



HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1

Board of Fire Commissioners

Mercer County

201 Washington Crossing-Pennington Road
Titusville, New Jersey 08560-1410

Dear Prospective Bidder,

This is a bid for vehicle maintenance services that has been generated by Hopewell Township Fire District No. 1 and we are offering you the opportunity to bid.

In an effort to relay clear and precise information between all parties to keep bidders on equal footing, all questions relating to this bid must be directed in writing to Sarah Ocicki, Purchasing Agent, 201 Washington Crossing Pennington Road, Titusville, NJ 08560 or by email to sarah.ocicki@hopewelltwpfire.org. There will be no exceptions. Questions regarding this bid must be submitted by December 5, 2016 at 12 PM. All questions posed will be addressed on a timely basis, and any necessary addenda will be published in an official newspaper and electronically mailed no later than seven (7) business days prior to the opening of the bids to all who have submitted a bid or received a bid package from the office of the Purchasing Agent.

Bids will be received and opened on Wednesday, December 15, 2016 at 10:00 AM at the Hopewell Township Municipal Building, 201 Washington Crossing Pennington Rd in Titusville, NJ.

Sarah Ocicki
Purchasing Agent

SPECIFICATIONS FOR BID

Preventative Maintenance and Vehicle Repair Services

For Use By The:
Hopewell Township Fire District No.1

To Be Received and Opened On:
Thursday, December 15, 2016 at 10:00 AM
201 Washington Crossing-Pennington Road Titusville, New Jersey 08560-1410

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Purchasing Agent for the Board of Fire Commissioners of Hopewell Township Fire District No. 1 on December 15, 2016, at 10:00 AM prevailing time at 201 Washington Crossing-Pennington Road, Titusville, New Jersey 08560 at which time and place bids will be opened and read in public for:

Preventative Maintenance and Vehicle Repair Services

Proposals must be submitted on the specified bid form in the manner outlined, be enclosed in a sealed package bearing the name and address of the bidder and "Hopewell Township Fire District No. 1 PREVENTATIVE MAINTENANCE AND VEHICLE REPAIR SERVICES BID" on the outside, addressed to Sarah Ocicki, Purchasing Agent, at the address above.

Specifications, instructions, and bid forms are available at the Office of the Purchasing Agent at the above address or the Hopewell Township Fire District No. 1 website at www.hopewelltwpfire.org.

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.

Sarah Ocicki, Purchasing Agent

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

INSTRUCTIONS TO BIDDERS

PLEASE READ BEFORE PREPARING BID

*Sealed bids shall be received in accordance with public advertisement as required by law,
a copy of which is attached hereto and made part of these specifications.*

1. INVITATION TO BID:

Bids will be received by Hopewell Township Fire District No.1 (the District) for the provision of **Preventative Maintenance and Vehicle Repair Services** for a period of one (1) year, beginning January 1, 2017 through December 31, 2017.

2. BID DOCUMENTS

Bid Documents are available at the office of the Purchasing Agent, 201 Washington Crossing-Pennington Rd, Titusville, New Jersey, 08560. Hopewell Township Fire District No.1 is not responsible for any bid documents or addenda distributed by a third party and not received directly from Hopewell Township Fire District No.1 Bidders are responsible to ensure they receive a complete set of bid documents, including addenda.

3. COST PROPOSAL SECTION

Hopewell Township Fire District No.1 is exempt from any State sales tax or Federal excise tax. The primary goal of this contract is to create a list of vendors qualified and approved to provide vehicle maintenance services for Hopewell Township Fire District No. 1 vehicles. Vendors shall completely fill out the cost proposal section in words and in numbers where applicable.

4. METHOD OF AWARDING CONTRACT

As noted in the Detailed Specifications, certain vehicle repairs require service by factory-authorized vendors and certified technicians. Contracts will be awarded to multiple responsive, responsible vendors based on specific needs for specific vehicles. Hopewell Township Fire District No.1 shall award a contract or reject all bids within sixty (60) days, except that bids of any bidders who consent thereto may, at the request of Hopewell Township Fire District No.1, be held for consideration if necessary for such longer period as may be agreed.

5. ACCOUNT MANAGEMENT

Vendors will be provided a list of employees that may request vehicle services. Purchase orders for preventative maintenance will be issued in advance of the scheduled maintenance and forwarded to the vendor(s) via email. A blanket purchase order will be issued for 1 hour of labor only for diagnosis of vehicle issues. All findings resulting from that diagnosis must be reported to the fleet maintenance supervisor. A written estimate for the parts or labor required for repair must be forwarded to the fleet supervisor and the office of the purchasing agent. All parts and labor shall be approved in writing only; verbal confirmation is not acceptable. Estimates must be provided every time time parts or labor is required that will result in additional charges beyond what has been approved via purchase order. Vendors shall prove work orders for each service visit and preventative maintenance that detail the hours worked on each project and the work completed or parts needed.

6. INTERPRETATIONS OF BID DOCUMENTS AND ADDENDA

The bidder shall carefully study the bid documents, including addenda, and compare them with each other. All communications shall be in writing to:

Sarah Ocicki
Hopewell Township Fire District No.1
201 Washington Crossing-Pennington Road
Titusville, New Jersey, 08560
Fax: (609) 730-1563
Email: sarah.ocicki@hopewelltpfire.org

Questions will not be received or answered verbally and must be submitted before the date and time indicated in the Cover Letter.

Interpretations will be made and questions will be answered in the form of an Addendum, which will be advertised, available online at www.hopewelltpfire.org and sent by electronic mail not later than seven (7) days, Saturdays, Sundays and holidays excepted, prior to the bid opening to all bidders who have submitted a bid or obtained bid package from the office of the Purchasing Agent. All issued Addenda shall become part of the bid documents and will be available for examination at the office of the Purchasing Agent.

It shall be the responsibility of the Bidder to ascertain that they have received all addenda issued prior to submitting its bid. Failure to submit for questions or request information shall be deemed a waiver for any claims for future compensation regarding discrepancies within the bid documents.

In accordance with N.J.S.A. 40A:11-23.2, bidder shall acknowledge receipt of any and all addenda incorporated into bid specifications by completing and submitting the form provided herein with their bid proposal.

7. PREPARATION AND METHOD OF SUBMITTING BIDS

Hopewell Township Fire District No. 1 will not assume responsibility for bids forwarded by mail. It is the bidder's responsibility to see that bids are presented to the Purchasing Agent, or their representative, at 201 Washington Crossing – Pennington Road, Titusville, New Jersey 08560-1410 on or before the hour and at the place designated.

Each proposal shall be submitted with the bid package in a sealed envelope bearing the name and address of the bidder and marked: **“Hopewell Township Fire District No. 1 PREVENTATIVE MAINTENANCE AND VEHICLE REPAIR SERVICES BID.”** Hopewell Township Fire District No. 1 will not be responsible for handling of envelopes if incorrectly marked. An authorized officer, with the firm name and address included, must sign all bid proposals in ink. Any proposals that are incomplete, conditional or obscure or which contain conditions, not-called-for erasures, alterations or irregularities of any kind shall be rejected at the option of the District. Following is a sampling of conditions constituting a major deviation from statutory requirements and is cause for rejection of bids: no signature on bid document, bid not received by time and date specified, bids submitted in pencil, failure to provide proper bid security when required, failure to initial price alterations on bidder's proposal, failure to provide Public Disclosure information. Bid proposal forms shall not be altered or added to in any way. All blank spaces in the bid form must be filled out or completed by the bidder.

8. STANDARDS OF QUALITY

Standards of quality are established by description, by reference to trade names or manufacturer's name, and by manufacturer's or vendor's ID. References to brand names shall be used to describe a level of quality or performance required and shall be interpreted to mean the quality or type of material to be furnished or approved equivalent. The District reserves the right to establish the equivalency of a product, which, in its deliberations, meets the intention of the District. Materials may be rejected by the District if they do not comply with specifications or if they for any reason bear evidence of poor workmanship, poor quality, or damage.

9. EXCEPTIONS

Exceptions to these specifications shall be noted in an addendum provided by the bidder. Each exception shall be noted by page number and item header. The bidder shall indicate the reason and proposed alternative for the exception. Exceptions shall not be cause for immediate rejection until reviewed and determined to be in the best interest by the District.

10. RESERVATIONS

The Commissioners of Hopewell Township Fire District No.1 reserve the right to reject any and all bids that substantially or materially deviate from specifications included herein and to waive minor irregularities or formalities pursuant to this request for bids. Should any difference arise between contracting parties as to meaning or intent of the specifications, the decision of the Board of Fire Commissioners is to be final and conclusive. The bidder assumes responsibility for inquiring of any part herein included which may require adjustment of pricing prior to submission of the bid. In case of default by the contractor, Hopewell Township Fire District No. 1 may procure articles or services

from other sources and hold the contractor responsible for any excess cost occasioned thereby. It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by Hopewell Township Fire District No. 1 and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

11. REJECTION OF PROPOSALS

Multiple proposals from an individual, a firm or partnership, corporation or association of principals under the same or different names shall not be considered. The right to reject proposals is reserved to reject any or all proposals presented, if the District, and the District alone deems it in their best interest to do so. The District expressly reserves the right to waive any informality in any proposal, and to accept the proposal, which, in the District's judgment, serves their best interests.

12. NON-COLLUSION AFFIDAVIT

In accordance with N.J.S.A. 52:34-15, bidder shall and include a Non-Collusion Affidavit with the Bidder's Proposal.

13. NJ BUSINESS REGISTRATION CERTIFICATE

All contractors and subcontractors shall submit a New Jersey Business Registration Certificate in accordance with P.L. 2004, c. 57 and P.L. 2009, c. 315 which amends and supplements the business registration provisions of N.J.S.A. 52:32-44.

14. STOCKHOLDER DISCLOSURE CERTIFICATION

In accordance with section 1 of P.L. 1977, c.33 (N.J.S.A. 52:25-24.2), a Public Disclosure Statement, setting forth the names and addresses of all stockholders or partners who hold ten percent (10%) or greater interest in any corporation or partnership bidding on the project, shall be completed and submitted with the bidder's Proposal. Failure to supply this information before or with Bidder's Proposal shall be automatic cause to reject the bid.

15. AFFIRMATIVE ACTION

Each contractor shall submit to Hopewell Township Fire District No.1, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- 1) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
- 2) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- 3) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

16. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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

17. HOLD HARMLESS AGREEMENT

Vendors will complete and include a Hold Harmless Agreement with the Bidder's Proposal.

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

DETAILED SPECIFICATIONS

PLEASE READ BEFORE PREPARING BID

1. INVITATION TO BID:

Bids will be received by Hopewell Township Fire District No.1 (the District) for **Preventative Maintenance and Vehicle Repair Services** for a period of one (1) year, beginning January 1, 2017 through December 31, 2017.

1. VEHICLES

Vendor(s) will provide preventative maintenance services for the following vehicles:

- 2004 Pierce Enforcer Rescue/Engine
- 1998 KME Telesquirt
- 1990 Peterbilt Tanker
- 2014 Ford Ambulance
- 2016 Ford Ambulance

Vendor(s) will provide vehicle repair services for the vehicles listed above, as well as these additional vehicles:

- 2000 Ford F350 Brush Truck
- 2003 Ford F350 SD Utility Truck

2. PREVENTATIVE MAINTENANCE

The successful vendor(s) will conduct bi-annual (twice a year) preventative maintenance inspections on our fire and emergency medical fleet. Inspections will be conducted utilizing a checklist developed by the Hopewell Township Fire District modeled after the N.F.P.A. 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus. Inspections will take place at the Union Fire Company and Rescue Squad located on River Road in Titusville, New Jersey. Inspections must be completed in January and July. Copies of the completed checklist and any additional vendor-supplied work orders associated with the inspections must be forwarded to the fleet maintenance supervisor within 1 business day of the completed inspection for each vehicle. Estimates for any additional work must be forwarded to the fleet supervisor and the office of the purchasing agent. An updated purchase order will be issued for work that is approved by the Hopewell Township Fire District No. 1. Final inspections reports, invoices, and signed purchase orders must be submitted no later than the last day of the month in which inspections were completed.

3. VEHICLE REPAIR SERVICES

Vendors must be available to travel to our location to diagnose vehicle issues within two business days of a request for service. Emergency repairs must be diagnosed within one business day. Due to the nature of emergency services, it is vital that vehicles are repaired quickly and proficiently to ensure the safety of our employees and efficiency of our agency. A blanket purchase order will be issued for all successful vendors to allow for one (1) hour of diagnosis labor to allow for ease and increased speed of scheduling vehicle repairs.

Upon completing the diagnosis, the technician must notify the fleet maintenance supervisor of the findings, including whether additional parts or work are needed. If additional parts or work are required, the vendor must coordinate with the fleet maintenance supervisor and purchasing agent to ensure the necessary estimates are provided and purchase orders are approved while completing repairs in a timely manner. Quotes for repairs must be provided to the fleet supervisor and the purchasing agent within 1 business day of the diagnosis. Work orders detailing the hours required for each repair and the necessary parts and work must be provided to the fleet supervisor upon completion of the repair(s). Final invoices and signed purchase orders must be provided to the purchasing agent within 5 business days of the completion of the repair(s).

4. QUALIFICATIONS

The successful vendor(s) shall provide qualified Emergency Vehicle Technicians to perform any diagnosis, repair or maintenance services on the vehicles listed in Item 1 of these Specifications.

Certain issues require factory-authorized technicians and services for diagnosis and repairs. Vendors must indicate on the Bid Proposal Sheet if they are factory-authorized for any specific vehicle makes.

Vendors must provide their business hours and the hours during which emergency rate charges will apply. Vendors shall indicate their discount offered for parts on the Cost Proposal Section of the Bid Proposal Sheet. Any exceptions should be noted per the Instruction to Bidders.

HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1

PREVENTATIVE MAINTENANCE AND VEHICLE REPAIR SERVICES

BID PROPOSAL SHEET

VENDOR INFORMATION

Vendor Name:	Phone #	Fax #:
Street Address:	Business Hours:	
City, State, Zip Code:	Hours that Night/Weekend Rates Apply:	
Service Contact :	Phone #:	Email Address:
Billing Contact :	Phone #:	Email Address:
Are your technicians qualified Emergency Vehicle Technicians? Yes/No:		
Are you able to provide factory-authorized services for any of the vehicle makes/ models listed in this bid? Yes/No:		
List Makes/Models:		

COST PROPOSAL SECTION

Specification	Cost in numbers	Cost in words
PREVENTATIVE MAINTENANCE		
1. Cost for travel to and from locations for preventative maintenance	\$	
2. Cost to complete bi-annual preventative maintenance per detailed specifications	\$	
VEHICLE REPAIR SERVICES		
1. Cost for travel to and from locations for vehicle repair services	\$	
2. Hourly Rate for Repairs during business hours	\$	
3. Hourly Rate for Emergency Repairs (repairs required within 1 business day)	\$	
4. Hourly Rate for Night/Weekend Repairs	\$	
5. Percent Discount Applied for Parts		

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Initial
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bidder

Name & Title of Authorized Representative

Signature of Authorized Representative

Date

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

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. 17:275.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

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**.

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

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

The contractor and the Hopewell Township Board of Fire Commissioners, (hereafter "owner") do hereby agree that the provisions of Title 11 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

**AFFIRMATIVE ACTION QUESTIONNAIRE
PROCUREMENT, PROFESSIONAL AND SERVICE,
AND CONSTRUCTION CONTRACTS**

Please complete this Questionnaire in the event that you/your firm is awarded this contract. The necessary forms will be sent by our office upon award. This questionnaire **must** be submitted with the Bidder's Proposal.

1. Our company has a federal Affirmative Action Plan approval.

YES NO

A. If yes, submit a copy of said approval.

2. Our company has a New Jersey Certificate of Employee Information Report approval.

YES NO

If yes, submit a copy of said approval.

3. Our company does not have a federal Affirmative Action Plan approval or a Certificate of Employee Information Report approval; therefore, please send me an Affirmative Action form for my completion.

Yes

The Affirmative Action Affidavit for vendors having less than fifty employees is no longer acceptable, a New Jersey Certificate of Approval or AA302 must be submitted. AA201 is required with all construction contracts over \$12,300.00

I certify that the above information is correct to the best of my knowledge. The vendor below will comply with the requirements of the Affirmative Action regulations outlined on the Affirmative Action information sheet, made a part of the bid packet.

Name _____

SIGNATURE _____

TITLE _____

DATE _____

**CONTRACTOR: PLEASE COMPLETE AND SIGN THIS FORM AND RETURN WITH THE APPROPRIATE DOCUMENTS ALONG WITH YOUR BID PROPOSAL OR CONTRACT.
AN EQUAL OPPORTUNITY EMPLOYER**

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

HOLD HARMLESS AGREEMENT

BETWEEN: The Hopewell Township Board of Fire Commissioners
201 Washington Crossing - Pennington Road,
Titusville, New Jersey 08560-1410

and

Contractor Name

Physical Address (not P.O. Box)

Telephone/Fax numbers

It is understood and agreed the Contractor is:

- 1) An independent Contractor and not an employee of the Hopewell Township Fire District No.1
- 2) The Contractor agrees to indemnify and hold harmless the Fire District, the Board of Fire Commissioners of the Township of Hopewell, and all if its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and changes of whatsoever kind and nature, including attorneys' fees to which the Board of Fire Commissioners may be put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this Contract, or by or in consequence of any neglect or omission of the part of the Contractor in the performance of operations under this Contract, whether such operations, or the absence thereof, be by the Contractor, or anyone directly or indirectly employed by the Contractor.
- 3) The Contractor shall hold the Hopewell Township Board of Fire Commissioners harmless for damages to the Contractor's equipment utilized during the term of this Contract.
- 4) The Contractor agrees to provide a Certificate of Insurance specifically naming the Township of Hopewell as an additional named insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability and less than \$500,000.00.

Signed this _____ day of _____, 2011
as the binding act in deed of

Name of Organization

Authorized signature and title

Printed or authorized typed signature and title

Witness

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)

BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS

Required Pursuant To N.J.S.A. 19:44A-20.8

HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ has not made and will not make 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 in the one year period preceding *January 1, 20010 through December 31, 2010* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *Hopewell Township Fire District No. 1* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Michael Chipowsky, Chairman	
Joseph Lenarski, Vice Chairman	
Michael Cseremsak, Treasurer	
Donald Kintzel, Secretary	
Timothy Lynch, Commissioner	

Part II – 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:

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

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2____.	_____
My Commission expires:	(Witnessed or attested by)

	(Seal)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

OPS Number: _____ **Proposer:** _____

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

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

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

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

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

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

Name: _____ Relationship to Proposer: _____	
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer 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 State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MERCER COUNTY, NEW JERSEY**

CHECKLIST OF REQUIRED DOCUMENTS

Failure to provide the following checked items shall result in your bid being disqualified.

These are mandatory requirements of this bid package:

- Bid Proposal Forms
- Receipt of Addenda
- Affirmative Action Certification
- Business Entity Disclosure Certification
- Non-Collusion Affidavit
- Disclosure of Investment Activities in Iran
- Stockholder Disclosure Certification

Prior to award of the contract, the following checked items will be required:

- New Jersey Business Registration Certificate
- Political Contribution Disclosure
- Hold Harmless
- Taxpayer Identification (W-9)

Company / Bidder's Name

Name & Title of Authorized Representative

Date