

CITY OF VINELAND
VINELAND, NEW JERSEY

SPECIFICATIONS

FOR

**OPEN-END CONTRACT FOR LOCATING AND MARKING OF
UNDERGROUND ELECTRIC FACILITIES**

COV BID # 2026-14

BID OPENING: THURSDAY, MAY 7, 2026
PREVAILING TIME: 2:00 P.M.

**DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
640 E WOOD STREET
P.O. BOX 1508
VINELAND, NJ 08362-1508**

**MIGUEL A. MERCADO, QPA
Purchasing Agent
(856) 794-4040 Phone
(856) 405-4605 Facsimile
mmercado@vinelandcity.org**



640 E. WOOD STREET
P.O. BOX 1508
VINELAND, NJ 08362-1508

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
MIGUEL A. MERCADO, QPA
PURCHASING AGENT

PHONE: (856) 794-4040
FAX: (856) 405-4605

NOTICE TO BIDDERS

Sealed bids will be received by the Purchasing Agent of the City of Vineland on Thursday, May 7, 2026, at 2:00 p.m. prevailing time in the Purchasing Department, 5th Fl. City Hall, 640 E. Wood Street, Vineland, New Jersey 08360, at which time and place, bids will be opened and read in public for the furnishing of:

COV BID 2026-14 OPEN-END CONTRACT FOR LOCATING AND MARKING OF UNDERGROUND ELECTRIC FACILITIES

Bid must be submitted in **duplicate** and shall be enclosed in an opaque sealed envelope, addressed to "Division of Purchasing, City of Vineland, 640 E. Wood Street, PO Box 1508, Vineland, NJ 08362-1508."

Bidders shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

You must submit paper documents as your bid package. We cannot accept electronic copies. The documents to be submitted start with the Checklist. **PLEASE DO NOT SUBMIT THE SPECIFICATIONS WITH YOUR BID PACKAGE. All original signatures must be on one document** (Please use [blue](#) ink for the signatures). The duplicate can be a photocopy.

If you have any questions, please contact the Purchasing Agent at the above number or email PurchasingOffice@vinelandcity.org

DO NOT STAPLE DOCUMENTS
NO DOUBLE-SIDED COPIES

CITY OF VINELAND
GENERAL INSTRUCTIONS
(GOODS AND SERVICES)

I. SUBMISSION OF BIDS

- A. Sealed bids shall be received in accordance with public advertisement as required by law, with a copy of said being attached hereto and made a part of these specifications.
- B. Each bid shall be submitted on the proposal form attached and shall be submitted in a clearly marked sealed envelope addressed to:

If delivered:

**DIVISION OF PURCHASING
640 E. WOOD STREET
5th FLOOR
VINELAND, NJ 08360**

If mailed:

**DIVISION OF PURCHASING
640 E. WOOD Street 5th FL
PO BOX 1508
VINELAND, NJ 08362-1508**

- DO NOT USE PO BOX ON OVERNIGHT DELIVERY SERVICES, i.e. Fed Ex

Bidder's name, address, bid category and due date must appear on the outside of the BID ENVELOPE containing bid.

- C. Sealed bids will be received by the Purchasing Agent or designated representative, at the time and location as stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- D. It is the bidder's responsibility to see that bids are presented to the Purchasing Agent on the hour **and at the place designated. Bids may be hand delivered or mailed; however, the City disclaims any** responsibility for bids forwarded by regular or express mail. If the bid is sent by express mail service, the designation in sub-section B, above, must also appear on the outside of the express mail envelope. Bids received after the designated time and date will be returned unopened. The City of Vineland shall not be responsible for late postal or overnight delivery, nor shall postmark dates or overnight dates be considered in honoring of bids. The City of Vineland shall not be responsible for bidder's hand delivering bids who arrive late or to the wrong location.
- E. Sealed bids forwarded to the City before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of sixty (60) calendar days.
- F. All prices and amounts must be written in ink or preferably machine-printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the City. Any changes, whiteouts, strikeouts, etc. in the bid must be initialed in ink by the person signing the bid.
- G. Bids will be received only on the bidding forms attached to this specification or a true copy thereof with all notations to be done in ink or typed and signatures must be done in ink. **ONLY ORIGINAL SIGNATURES ON ALL DOCUMENTS WILL BE ACCEPTED. RUBBER STAMPS,**

COMPUTER GENERATED SIGNATURES, COPIER GENERATED SIGNATURES, OR ANY OTHER ARTIFICIAL SIGNATURES SHALL NOT BE ACCEPTABLE AND SHALL BE REASON FOR REJECTION. City of Vineland will not be held responsible for any erroneous pages or pages missing from this bid document if it is obtained from a source other than the Purchasing Department of the City of Vineland. City of Vineland will not be held responsible if bidders (vendors) fail to receive any updates or addenda to the specification, if they haven't contacted the Purchasing Department.

- H. Each bid proposal form must give the full business address, business phone, fax, the contact person of the bidder, and be signed by an authorized representative as follows:
- Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
 - Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
 - Bids by sole-proprietorship shall be signed by the proprietor.
 - When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
- I. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:
- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.
 - N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
 - N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
 - Bidder should consult the statutes or legal counsel for further information.
- J. Potential bidders are hereby cautioned that they are bidding at their own risk and that the specifications/bid packages may or may not be complete if the specifications/bid packages were provided by a third party supplier.
- The City shall not be responsible for third party supplied specifications/bid packages
- K. The City reserves the right to reject individual and/or all bids in accordance with law.
- L. Any prospective bidder who wishes to challenge a bid specification shall file such challenge in writing with the Purchasing Agent no less than three (3) business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract; N.J.S.A. 40A: 11-13 (e).
- M. Contracts shall be awarded to the lowest responsive and responsible bidder. City Council reserves the right to reject any and all bids and to waive minor discrepancies therein. City Council also reserves the right to split bids, award individual items, or to award groups of items and categories of items.
- N. Questions concerning this bid shall be directed in writing to the Division of Purchasing, Attention: Miguel A. Mercado, Purchasing Agent, either by facsimile at (856) 405-4605 or by email at PurchasingOffice@vinelandcity.org Last day for questions is _____

II. BID SECURITY AND BONDING REQUIREMENTS

The following provisions if indicated by an (X) shall be applicable to this bid and be made part of the bid documents.

☐ A. BID GUARANTEE

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000.00, payable to the City.

When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the City.

The check or bond of the unsuccessful bidder(s) shall be returned pursuant to N.J.S.A. 40A:11-24a. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted.

The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A:11-21.

Failure to submit a bid guarantee shall result in rejection of the bid.

☐ B. CONSENT OF SURETY

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the City stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 40A:11-22.

Failure to submit a consent of surety shall result in rejection of the bid.

☐ C. PERFORMANCE BOND

Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5.

Failure to submit this with the executed contract shall be cause for declaring the contract null and void pursuant to N.J.S.A. 40A:11-22.

☐ D. LABOR AND MATERIAL (PAYMENT) BOND

Bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract.

Failure to submit a labor and material bond with the performance bond shall be cause for declaring the contract null and void.

☐ E. MAINTENANCE BOND

Upon acceptance of the work by the City, the contractor shall submit a maintenance bond (N.J.S.A. 40A:11-16.3) in an amount not to exceed **100%** of the project costs guaranteeing against defective quality of work or materials for the period of:

- ☐ 1 year
- ☐ 2 years

III. INTERPRETATION AND ADDENDA

- A. The bidder understands and agrees that its bid submitted on the basis of the specifications prepared by the City. The bidder accepts the obligation to become familiar with these specifications.
- B. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the Purchasing Agent. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-13. In the event the bidder fails to notify the City of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.
- C. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any bidder. Such request shall be in writing, addressed to the Purchasing Agent. In order to be given consideration, a written request must be received at least ten (10) business days prior to the date fixed for the opening of the bid for goods and services.

All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the specification and bid documents, and shall be acknowledged by the bidder in the bid. The City's interpretations or corrections thereof shall be final.

When issuing addenda, the City shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package pursuant to N.J.S.A. 40A:11-23c.1.

D. Discrepancies in Bids

- Ditto marks are not considered writing or printing and shall not be used.
- 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 City of the extended totals shall govern.

E. Pre-Bid Conference

☐

If stated in the Notice to Bidders:

A Pre-Bid Conference is not required for this bid.

☐

A non-mandatory pre-bid conference for this proposal will be held on _____ at _____. Attendance is not mandatory, but is strongly recommended. Failure to attend does not relieve the bidder of any obligations or requirements. A site visit will immediately follow the pre-bid.

IV. **BRAND NAMES, STANDARDS OF QUALITY AND PERFORMANCE**

- A. Brand names and/or descriptions used in these specifications are to acquaint bidders with the types of goods and services desired and will be used as a standard by which goods and services offered as equivalent will be evaluated.
- B. Variations between the goods and services described and the goods and services offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any exceptions by the bidder, it will be presumed and required that the goods and services as described in the bid specification be provided or performed.
- C. It is the responsibility of the bidder to document and/or demonstrate the equivalency of the goods and services offered. The City reserves the right to evaluate the equivalency of the goods and services.
- D. In submitting its bid, the bidder certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the City harmless from any damages resulting from such infringement.
- E. Only manufactured and farm products of the United States, wherever available, shall be used pursuant to N.J.S.A. 40A:11-18.
- F. The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.

V. **INSURANCE AND INDEMNIFICATION**

The insurance documents as listed below shall include but are not limited to the following coverage's. (Where insurance requirements are listed under other sections of these specifications, the higher limits will prevail.)

A. **INSURANCE REQUIREMENTS**

- **Worker's Compensation Insurance**

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Statutory Limit for Workers' Compensation and \$500,000 for Employer's Liability.

- **General Liability Insurance**

General liability insurance shall be provided with limits of not less than \$1,000,000 any one person/any one accident for bodily injury and property damage and \$3,000,000 aggregate, and shall be maintained in full force during the life of the contract.

- **Automobile Liability Insurance**

Automobile liability insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person / any one accident for bodily injury and property damage, and shall be maintained in full force during the life of the contract.

- **Other Forms of Insurance Required**

B. CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City of Vineland as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the City of Vineland as an additional insured.

C. INDEMNIFICATION

Bidder shall indemnify and hold harmless the City of Vineland from all claims, suits or actions, and damages or costs of every name and description to which the City of Vineland may be subjected or put by reason of injury to the person or property of another, or the property of the City of Vineland resulting from negligent acts or omissions on the part of the contractor, the contractor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

VI. PRICING INFORMATION FOR PREPARATION OF BIDS

- A. The City of Vineland is exempt from any local, state or federal sales, use or excise tax.
- B. Estimated Quantities (Open-End Contracts): The City has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J.A.C. 5:30-11.2 and 11.10. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.
- C. Contractor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall have included this cost.
- D. Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the City. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made for the contractor's convenience.

VII. STATUTORY AND OTHER REQUIREMENTS

The following are mandatory requirements of this bid and contract.

A. MANDATORY AFFIRMATIVE ACTION CERTIFICATION

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. The following information summarizes the full, required regulatory text, which is included as Exhibit A of this bid specification.

1. Goods and Services (including professional services) Contracts

Each 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:

- 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
- A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or

- A photocopy of an Employee Information Report (Form AA 302) 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.

2. Maintenance/Construction Contracts

After notification of award, but prior to signing the contract, the contractor shall submit to the public agency compliance officer and the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division) an initial project workforce report (Form AA201) provided to the public agency by the Division for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7.

The contractor shall also submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of the contract to the Division and to the public agency compliance officer. The contractor shall also cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the job and/or off-the-job programs for outreach and training of minorities and women.

B. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities language that is included as Appendix A of this specification and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the City harmless.

C. STOCKHOLDER DISCLOSURE

N.J.S.A. 52:25-24.2 provides that no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own (10%) ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of ownership shall be completed and attached to the bid proposal. This requirement 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. Failure to submit a stockholder disclosure document shall result in rejection of the bid.

D. PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration. Certificate must be submitted prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

If boxes of the following items are checked, they are mandatory requirements of the bid proposal and contract.

☐ E. NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34:5A-1 et seq., and N.J.A.C 8:59-2 et seq.). Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all the components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheet - must be furnished.

☐ F. PREVAILING WAGE ACT

Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the City within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Bidders are cautioned to take into consideration statutory legal requirements, particularly, the payment of prevailing wages. It is Bidder's sole responsibility for determining the correct labor classification(s) and paying the correct and proper wage and benefits and it is imperative that the Contractor familiarize itself with the current wage and benefit rates before submitting bids based on these specifications. **NOTE: Additional information and current wage rates are available at: http://lwd.state.nj.us/labor/wagehour/wagehour_index.html.**

☐ G. THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT

N.J.S.A. 34:11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate *at the time the bid proposal is submitted*. After bid proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier sub-subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to starting work on the job.

Under the law a "contractor" is "a person, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act [N.J.S.A. 34:11-56.25, et seq.] It applies to contractors based in New Jersey or in another state.

The law defines "public works projects" as contracts for "public work" as defined in the Prevailing Wage statute [N.J.S.A. 34:11-56.26(5)]. The term means:

- "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
- "Public work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds..."
- "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.

To register, a contractor must provide the State Department of Labor with a full and accurately completed application form. The form is available online at http://lwd.state.nj.us/labor/wagehour/regperm/pw_cont_reg.html

N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate of registration.

☐ H. **NON-COLLUSION AFFIDAVIT (Not Applicable)**

The Affidavit shall be properly executed and submitted with the bid proposal.

☐ I. **PAY TO PLAY**

Starting in January, 2007, 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.

☐ J. **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 the requirement by submitting to the appropriate project coordinator the confirmation number obtained from ONE-CALL before any excavation is undertaken.

VIII. METHOD OF CONTRACT AWARD

- A. The length of the contract shall be stated in the technical specifications. Pursuant to requirements of N.J.A.C. 5:30-5.1 et seq., any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually. Please see Section X, Termination of Contract, Sub-section E, for additional information.
- B. If the award is to be made on the basis of a base bid only, it shall be made to that responsible bidder submitting the lowest base bid.
- C. If the award is to be made on the basis of a combination of a base bid with selected options, it shall be made to that responsible bidder submitting the lowest net bid.
- D. The City may also elect to award the contract on the basis of unit prices.
- E. The form of contract shall be submitted by the City to the successful bidder. Terms of the specifications/bid package prevail. Bidder exceptions must be formally accepted by the City.
- F. **Choice of Law:** The agreement with the successful bidder shall be construed in accordance with the laws of the State of New Jersey. In the event of litigation or other legal proceedings commenced to enforce the terms of the agreement, the venue of such litigation shall be the Superior Court of New Jersey, Cumberland County.

IX. CAUSES FOR REJECTING BIDS

Bids may be rejected for any of the following reasons:

- A. All bids pursuant to N.J.S.A. 40A:11-13.2;
- B. If more than one bid is received from an individual, firm or partnership, corporation or association under the same name;
- C. Multiple bids from an agent representing competing bidders;
- D. The bid is inappropriately unbalanced;
- E. The bidder is determined to possess, pursuant to N.J.S.A. 40A:11-4b, Prior Negative Experience; or,
- F. If the successful bidder fails to enter into a contract within 21 days, Sundays and holidays excepted, or as otherwise agreed upon by the parties to the contract. In this case at its option, the City may accept the bid of the next lowest responsible bidder. (N.J.S.A. 40A:11-24b)

X. TERMINATION OF CONTRACT

- A. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor shall violate any of the requirements of the contract, the City shall there upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the City of any obligation for balances to the contractor of any sum or sums set forth in the contract. City will pay only for goods and services accepted prior to termination.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the contractor and the City may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the City from the contractor is determined.
- C. The contractor agrees to indemnify and hold the City harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the City under this provision.
- D. In case of default by the contractor, the City may procure the goods or services from other sources and hold the contractor responsible for any excess cost.
- E. Continuation of the terms of the contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the City reserves the right to cancel the contract.
- F. ACQUISITION, MERGER, SALE AND/OR TRANSFER OF BUSINESS, ETC.

It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and or/transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new City(s) will be required to submit all documentation/legal instruments that were required in the original bid/contract. Any change shall be approved by the City.

- G. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the City.
- H. The City may terminate the contract for convenience by providing 60 calendar days advanced notice to the contractor.

XI. PAYMENT

- A. No payment will be made unless duly authorized by the City's authorized representative and accompanied by proper documentation. The City is not permitted to pay down payments or deposits on contracts.
- B. Payment will be made in accordance with the City's policy and procedures.

XII. W-9

- A. Bidder shall complete W-9 form and submit to the City of Vineland Division of Purchasing prior to contract award. This form is available at the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

XIII. Contract Records

As per N.J.A.C. 17:44-2.2 Vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

City of Vineland

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including Purchase Orders)

***Construction Contracts (including Public Works related Purchase Orders)**

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
3. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used;
4. During the term of this contract, the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sale of tangible personal property delivered into this State.

Pursuant to J.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. Information on the law and its requirements is available by calling (609) 292-9292.

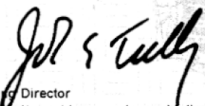
NEW JERSEY BUSINESS REGISTRATION

Pursuant to P.L. 2004, c.57, all consultants (both in-state and out-of-state) must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business with the NJTPA. A consultant or sub-consultant who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54:49-4.1. Questions regarding how to obtain a BRC can be directed to the New Jersey Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml> or

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

Sample New Jersey Registration Certificates:

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:		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

 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	

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 et seq.

GOODS, GENERAL SERVICE AND PROFESSIONAL SERVICES 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; or

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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase and 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 and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1 et seq.**

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

The contractor and the City of Vineland, (hereafter "City") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. SJ 21 01 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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the City 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 City in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the City, 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 City's grievance procedure, the contractor agrees to abide by any decision of the City which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the City, or if the City 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 City 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 City or any of its agents, servants, and employees, the City shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the City or its representatives.

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

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

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
NJ.S.A.10:2-1 ET SEQ.

Pursuant to NJ.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- C. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- D. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Locating & Mark-Out Specification

Vineland Municipal Electric Utility

SECTION 337173

VMEU Project Code: 26-008

Revision 2

March 26, 2026

Prepared by: William Burns

Date: 03/26/2026

Project Lead: William Burns

Date: 03/26/2026

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SECTION 337173 – ELECTRICAL UTILITY SERVICES

PART 1 - GENERAL

1.1. Scope

- A. This specification is an open ended contract which provides for the furnishing and delivery of services for Locating and Marking of Underground Electric Facilities belonging to City of Vineland Municipal Electric Utility for a period of one year from the contract date with an option for an additional contract year. An open-ended contract is a contract for bids based on a “per unit” basis because exact quantities required for the contract period are not known. The contract includes minimum quantities of zero and a maximum quantity stipulated for each item.
- B. City of Vineland’s - General Instructions
 - i. It shall be each prospective Bidder’s responsibility to read and understand the requirements as outlined and set forth in the document entitled “City of Vineland General Instructions” that precedes this specification.
 - ii. The general conditions outlined in this specification are not intended to duplicate or amend those instructions.
 - iii. See General Instructions Section III.C related to any request for interpretation or clarification of the meanings contained within this specification. Any questions or requests for interpretation or clarification of meanings SHALL go through the City of Vineland’s Purchasing Department.
- C. Definition of Terms
 - i. Words, phrases, or other expressions used in these contract documents shall be defined as follows.
 - a. Owner: The Vineland Municipal Electric Utility, acting through itself or through its duly empowered employees.
 - b. City: The City of Vineland, New Jersey, acting for themselves or through their duly empowered representatives.
 - c. VMEU or Utility: The Vineland Municipal Electric Utility, a department of the City of Vineland.
 - d. Contractor: The successful bidder to whom a contract is let for the execution of the work described herein.
 - e. Bidder: The person or company submitting a bid proposal in response to the "Notice to Bidders", and in accordance with the "Instructions to Bidders", and this bid specification.
 - f. Approved: Having the approval or subject to the approval of the Director of the City of Vineland Electric Utility or his authorized representative.
 - g. Suitable, Satisfactory, Proper, Adequate, Acceptable, and terms of like import: Meeting the requirements of the case in the judgment of the City.
 - h. Contract or Contract Documents shall include the items enumerated above under CONTRACT DOCUMENTS.

- i. Written Notice shall be deemed to have been duly served if delivered in person to a member of the firm or to an officer of the corporation for who it is intended or if delivered at or sent by registered or certified mail to the last business address known to him who serves the notice.
- j. Locate: Is a "Notice of Excavation" received by Contractor for the purpose of clearing/identifying and/or marking the location of VMEU underground facilities in the area of proposed excavation.
- k. Notice of Excavation: A notice by any excavator given to the New Jersey One-Call Center of the excavator's intention to excavate in a designated location or locations.
- l. Underground Facilities: Includes all underground structures and facilities owned by VMEU.
- m. Closing Out: A term used to describe the completion (includes notification of Excavator) of a Notice of Excavation.
- n. Marking(s): The application of paint, flags or stakes to clearly identify on a horizontal plane the location of Utility's underground facilities as set forth by the New Jersey Administrative Code 14:2 (Protection of Underground Facilities: One-Call Damage Prevention System) latest revision.
- o. Stand by Request and Site Surveillance: VMEU requests "mark-out personnel" to be on site the day of excavation. This is only at the request of VMEU only.
- p. Hourly Locates: Large areas of underground which are requested to be marked out.
- q. Investigation and Testimonial: This is the need for "mark-out personnel", damage investigator, or manager to be present in a court hearing. This is only at the request of VMEU only.
- r. Office Screen: Any mark-out request called into the One-Call that is not in VMEU's service territory. Because of the proximity of Atlantic Electric service territory, screening of all requests is necessary.
- s. Act: Underground Facility Protection Act, N.J.S.A. 48:2-73 et seq. (latest revision) Should there be any discrepancies between this specification and the state statute, the statute will govern.
- t. Identifiable, but Un-locatable: A facility whose presence is known but which cannot be located with "Reasonable Accuracy" using electronic devices designed to respond to the presence of such underground facilities.

D. Governing Law

This Contract shall be governed by the Laws of the State of New Jersey. Any action, legal or equitable, relating to this Contract shall be filed in the State of New Jersey. All parties to this Contract are bound by the appropriate provisions of the New Jersey Local Public Contract Law, which is a prerequisite to any payment by the City. This law is applicable to this Contract in total and in particular to change orders which must be pre-approved by the City, pursuant to New Jersey Local Public Contract Law.

The Contractor shall comply with all existing laws, ordinances and regulations of the

United States, the State of New Jersey, the City of Vineland, or other governmental agency which may be applicable to the handling of equipment covered by these specifications.

The Contractor shall be fully responsible for obtaining any permits, licenses and other forms of documentation required in order to comply with such laws and regulations.

E. Amendments

Any amendments, modifications and supplements to this Contract must be in writing and signed by an authorized representative of both parties. The term "this Contract" shall be deemed to include any future amendments, modifications and supplements. All such amendments, modifications and supplements shall not, unless specifically referred to, be construed to adversely affect vested rights or causes of action, which have accrued prior to the effective date of such amendment, modification or supplement.

F. Entire Contract

This Contract and any and all amendments, modifications or supplements hereto, shall constitute the entire agreement between the parties with respect to the subject matter of this Contract and shall supersede any and all agreements, bids, or other understandings between the parties concerning such subject matter.

G. Severability

In the event that one or more clauses, covenants, or provisions contained in this Contract are found by a court of competent jurisdiction to be invalid and unenforceable, such finding shall not affect the validity or enforceability of the remainder of this Contract, which shall remain in full force and effect, in accordance with its terms, and such invalid or unenforceable provision shall be deemed limited or modified as necessary to make the same valid or enforceable so as to give effect to the intent of the parties as expressed herein to the maximum extent possible.

H. Waiver

The waiver by either party of the breach of any provision of this Contract shall not operate or be construed as a waiver of any other or subsequent breach hereof. The waiver of any provision of this Contract shall not operate or be construed as a waiver of any other provision of this Contract. Any waiver of a provision of this Contract or a breach hereof shall not be effective unless the waiver is in writing and is signed by an authorized representative of the waiving party, and the waiver shall be effective only for the specific purpose for which it was given.

I. Notices

All notices and other communications to be given in accordance with this Contract shall be deemed to have been duly given.

- a. On the day of delivery if personally delivered to the Superintendent of Distribution or his designee being served, or if sent by facsimile with telephonic confirmation of receipt, or
- b. On the day of signature or refusal of the receipt if mailed by United States certified mail, return receipt requested, postage prepaid, to the parties

J. Assignment of Monies/Bill of Payment

The successful Bidder hereunder shall not assign, or transfer to any person, or persons, this contract, nor any of the monies falling due or to become due there under. He shall not give any orders or drafts on the City for any monies due or to become due under his contract, unless by and with the consent of the City.

The Contractor agrees that no person, other than himself, shall have any claim hereunder.

K. Prior Negotiations

Any negotiations held between the Utility and any prospective Bidders prior to the issuance of this specification and prior to issuance of a Purchase Order, shall be null and void.

L. References

Each Bidder **must** submit at least three (5) references for whom they have performed location/mark-out services on a routine basis during the last three (3) years. The reference must include company, contact name, and contact name's phone number.

M. Subcontractors

The Contractor shall not assign or sublet the whole of the Work without the written consent of the Owner and without the written approval by the Owner of the specific party of whom it is proposed to assign or sublet the same. No such consent and approval, and no approval of the form of such assignment or subletting, shall release or relieve the Contractor from any of the obligations and liabilities assumed by him under this contract, and, as between the parties hereto, the Contractor shall remain responsible and liable as if no such assignment or subletting had been made.

The Contractor shall submit a list of prime Subcontractors with this bid in accordance with New Jersey statute 40A:11-16.

The Contractor shall, as soon as practicable, notify the Owner in writing of the names of all other non-prime Subcontractors and material suppliers proposed for any parts of the Work. No subcontracts shall be let nor materials purchased until the Owner has approved the subcontractor or material supplier.

Nothing contained in the Contract shall create any contractual relation between any subcontractor and the Owner.

The Contractor agrees that it is fully responsible to the Owner for the acts and omissions of Contractor's Subcontractors and of persons employed by them as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor agrees to bind every subcontractor and every subcontractor agrees to be bound by the terms of the Agreement, the General Conditions, the Drawings and Specifications as far as applicable to his work, including the following provisions of this article unless specifically noted to the contrary in a subcontract approved in writing as adequate by the Owner.

PART 2 - SPECIFICATION

2.1. Scope of Services

- A. Contractor agrees to receive all excavation notices, (Requests), directed to VMEU from any source, including requests generated through the One-Call Center.
- B. VMEU agrees to instruct the One-Call Center to transmit Requests involving VMEU's underground facilities directly to Contractor.
- C. Contractor **shall** respond to and complete all locate requests in accordance with State laws. Contractor shall, for each locate request, review VMEU's underground facility maps, determine any conflict between the proposed excavation and VMEU's facilities, and where conflict exists locate and mark such facilities.
- D. Contractor **shall** use paint, flags, or stakes as necessary to identify the location of VMEU's facilities. Such markings shall be placed at reasonable distances and shall be in accordance with the APWA uniform color code guidelines and New Jersey Administrative Code 14:2 (Protection of Underground Facilities: One-Call Damage Prevention System) for electric installations.
- E. Contractor agrees to perform the Services as promptly as possible, and to electronically close out all locate requests.
- F. All "Emergency Mark-outs" or "Emergency Excavation" requests shall be responded to within two (2) hours of receipt of "Notice of Excavation" by Contractor.
- G. The Contractor **shall** notify the excavator (as indicated on the Underground Locate Request) either by fax or personal phone call that the "Request for a Mark-out" has been completed.
- H. The Contractor **will** take pictures of the mark-out site after completion of marking out with paint, flags, and/or stakes.
- I. Contractor shall maintain records of all requests for a minimum period of two (2) years, from the date of receipt.
- J. All Services shall be performed in a good and workman-like manner and in accordance with all applicable laws, regulations and ordinances, and shall comply with the locating procedures as from time to time adopted and approved by the National Utility Locating Contractor's Association (NULCA).
- K. VMEU shall designate a single point of contact between Contractor and VMEU to serve as liaison for receipt and distribution of VMEU's underground facility maps, and other administrative issues.
- L. In the event Contractor encounters any VMEU underground facilities that are "Identifiable, but Un-locatable", Contractor shall notify VMEU after having exhausted reasonable efforts to locate such facility. VMEU will either assist Contractor or complete said locates at no cost to Contractor.
- M. Normal service hours and working days of Contractor's office shall be from 7:30 a.m. to 5:00 p.m., Monday through Friday except for holidays observed by City and the New Jersey One-Call Center.
- N. All "Emergency Mark-out" requests received from the New Jersey One-Call Center by

the Contractor during the hours of 7:30 a.m. and 3:00 p.m. shall be billed at the "Normal Hours Price per Ticket" rate.

- O. The City of Vineland wishes to maintain the existing communications link with NJ One-Call center. Therefore, it shall be the Contractor's responsibility to pay for costs associated with "double dispatching" all mark-out requests intended for CDC: VIN. VMEU understands there is a "fixed" charge from NJ One-Call for doing this. These costs are to be included as part of the unit costing quote.
- P. In some cases the "Locate Tech" will encounter the situation where a residential URD electric service metering point is not located on the dwelling. This service after the metering point is "Customer Owned". We request that the "tech" mark these out in the same workman-like manner as VMEU circuits. If there are any questions in regard to this, the "tech" is to contact VMEU for additional guidance.

2.2. Materials Provided by VMEU

During the term of this contract, VMEU agrees to furnish Contractor with adequate copies of VMEU's underground facility maps and records. This shall include all available maps, measurements, charts, technical information and updates, which are necessary to locate VMEU's underground facilities. All such materials furnished or disclosed to Contractor by VMEU in the performance of this Contract shall remain the property of VMEU. All copies of such information shall be returned to VMEU upon the termination of this Contract. Unless such materials were previously known to Contractor free of any obligation to keep them confidential, or subsequently made public by VMEU, such materials shall be kept confidential by Contractor, shall be used only in the performance of Services under this Contract and may not be used for any other purpose except as may be agreed upon in writing by VMEU. This obligation of confidentiality shall survive the termination of this Contract.

2.3. Materials Provided by Contractor; Independent Contractor

During the term of this Contract, the Contractor agrees to provide sufficient qualified staff and personnel, office and field equipment, transportation and supplies as are necessary to fulfill its obligations under this Contract, and shall furnish and maintain any and all state, county and municipal licenses or permits which apply to the Services to be performed by Contractor. Contractor hereby represents and agrees that it is engaged in an independent business; that it will perform Services under this Contract as an independent contractor and none of its workers, agents or employees shall under any circumstance be construed as an employee of VMEU; that it has and hereby retains the right and responsibility to exercise control and supervision of the Services and full control over the employment, direction, compensation and discharge of all persons assisting it in performing the Services; that it will be solely responsible for the payment of its employees and for the payment of all federal, state, county and municipal taxes and contributions pertaining thereto; and that it will be responsible for its own acts and for the acts of its employees, agents, and subcontractors while performing Services under this Contract. Nothing contained in this Contract shall create or be construed as creating the relationship of employer and employee, or partnership or joint venture, between VMEU and Contractor, or between VMEU and any person or persons employed or engaged by Contractor.

2.4. Audits

- A. The Contractor shall be subject to random audits by VMEU personnel to verify that mark-out services have been provided in the workman-like and professional manner

prescribed in this specification. This shall include but not limited to, field checks to verify location marked out properly and excavator notified that mark-out has been completed.

PART 3 - COMPENSATION FOR SERVICES

3.1. Compensation for Services

- A. Payment of Contractor's Bills and Demands shall be in the manner as prescribed in Ordinance No. 1048, an Ordinance entitled "AN ORDINANCE PRESCRIBING THE MANNER IN WHICH CLAIMS SHALL BE APPROVED OR DISAPPROVED AS REQUIRED BY N.J.S. 40A:5-17." Only claims which have been incurred for services and supplies acquired in accordance with the Local Public Contract Laws of the State of New Jersey will be eligible for processing under Ordinance No. 1048. This law applies to all contract commodities as well as amendatory change orders.
- B. The City of Vineland will not honor any invoices submitted for work done other than that stipulated by these specifications unless previously authorized, by written change order, in accordance with State of New Jersey, Local Finance Board Regulations 5:30-14.4 through the Business Administrator's office.
- C. All compensation shall be based on unit pricing as indicated on the attached proposal sheet for each service item.

3.2. Terms of Payment

For payment to be approved, the Contractor must meet the following requirements:

- A. The submission of properly certified invoices for the services rendered during the calendar month.
- B. In conjunction with each monthly invoice and in the form of an Excel database file, the submission of mark-out requests, received and cleared during the month from New Jersey One Call Center. The details of that electronic file submittal information to be determined between the Vendor and Utility.

PART 4 - CONTRACT TERMS AND TERMINATION

4.1. Contract Term

- A. The contract issued for this service as part of this specification shall commence upon signing by awarded bidder.
- B. If a contract is awarded to a new Contractor, VMEU in conjunction with the existing Contractor, will move to establish an orderly and timely transition of this service.
- C. The term of this Contract shall be for a period of one year with an option for a second year.
- D. The parties acknowledge that Contractor needs a start-up period to inspect the materials received from VMEU and to prepare to provide the Services, and VMEU shall provide all relevant materials to Contractor as soon as practicable after the execution of this Contract.
- E. Unless such notice, as herein stated in Section 4.2, is given by either party, both parties shall be contractually obligated to the second (option) year.

4.2. Termination

This Contract, and the obligations of the parties, maybe terminated prior to the end of the term only under the following circumstances and only in accordance with the following procedures:

- A. Initial Contract Period. The contract shall be for a period of one year commencing on the date of contract award.
- B. Automatic Renewal. The contract shall automatically renew in its entirety for an additional year commencing on the expiration of the Initial Contract Period. The parties to this contract acknowledge that this is a material term of the contract, relied upon by both parties.
- C. Termination of Automatic Renewal. Either party shall have the right to terminate this contract on the Initial Contract Period PROVIDED such part so terminating the contract notifies the other party in writing by certified mail within ninety (90) days prior to the expiration of the Initial Contract Period. Should notice not be provided pursuant to this subsection, each party shall rely on the Automatic Renewal under the same terms conditions, pricing level, specifications, etc., of the Initial Contract Period, with a bond renewal for the additional year.

4.3. Procedures for Termination for Breach

In the event a party in good faith believes that the other party has breached its obligations under this Contract, the non-breaching party shall provide a written notice to the breaching party specifying in reasonable detail the breach, which is alleged to have occurred. If the party receiving the notice agrees that the breach has occurred, it shall be given ten (10) days after the receipt of the notice to cure such breach or, in the event such a breach cannot be cured, to develop and submit to the other party policies or procedures, or to take other action, to ensure that such a breach will not occur in the future. In the event the party receiving the notice does not agree that the breach has occurred, such party shall request in writing a meeting of their respective general managers to discuss the facts and circumstances alleged to have resulted in the breach and to determine whether such a breach has occurred. Such a meeting shall occur within five (5) days of the receipt of such a request. At the meeting, the parties shall cooperate with each other and act in good faith to resolve the dispute and their differences. In the event the meeting of the general managers does not resolve the dispute as to whether a breach has occurred, a second meeting shall be held between the parties and shall be attended by the general managers and the next highest position within the applicable party with authority over the subject matter of this Contract. At the second meeting, the parties shall again cooperate with each other and act in good faith to resolve the dispute and their differences. In the event the second meeting of the parties does not resolve the dispute, the question of whether a breach has occurred under this Contract shall be submitted to binding mediation. A single mediator, selected by the parties, shall conduct the mediation. If the parties cannot agree on the mediator, each party shall submit three (3) selections for mediators, and the mediator shall be selected by lot from the six (6) names submitted. The decision of the mediator shall be rendered within ten (10) days of the mediation session, and shall be conclusive as to the question of whether a breach has occurred under this Contract. The costs and expenses of the mediation shall be shared equally between the parties; provided, however, that each party shall pay their own fees and expenses of their respective counsel, witnesses and experts, if applicable. If the mediator determines that a breach has occurred, the breaching party shall be entitled to cure the breach, or to establish procedures to ensure that another similar breach will

not occur, consistent with the first paragraph of this Section. The parties acknowledge and agree that the foregoing provisions are intended to provide a process of resolving disputes between them without the necessity of terminating this Contract. The parties covered by this Contract, hereby confirm their agreement to make diligent and good faith attempts to cooperate with each other throughout the term of this Contract, and to resolve all differences in a fair and equitable manner.

Loss or cancellation of insurance shall be considered a breach of contract.

4.4. No Solicitation of Competitive Contractors by VMEU

- A. VMEU hereby agrees not to solicit any contractors or agents to bid for or to provide the Services described in this specification during the term of this Contract; provided, however, that the VMEU shall be entitled to solicit for bids for the Services within the last 120 days of the term provided the Contractor is also entitled to bid for such Services at such time.
- B. Contractors who have breached this Contract with VMEU will NOT be entitled to bid for a period of two (2) fiscal years.

4.5. Transition of Contractors

Upon the termination of this Contract, the parties agree to reasonably cooperate with each other as is necessary to effect an orderly transition of the business contemplated in this Contract. In furtherance of this provision:

- A. Contractor agrees to deliver to VMEU at or prior to the date of such termination the materials supplied to Contractor pursuant to Section 2.3 of this specification, and to provide VMEU with all Requests received for which Services have not been performed as of the date of termination; and
- B. VMEU agrees not to solicit or offer employment to the employees or agents of Contractor for a period of 12 months following the termination of this contract; and
- C. The parties mutually agree to meet, prior to the proposed date of termination, to coordinate between them the transition of unperformed Requests and ongoing major projects for which Contractor has been providing Services. Contractor shall be entitled to, and VMEU shall pay, continued Compensation, pursuant to this Contract, for any Services performed after the termination, but at the request of VMEU and in connection with the transition of the business contemplated to another contractor. In the event VMEU does not request any additional Services in connection with such transition, the termination of this Contract shall relieve Contractor from all obligations to provide Services. Termination of this Contract shall not, however, relieve either party of any obligation to the other which arose prior to the date of such termination.

The award of this contract prior to end of the present contract, is to be considered a "notice to proceed" in order to establish an orderly transition of contractors.

PART 5 - INSURANCE

5.1. Contractor's Insurance

Contractor shall maintain throughout the term of this Contract the following insurance coverage, and upon request shall provide to VMEU certificates or policies evidencing the following coverage:

- A. Workers' compensation coverage in accordance with the laws of the State of New Jersey
- B. Commercial general liability insurance with the following minimum limits of liability:
 - i. \$1,000,000 Each occurrence
 - ii. \$2,000,000 General aggregate
 - iii. \$2,000,000 Products aggregate
 - iv. \$1,000,000 Personal & advertising injury
- C. Contractual liability insurance with minimum limits of \$1,000,000.
- D. Comprehensive automobile liability insurance with the minimum limits of liability at \$1,000,000 Combined single limit.

All insurance policies shall be written by reputable companies, authorized to issue insurance in the State of New Jersey where work will be performed, and shall name VMEU as an additional insured party by endorsement to such policies. Each policy shall provide that it will not be canceled or amended except after ten (10) days advance written notice to VMEU, mailed to the address indicated in this Contract.

Cancellation of above insurance shall be considered as a contract breach.

PART 6 - INDEMNIFICATION AND LIABILITY

6.1. Indemnification

To the fullest extent permitted by laws and regulations, the Contractor shall defend, indemnify, and hold harmless the City and Engineer and their officials, officers, directors, partners, consultants, agents, and employees from and against all claims, damages, losses, and expenses, (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work by the Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, to the extent such injury or damage is due to the error, omission, or negligent act of the Contractor, his Subcontractor, employees, or agents.

In any and all claims against the City, or any of their officials, officers, directors, partners, consultants, agents, or employees by any employee of the Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any such Subcontractor or other person or organization under workers' or workmen's compensation acts, disability benefits acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the Owner, the Contractor, or any of his Subcontractors.

6.2. Indemnification by VMEU

VMU shall indemnify, defend and hold harmless Contractor and its officers, directors, affiliates, agents, and employees from and against any and all claims, actions, damages, losses, and

expenses, including reasonable attorney's fees and disbursements, arising out of or resulting from a breach of this Contract or from VMEU furnishing incorrect records to Contractor for the purpose of locating VMEU's underground facilities, provided that such claim, action, damage, loss or expense is caused in whole or in part by any act or omission of VMEU, or any subcontractor of VMEU, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

6.3. Third Party Claims

- A. Promptly after the receipt by either party (VMEU or Contractor) to this contract of notice of any claim, action, suit or proceeding by any person who is not a party to this Contract (collectively, an "Action") which is subject to indemnification, such party (the "Indemnified Party") shall give reasonable written notice to the party from whom indemnification is claimed (the "Indemnifying Party"). The Indemnified Party's failure to so notify the Indemnifying Party of any such matter shall not release the Indemnifying Party, in whole or in part, from its obligations to indemnify under this Contract, except to the extent the Indemnified Party's failure to so notify actually prejudices the Indemnifying Party's ability to defend against such Action. The Indemnified Party shall be entitled, at the sole expense and liability of the Indemnifying Party, to exercise full control of the defense, compromise or settlement of any such Action unless the Indemnifying Party, within a reasonable time after the giving of such notice by the Indemnified Party, shall:
 - i. Admit in writing to the Indemnified Party, the Indemnifying Party's liability to the Indemnified Party for such Action under the terms of this Contract;
 - ii. Notify the Indemnified Party in writing of the Indemnifying Party's intention to assume the defense, and
 - iii. Retain legal counsel reasonably satisfactory to the Indemnified Party to conduct the defense of such Action.
- B. The Indemnified Party and the Indemnifying Party shall cooperate with the party assuming the defense, compromise or settlement of any such Action in any manner that such party reasonably may request. If the Indemnifying Party so assumes the defense of any such Action, the Indemnified Party shall have the right to employ separate counsel and to participate in (but not control) the defense, compromise, or settlement, but the fees and expenses of such counsel shall be the expense of the Indemnified Party unless:
 - i. The Indemnifying Party has agreed to pay such fees and expenses,
 - ii. Any relief other than the payment of money damages is sought against the Indemnified Party or
 - iii. The Indemnified Party shall have been advised by its counsel that there may be one or more legal defenses available to it, which are different from or additional to those available to the Indemnifying Party, and in any such case the fees and expenses of such separate counsel shall be borne by the Indemnifying Party.
- C. No Indemnified Party shall settle or compromise or consent to entry of any judgment with respect to any such Action for which it is entitled to indemnification hereunder without the prior written consent of the Indemnifying Party, unless the Indemnifying

Party shall have failed, after reasonable notice, to undertake control of such Action in the manner provided above in this Section. No Indemnifying Party shall, without the written consent of the Indemnified Party, settle or compromise or consent to entry of any judgment with respect to any such Action in which any relief other than the payment of money damages is sought against any Indemnified Party unless such settlement, compromise or consent includes as an unconditional term thereof the giving by the claimant, petitioner or plaintiff, as applicable, to such Indemnified Party of a release from all liability with respect to such Action.

6.4. Liability for Damaged Facility

- A. In the event of any damage to VMEU's underground facility, which in the opinion of VMEU may be related to the Services performed hereunder, VMEU shall immediately (after making the site safe) but no later than 12 hours notify Contractor to investigate such damage, and Contractor shall submit a written investigation report to VMEU within 10 business days. Should the investigation reveal that the damage resulted directly from an error or omission of Contractor, or because Contractor failed to properly mark the location of such facility within reasonable accuracy as defined herein, Contractor shall reimburse VMEU for repair and restoration costs of said facility. Such reimbursement by Contractor shall not exceed \$2,000 for any one incident, and shall be capped at \$20,000 during any one calendar year. Contractor shall not be responsible for down time/delays due to any facility damages.

6.5. Contractor Caused Damages

- A. If there should be three (3) "Contractor at fault damages" occur during the contract period, the Contractor will be placed on Notice of potential contract termination. VMEU at its sole discretion, may terminate the Contract and disqualify the Vendor from bidding on future contracts should five (5) or more occurrences take place in the course of the Contract.

PART 7 - BIDS

7.1. Estimated Requests

- A. VMEU estimates the following number of requests from the New Jersey One-Call Center during the period covered by this Contract. These estimates are for "evaluation purposes only".
 - i. Routine "Mark-out" requests (during normal business hours): 7,000
 - ii. Emergency "Mark-out" requests (after hours): 600
 - iii. Standby Request, Hourly Locates, Site Surveillance Investigation & Testimonial (hours): 50
- B. The following table is to show the minimum and maximum anticipated quantity for each service per contract year. Also indicated is the "evaluation" quantity of each service used in the evaluation of bids.

Table 1: Quantities for Evaluation

Item	Minimum # of Mark- outs	Evaluation Quantity (for evaluation purposes only)	Maximum # of Mark- outs
1. Routine	0	7,000	8,000
2. Emergency	0	600	700
3. Standby etc.	0	50	100

7.2. Exceptions

- A. Bidder shall state with the bid proposal that he has complied with this specification. If any exceptions are taken with any part of these specifications, they shall be explicitly tabulated and referenced and entitled "Exceptions to Bid Specifications."
- B. Printed Terms and Conditions: The inclusion of the contractor's standard terms and conditions will be viewed as an exception to the bid specifications. In other words, unless the Bidder takes explicit exception to a specific term or condition of the Bid specification, the Bid specification shall prevail. If "wholesale" or "blanket" exceptions are taken, for example, "proposal is contingent upon acceptance of the enclosed manufacturers standard terms and conditions," the bid is subject to being rejected without further consideration. If any exception to the bid specification is taken, alternate language or a remedy must be proposed. If such remedy is deemed to meet the intent of the bid specifications, and does not place any other Bidder at a disadvantage (alternately, does not give the Bidder taking the exception an advantage), it will be accepted; otherwise, the bid will be rejected.
- C. Laws mandated by the State of New Jersey which affect, cover, or provide for Public Purchasing regulations shall prevail in all cases.

PART 8 - ATTACHMENTS

8.1. List of Attachments

Sequence	Document Name
1	Proposal Sheet(s)

**PLEASE USE THE
FOLLOWING DOCUMENTS
WHEN SUBMITTING BOTH
YOUR ORIGINAL AND
DUPLICATE BID**

PLEASE PRINT (LEGIBLY) OR TYPE

COMPANY_____

ADDRESS_____

TELEPHONE_____

BY_____

(Signature)

(Name-please print or type)

(Title)

DATE_____

WITNESS_____

The bidder shall state on the line
below, if a corporation, the name
of the state in which incorporated.

(Contact Person Who Prepared Proposal)

(Telephone Number)

(Federal I.D. Number)

(Email address)

Have you attached the required items listed
on the Check List? Failure to do so may
result in automatic rejection of this bid.

(Fax Number)

Proposal Sheet

Locating And Marking

Of Underground Electric Facilities

To the Purchasing Board of the City of Vineland:

The undersigned bidder declares he/she has read the Notice to Bidders, Instructions to Bidders, and Specifications attached, that he/she has determined the conditions affecting the bid, and agrees, if this proposal is accepted and open-end contract awarded, to furnish the following for a period of one year, with an option for an additional year:

Mark-Outs for VMEU		Unit Price (\$)		Evaluation Quantity		Total (\$)
1	Routine Locate (Price per ticket) Normal Hours 7:30 a.m. to 5:00 p.m. Monday through Friday		X	7,000	=	
2	Emergency Locate (Price per ticket) After Hours 5:01 p.m. to 7:29 a.m. Monday through Friday, weekends, and Holidays		X	600	=	
3	Standby Request, Hourly Locates, Site Surveillance Investigation & Testimonial		X	50	=	

Total Bid Amount (\$) : _____
(1 + 2 + 3)

Optional Second Year Pricing Terms (see Sections 4.1 and 7.3)

Check one of the following:

- ☐ a. No second year option is offered.
- ☐ b. Second year unit pricing remains the same as first year.
- ☐ c. Second year unit pricing is _____

Bidder: _____

Exceptions to specifications: See Section 7.2

References (provide a minimum of 5):

1. Name: _____
Company: _____
Number: _____

2. Name: _____
Company: _____
Number: _____

3. Name: _____
Company: _____
Number: _____

4. Name: _____
Company: _____
Number: _____

5. Name: _____
Company: _____
Number: _____

6. Name: _____
Company: _____
Number: _____

Bidder: _____

BID CHECKLIST

**Failure by the bidder to submit with their bid all the MANDATORY
Items checked below shall be grounds for rejection of the bid.**

**COV BID # 2026-14
OPEN-END CONTRACT FOR LOCATING AND MARKING OF
UNDERGROUND ELECTRIC FACILITIES**

DATE (05-07-26)

	<u>REQUIRED WITH BID</u>	<u>INITIAL & SUBMIT</u>
1. Bid Guarantee (IN DUPLICATE (a bid bond is not a consent of surety)	_____	_____
2. Certificate or Consent of Surety Form (IN DUPLICATE)	_____	_____
3. Statement of Ownership Disclosure (IN DUPLICATE)	_____X_____	_____
4. EEO/Affirmative Action Compliance Notice (IN DUPLICATE)	_____X_____	_____
5. Check List (IN DUPLICATE)	_____X_____	_____
6. Proposal (IN DUPLICATE)	_____X_____	_____
7. Acknowledgement of Receipt of Addenda (IN DUPLICATE)	_____X_____	_____
8. List of Subcontractors per NJSA 40A:11-16, if any, if none, state so. (IN DUPLICATE)	_____	_____

The items that are checked below shall be submitted no later than the time period indicated.

<u>Required as Conditioned</u>	<u>Item</u>	<u>Read, Initialed Shall Submit</u>
_____	Performance Bond (Due with the executed contract)	_____
_____	Labor and Material Payment Bond (Due with the executed contract)	_____

(continued on next page)

_____	Maintenance Bond (Due with the executed contract)	_____
_____	Public Works Contractor Registration Certificate(s) for the General or Prime Contractor and any Subcontractor submitted in the bid proposal with a date effective at the time the proposal is submitted (Due prior to contract award)	_____
<u> X </u>	New Jersey Business Registration Certificate (Due prior to contract award)	_____
<u> X </u>	Disclosure of Investment Activities in Iran (Due prior to contract award)	_____
<u> X </u>	Prohibited Activities in Russia and Belarus (Due prior to contract award)	_____
<u> X </u>	Certificate(s) of Insurance as specified In the Bid Document (Due with executed contract)	_____
_____	Certification of Federal Non-Debarment (Due prior to contract award)	_____

The items that are checked below are to be reviewed by the bidders.

<u>Review Required</u>	<u>Item</u>	<u>Read & Initialed</u>
<u> X </u>	Americans with Disabilities Act Language	_____
<u> X </u>	General Instructions	_____
<u> X </u>	Technical Specifications	_____

THE ITEMS AND/OR FORMS INDICATED ABOVE SHALL BE REVIEWED AND/OR SUBMITTED WITH YOUR BID. THIS CHECKLIST IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. ALL REQUIRED DOCUMENTATION MAY NOT BE LISTED ABOVE, AND IT SHALL BE THE RESPONSIBILITY OF THE BIDDER TO CAREFULLY REVIEW THE COMPLETE BID PACKAGE, FAMILIARIZE THEMSELVES WITH THE REQUIREMENTS OF THIS BID, AND TO SUBMIT WITH THEIR BID ALL REQUIRED DOCUMENTATION.

(continued on next page)

SIGNATURE

The undersigned hereby acknowledges that they have submitted and/or reviewed the above-listed requirements:

(COMPANY)

(NAME – PLEASE PRINT OR TYPE)

(SIGNATURE)

(DATE)

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 noncorporate 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 _____ 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 _____ to notify the _____ 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 _____ to declare any contract(s) resulting from this certification void and unenforceable.

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

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) 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

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) 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.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

**FAILURE BY BIDDER TO COMPLETE AND RETURN THIS NOTICE WITH THEIR BID SUBMISSION
SHALL BE CAUSE FOR THEIR BID TO BE REJECTED AS NON-RESPONSIVE**

CITY OF VINELAND
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

Pursuant to N.J.S.A. 40A:11-23.1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of notice, revision or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).