks.

All invoices must reference the work order number and each invoice shall reference the corresponding bid item number for each separate line item amount billed.

Each invoice shall have attached service tickets with description of work performed, along with dates and times (in/out) of work referencing all service activity per work order. Contractor shall attach before and after photographs with time/ date stamp of all repair or service work performed as evidence of repair.

SCOPE OF THE WORK

Contractor shall perform repair and maintenance on various roof types. The contractor must have the ability to repair the following roof types (but not limited to) BUR, Thermoset, Thermoplastic, Asphalt Shingle, Standing Seam Metal Panel and Modified Bitumen. Roofing work shall include all collateral accessories, gutters/leaders, sheet metal, soffit and related penetrations etc. Contractor shall also perform repair/replacement of siding and all collateral accessories, fascia, trims, etc.

GENERAL CONDITIONS

1. The contractor shall provide all labor, materials, equipment, supervision, and insurance necessary to execute and complete the work.
2. Any/all damage incurred by the contractor will be the contractor's responsibility.
3. The Contractor is to be responsible for all construction means, methods and procedures; the supervision of the work; the coordination of the work of contractors and subcontractors; work scheduling; job records; cleanup-disposal and restoration; safety and correction of defective work.
4. Contractor shall include all ancillary items, not expressly indicated, or as might be found necessary as a result of field conditions, in order to complete the work as it is intended.
5. Contractor shall have existing service department capabilities.
6. All loose debris shall be cleaned up at the end of each workday no matter how incidental and taken from premises by contractor. Debris removal and disposal shall be included in labor rates. Contractor shall leave premises clear of all debris and hazard free for the beginning of next business day. The contractor shall keep area in as orderly condition as possible during the project and remove all materials, equipment and debris at completion of project.
7. It is the responsibility of the Contractor to protect the building from water/rain during the repair process. All drains, down spouts or sewers should remain free from debris, equipment, and materials. Any damage that may occur due to lack of protection will be the contractor's responsibility.
8. The existing roof should be protected during the repair with ¾ inch plywood where required and held securely in place. This surface shall act as a walking service and not to be used for storage or equipment. Any portion of the roof damaged during the repair will be the contractor's responsibility.
9. Contractor shall be responsible for any damage to landscaping. Traffic patterns are to be kept to a minimum on restricted paths. Any damage will be the contractor's financial responsibility.
10. Contractor shall follow good roofing practices as outlined by the roofing manufacturer, N.R.C.A and/or code official.
11. Once the work has been assigned the Contractor shall provide adequate manpower to execute the work efficiently and in a continuous manner. The contractor shall remain on the job during all workable days until the work is completed. All roof openings are to be completed the same day. All repairs shall be made complete and watertight the same day.
12. Contractor shall follow all OSHA safety requirements.
13. Contractor shall not use any materials containing asbestos.
14. Contractor should be able to provide consulting services for existing roofs and submit a detailed analysis for either repair or replacement options. The consulting services will be compensated at the hourly rate, which should be submitted on the pricing page.
15. Contractor is to coordinate work with the County's authorized representative or his designee. No work shall be performed without advance notice to the County. Contractor must advise authorized representative or his designee of each day's work schedule.
16. Contractor will have staging area for repair work, prior to commencing work, approved by the County authorized representative or his designee.

OCEAN COUNTY BUILDINGS Revised 11/18/2019		
BLDG#	OCCUPANT	LOCATION
1	Prosecutors	1 Mott Place, Toms River
2	Prosecutors	2 Mott Place, Toms River
3	Family Crisis	3 Mott Place, Toms River
4	Courts	206 Court House Lane, Toms River
5	Buildings & Grounds	5 Mott Place, Toms River
6	Sheriffs: Warrants / Sheriffs ID	6 Mott Place, Toms River
7	Prosecutors	7 Hadley Avenue, Toms River
8	Voting Technology Center	110 Lehigh Ave, Lakewood
9	VFW	210 Courthouse Lane, Toms River
11	Probation & Courtrooms	213 Washington Street, Toms River
12	Prosecutors	44 Hadley Avenue, Toms River
13	Courts	16 Madison Avenue, Toms River
14	Parking Deck	129 Hooper Avenue (rear), Toms River
15	PEER Bldg	129 Hooper Avenue, Toms River
16	Prosecutors Office	119 Hooper Avenue, Toms River
17	Administration Bldg	101 Hooper Avenue, Toms River
18	Supt of Schools	212 Washington Street, Toms River
19	Justice Complex	120 Hooper Avenue, Toms River 114 Hooper Avenue (New Jail)
20	Court House	118 Washington Street, Toms River
21	Old Sheriff's Bldg (closed bldg)	118 Washington Street (rear)
22	Bishop Memorial Library	101 Washington Street, Toms River
23	Main Library	101 Washington Street, Toms River
24	Juvenile & Domestic Courts	125 Washington Street, Toms River
25	Probation: Criminal Division	15 Hooper Avenue, Toms River
27	Cultural & Heritage	14 Hooper Avenue, Toms River
28	Carriage House	100 Water Street, Toms River
29	Northern Animal Shelter	615 Freemont Ave, Jackson
30	Toms River Road Dept. Garage	152 Chestnut Street, Toms River
30A.	Road Dept/Pole Barn	
31	Vehicle Services	
31A.	Storage Shed	
31B.	Vehicle Services: Truck Wash	
32	Vehicle Services: Warehouse	
32A.	Prosecutors	
33	Sign Shop / Engineering Support Bldg	141 Mapletree Road, Toms River
34	Road Dept: Paint Bldg	
34A.	Engineering: Paint Bldg.	
35	Road Dept: Storekeeper Bldg	152 Chestnut Street, Toms River
35A	Bridge Dept: Pole Barn	

OCEAN COUNTY BUILDINGS Revised 11/18/2019 (CONT'D)		
BLDG#	OCCUPANT	LOCATION
36	J.I.N.S. Bldg	155 Sunset Avenue, Toms River
37	Juvenile Detention Center	165 Sunset Avenue, Toms River
38	Health Department	175 Sunset Avenue, Toms River
38A.	Red Cross Trailer	
39	Agricultural Bldg	1623 Whitesville Road, Toms River
39A.	Storage Garage	
40	PIC Building	1959 Route #9, Toms River
41	Northern Resource Center	225 4th Street, Lakewood
42	Police Academy	O.C.Park, 659 Rt88, Lakewood
43	Security Building	
43A	Security Building: Bike Garage	
44	Lakewood Road Dept. Garage	1300 Kennedy Blvd, Lakewood (off Hermosa Drive)
44A.	Lakewood 911 Tower	
45	Jackson Road Dept. Garage	38 Don Connor Blvd, Jackson
46	Plumsted Road Dept. Garage	273 Route 529 (Lakewood-New Egypt Rd), Plumsted Twsp.
46A.	Plumsted 911 Tower	
46B.	Plumsted Truck Wash	
47	Lacey Road Dept. Garage	Rt 530/Dover & Mule Rd, Berkley
47A	Lacey Truck Wash	
49	Ship Bottom Road Dept. Garage	6th & Barnegat Ave, Ship Bottom
50	Parks Dept: Administration Bldg	1198 Bandon Road, Toms River
52	OEM: Office of Emergency Management	O.C. Air Park, Airport Rd & Mule Rd Berkeley Twsp.
53	CSI: Laboratory Building	144 Chestnut Street, Toms River
54	Airpark Maintenance Hangar	RJ Miller Air Park Route 530 & Mule Road, Berkeley Twsp.
55	Airpark Paint Shop Hangar	
56	Airpark Terminal	
56A.	Airpark Pump House	
57	Airpark T-Hangar	
58	CSI: Detectives Building	146 Chestnut Street, Toms River
58A.	Toms River 911 Tower	
60	Central Supply Warehouse	138 Chestnut Street, Toms River
61	B&G: Maintenance Shop	156 Chestnut Street, Toms River
62	Little Egg Harbor Library	290 Mathistown Rd, Little Egg Harbor
63	Transportation	(rear) 1959 Rt 9, Toms River
64	Mosquito Commission	784 W Bay Ave, Barnegat
64A.	Mosquito Commission: 911 Tower	
65	B&G Warehouse	162 Chestnut Street, Toms River
66	Guard House	RJ Miller Airpark, Rt 530 & Mule Road, Berkeley Twsp.

OCEAN COUNTY BUILDINGS Revised 11/18/2019 (CONT'D)		
BLDG#	OCCUPANT	LOCATION
67	State of NJ: Domestic Violence	102 E Water Street, Toms River
68	Northern Recycling Garage	535 South Oberlin Avenue, Lakewood
68A	Wash Pad Bldg.	535 South Oberlin Avenue, Lakewood
68B.	Vehicle Storage Bldg	535 South Oberlin Avenue, Lakewood
68C.	Single Stream Bldg (old)	800 Towbin Avenue, Lakewood
68D.	Recycling Operator Offices	800 Towbin Avenue, Lakewood
68E.	Scale House	800 Towbin Avenue, Lakewood
68F.	Commingled Bldg.	800 Towbin Avenue, Lakewood
68G.	Supervisors Bldg.	800 Towbin Avenue, Lakewood
68H.	Paint Shelter Bldg.	800 Towbin Avenue, Lakewood
69	Pt. Pleasant Library	834 Beaver Dam Road, Pt. Pleasant
70	Long Bch Island Library	217 S Central Ave, Surf City
71	Manchester Library	21 Colonial Dr, Lakehurst
72	Brick Library	301 Chambersbridge, Brick
73	Stafford Library	129 N Main St, Manahawkin
74	Berkeley Library	30 Station Road, Berkeley
75	Upper Shore Area Library	112 Jersey City Ave, Lavallette
77	Whiting Reading Ctr (leased bldg)	400 Lacey Rd, Store #5, Whiting
78	Barnegat Library	112 Burr, Barnegat
80	Plumsted Library (leased bldg)	119 Evergreen Road, Plumsted Twsp.
81	Pt. Pleasant Beach Library (leased bldg)	710 McLean Avenue, Pt. Pleasant Beach
82	Tuckerton Library (leased bldg)	380 Bay Avenue, Tuckerton
83	Waretown Library	112 Main St, Waretown
84	Airpark T-Hangars	RJ Miller Airpark/ Rt 530 & Mule Road, Berkeley Twsp.
85	Airpark T-Hangars	
86	Lacey Library	10 E. Lacey Rd, Forked River
87	Airpark T-Hangars	RJ Miller Airpark Rt 530 & Mule Road, Berkeley Twp.
88	Airpark Maintenance Hangar <i>COUNTY DOES NOT MAINTAIN</i>	
88A.	Airpark Storage Hangar <i>COUNTY DOES NOT MAINTAIN</i>	
89	Beaverton Bridge House	Princeton Ave, Brick
90	Mantoloking Bridge House	Mantoloking Rd, Mantoloking
91	Fire & First Aid Training Center	200 Volunteer Way, Waretown
91A.	Fire / First Aid: Control Tower	
91B.	Fire / First Aid: Pump House	
92	Lakewood Library	301 Lexington Ave, Lakewood
93	Fire Marshal's Office	O.C.Park, 689 Rt 88, Lakewood

OCEAN COUNTY BUILDINGS Revised 11/18/2019 (CONT'D)		
BLDG#	OCCUPANT	LOCATION
94	One-Stop Center - Veterans Bureau/Office on Aging/BOSS/Consumer Affairs	1027 Hooper Ave, Bldg #2, Toms River
95	Recycling Education Center	800 Towbin Avenue, Lakewood
96	911 Communications	138 Chestnut Street, Toms River
96A	Prosecutors	
97	County Connection: O.C. Mall	1201 Hooper Avenue, Toms River
97A.	County Connection: Bus	
98	Jackson Library	2 Jackson Dr, Jackson
99	Beachwood Library (leased bldg)	126 Beachwood Blvd, Beachwood
100	Pumping Station	Ocean Ave & Route 35,Pt.Pl. Beach
101	Barnegat 911 Radio Tower	1001 W. Bay Ave, Barnegat
102	Pasadena 911 Radio Tower	Red Oak Grove Rd, Manchester
103	Tuckerton 911 Radio Tower	120 Lakeside Dr, Tuckerton
104	Southern Animal Shelter	360 Haywood Rd, Stafford
105	Solid Waste Garage	379 Haywood Rd, Stafford
106	Office: Cty Clerk/Transportation	Haywood Rd, Stafford
107	Vehicle Services Garage & Truck Wash	379 Haywood Rd, Stafford
108	Road Department Salt Barn	
109	Manahawkin Road Dept. Garage	
110	Road Dept Southern Storage Barn	
111	Road Dept Sweeper Barn	
112	Road Dept Pole Barn	
113	Southern Recycling Transfer Facility	
114	SWM Office & Scale House	
115	Bd. Of Social Services Bldg.	333 Haywood Rd, Stafford
116	Southern Service Center: Hall	179 South Main St, Manahawkin
116A	Southern Service Center: Offices Surrogate & County Clerk	
117	Southern Recycling Facility Storage Building	379 Haywood Rd, Stafford
118	Southern SOG Trailer (next to 114)	
119	911 Tower (Generator)	Ridgeway Blvd, Manchester
120	911 Tower (Generator)	150 Cedar Run Dock Road, West Creek
121	911 Tower (Generator)	Bob Court Lane, Lacey
122	911 Tower (Generator)	255 Mantoloking Road, Brick
123	911 Tower (Generator)	30 Don Conner Blvd, Jackson

OCEAN COUNTY BUILDINGS Revised 11/18/2019 (CONT'D)		
BLDG#	OCCUPANT	LOCATION
124	Manchester Garage/ Offices	2820 Ridgeway Blvd, Manchester
124A	Manchester Data Center	2820 Ridgeway Blvd, Manchester
124B	Salt Dome Manchester	2820 Ridgeway Blvd, Manchester
124C	Pole Barn Manchester	2820 Ridgeway Blvd, Manchester
124D	Storage Building Manchester	2820 Ridgeway Blvd, Manchester
124E	Attendant Booth Manchester	2820 Ridgeway Blvd, Manchester

Proposal for the furnishing and delivery of **ROOFING & SIDING MAINTENANCE SERVICES** for the
County of Ocean.

**VENDOR WILL EXTEND CONTRACT PRICES TO "COUNTY COOPERATIVE CONTRACT
PURCHASING SYSTEM" PARTICIPANTS.**

() - YES () - NO

PRICE SCHEDULE

Item #	Description	Est. Qty.	Unit of Meas.	Unit Price	Total Price
<u>PREVAILING WAGE RATES</u>					
Labor (Emergency Repair)					
1	Mechanic's Rate - Regular Working Hours	1,000	HR	\$ _____	\$ _____
2	Mechanic's Rate - Overtime/Holiday Hours	100	HR	\$ _____	\$ _____
3	Helper's Rate - Regular Working Hours	100	HR	\$ _____	\$ _____
4	Helper's Rate - Overtime/Holiday Hours	100	HR	\$ _____	\$ _____
Labor (Non-Emergency Repair)					
5	Mechanic's Rate - Regular Working Hours	1,000	HR	\$ _____	\$ _____
6	Helper's Rate - Regular Working Hours	100	HR	\$ _____	\$ _____
<u>NON-PREVAILING WAGE RATES</u>					
Labor (Emergency Repair)					
7	Mechanic's Rate - Regular Working Hours	125	HR	\$ _____	\$ _____
8	Mechanic's Rate - Overtime/Holiday Hours	100	HR	\$ _____	\$ _____
9	Helper's Rate - Regular Working Hours	100	HR	\$ _____	\$ _____
10	Helper's Rate - Overtime /Holiday Hours	100	HR	\$ _____	\$ _____
Labor (Non-Emergency Repair)					
11	Mechanic's Rate - Regular Working Hours	500	HR	\$ _____	\$ _____
12	Helper's Rate - Regular Working Hours	100	HR	\$ _____	\$ _____

Item #	Description	Est. Qty.	Unit of Meas.	Unit Price	Total Price
OTHER					
13	Material Cost and Mark-Up for Repairs For bid purposes assume materials at \$45,000.00 for a one (1) year period. Calculate percentage of markup charges on Parts/Materials by multiplying \$45,000.00 by your standard mark-up. (show bid mark-up here _____% (\$45,000.00 x _____%) + \$45,000.00 =				\$ _____
14	Equipment Rental Allowance Direct Cost Reimbursement				\$10,000.00
15	Consulting Fee	100	HR	\$ _____	\$ _____
TOTAL LUMP SUM (Add Item #'s 1-15):					\$ _____