



**Mayor Marco DiBattista**  
**Jessica Rafeh, Deputy Mayor**  
**Vince Martinez, Township Committee**  
**Patrick Olivo, Township Committee**  
**Nicole Roberts, Township Committee**

**Tim Killion, Administrator**  
**Elizabeth Peddicord, Chief Financial Officer**  
**Katelyn Ubil, Purchasing Agent**

**TOWNSHIP OF PENNSAUKEN**  
**5605 NORTH CRESCENT BOULEVARD**  
**PENNSAUKEN, NJ 08110**

**BID # 24-10**

**L.E.D. LIGHTING RETROFIT**  
**ON EXISITING POLES AT ATHLETIC FIELDS FOR**  
**TOWNSHIP OF PENNSAUKEN**

**DUE: April 30, 2024 At 10:30AM**

TOWNSHIP OF PENNSAUKEN  
CAMDEN COUNTY, NEW JERSEY  
NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Township of Pennsauken on **Tuesday, April 30, 2024 at 10:30AM** prevailing time at the Pennsauken Municipal Building, 5605 North Crescent Blvd. Pennsauken, NJ 08109 at which time and place proposals will be opened and read in public for:

**Bid 24-10:** The Township of Pennsauken is seeking proposals for L.E.D. LIGHTING RETROFIT ON EXISTING POLES AT ATHLETIC FIELDS.

Proposals must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and Bid #24-10, Bid Title and Respondent Name on the outside, addressed to Katelyn Ubil, Purchasing Agent at the address above.

Specifications and Proposal forms are on file in the office of the Township Clerk and may be obtained during regular hours from 8:30 am and 4:30 pm Monday through Friday. Cost is \$20.00 (\$25.00 if mailed) and is non-refundable. **They may also be downloaded from the Township's website free of charge at [www.twp.pennsauken.nj.us](http://www.twp.pennsauken.nj.us)** .

Pursuant to N.J.S.A 40A:11-23c, Addenda may be issued for the bids. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement. If bidders obtain a bid from the website, it is their responsibility to check the website and purchasing department prior to the bid opening to see if addenda have been issued. Copies of addenda or notice of same will be made available on the Township Website or will be faxed or sent via U.S. Mail to all registered vendors, bidders who pick up bid specifications from the Municipal Building or receive specifications from the Municipal Building or receive specifications by mail will automatically receive copies of addenda.

A proposal form which is included with the specifications is to be completed and returned with the bid.

The signed proposal forms must be delivered to the place on or before the hour named above. Bidders name, address and bid packet number must appear on the outside of a sealed envelope. The right is reserved to reject any or all proposals, in whole or in part, or to make awards to such bidder or bidders who, in the judgment of the Township Committee makes the most advantageous bid and to waive such informalities as may be permitted by law.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq. By order of the Township Committee of the Township of Pennsauken, in the County of Camden and the State of New Jersey.

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Elizabeth Peddicord, QPA  
DATED: April 16, 2024



**L.E.D. LIGHTING RETROFIT  
ON EXISTING POLES AT ATHLETIC FIELDS FOR  
TOWNSHIP OF PENNSAUKEN**

Bid proposals will be opened and read aloud at the Municipal Building on Tuesday April 30, 2024 at 10:30AM Bidders bear sole responsibility for ensuring that their bids are received by the Township prior to the time stated for receipt of bids, and that the bidders are responsible for ensuring the accuracy completeness and accessibility by the Township. **Electronic submission of Bids will not be accepted.**

**Submission of Bid**

- a. Bids must be made on the Township’s proposal form and must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the project (**L.E.D. LIGHTING RETROFIT ON EXISTING POLES AT ATHLETIC FIELDS**) and number of Bid **24-10** on the outside addressed to the Township of Pennsauken, Office of the Township Clerk, 5605 North Crescent Boulevard, Pennsauken, New Jersey 08110.
- b. Clearly Marked Bid with the name of the item(s) being answered. Provides one (1) Original & two (2) copies of the response.
- c. Multiple Proposals Not Accepted-More than one bid from and individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

**I. Overview**

- A. The Township of Pennsauken is soliciting proposals for the installation of LED lighting on existing athletic field light poles at the following Township Properties:

- Location 1: Bethel Avenue Softball Field
- Location 2: Elm Avenue Baseball Field
- Location 3A: Orchard Avenue Football Field (main lights)
- Location 3B: Orchard Avenue Football Field (side field lights)
- Location 4: Walt Nicgorski Baseball Field
- Location 5: Walt Nicgorski Soccer Field

- B. Vendors must be able to show that they have the professional experience, qualifications, and resources to perform the necessary requirements within thirty (30) days from date of award of the contract.

**II. Introduction**

Pennsauken Township is seeking proposals to furnish and install L.E.D. lighting for athletic fields where metal halide athletic lighting fixtures currently exist at the above-named locations. The Township has an opportunity for grant funds to increase energy efficiency, which will determine the extent of work awarded. The Township seeks separate pricing for each location, based upon the existing conditions and effort required to install L.E.D. lighting on existing poles.

**III. Affirmative Action**

The winning proposal shall be required to comply with the requirements of P.L. 1975 Chapter 127.

The Affirmative Action questionnaire must be completed and submitted with the proposal form.

Affirmative Action evidence is required.

#### **IV. Business Registration Certificate**

The winning proposal shall be required to submit prior to award a copy of their Business Registration Certificate, as required by the New Jersey Division of Taxation.

#### **V. Quotation Proposal Form**

All proposals are to be written in by typewriter or ink in legible manner on the Proposal Form. Any proposals price showing any erasure alteration must be initialed by the vendor. Failure to initial any erasure alteration will be caused to disqualify those particular proposals price.

The proposal form must be duly signed by the authorized representative of the company. If the proposal form contains more that one sheet, the vendor is to affix the company name and address on each additional sheet.

The Township requires all documents to be signed. The Township will not accept rubber stamped signatures.

#### **VI. Contract Award**

Upon notification of award of contract by the Township of Pennsauken, the successful vendor shall assign and execute a formal contract agreement between the Township of Pennsauken and the vendor.

If a formal contract is not required by the Township of Pennsauken, an approved and signed Purchase Order will constitute as contractual agreement.

When a formal contract is required the successful vendor shall sign and execute said contracts and return said contracts along with the following:

1. Insurance certificate naming Township of Pennsauken as additional insured.
2. Affirmative Action Evidence Affirmative Action certificate or complete form AA302 or AA-201 and return the pink copy.
3. Other required documents as may be outlined in the proposal specifications.

The executed contracts and related documents must be returned to:

Katelyn Ubil  
Purchasing Agent  
Township of Pennsauken  
5605 N. Crescent Blvd.  
Pennsauken, NJ 08110

Within seven (7) days of receipt of notification. Failure to execute the contract and return said contract and related documents within the prescribed time may be may be cause for a delay in

payment for services rendered or products received or the annulment of award by the Township of Pennsauken.

### **VII. Coordination of Activities**

All activities with reference to the project shall be coordinated through the office of the Director of Municipal Services: Elwood Martz at [emartz@pennsauken.gov](mailto:emartz@pennsauken.gov) or 856-665-1000 ext. 104.

### **VIII. Submittal of Proposal**

By submitting a proposal, the vendor covenants that he has carefully examined the contract documents, addenda, if any, and the site; and that from his investigation he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations hereunder, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

The vendor also conveys by submitting a proposal that the company he represents is financially solvent, experienced in and competent to perform the type of work so specified.

Each vendor submitting a proposal for a service contract shall include in his proposal price all labor materials, equipment, services, and other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the contract documents.

Should any individual location's proposal amount or multiple location's proposal amount exceed \$16,263.00, per NJ Public Purchasing Law, prevailing wage must be included in the proposal(s).

### **IX. Insurance**

The successful contractor to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keeping force until the contract expires, insurance of the types and amounts listed below:

General Liability- Bodily Injury/Property Damage  
\$2,000,000 General Aggregate  
\$1,000,000 Combined Single Limits

### **IMPORTANT**

1. The contractor must present to the Township of Pennsauken and insurance certificate in the above types and amounts before any work or service begins.
2. The contract must include the following clause on the insurance certificate  
"Township of Pennsauken is named as an additional insured"

The contractor shall at all times hold and save harmless the Township of Pennsauken and the agents, representatives and employees of the Township of Pennsauken against any and all suits, claims, costs, charges, and expense by reason of any damages or claims for damages arising from the negligence of the contractor, his agents, representatives and employees.

The contractor is to assume all liability of every sort of incident to the work, including property damage caused by him or his men or by any subcontractor employed by him or any of the subcontractor's men.

## **X. Term of Contract**

The contract shall commence at time of award.

## **XI. Termination of Contract**

1. 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 owner 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 owner of any obligation for balances to the contractor of any sum or sum set forth in the contract.
2. Notwithstanding the above, the contractor shall not be relieved of liability to the owner for damages sustained by the owner by virtue of any breach of the contract by the contractor and the owner may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the owner from the contractor is determined.
3. In case of default by the contractor, the owner may procure the goods or services from other sources and hold the contractor responsible for any excess cost.
4. 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 owner reserves the right to cancel the contract.
5. The Township of Pennsauken may terminate the contract at any time for any reason by giving at least thirty (30) days notice in writing to the vendor. If the contract is terminated by the Township of Pennsauken as provided herein, the vendor will be paid a fair payment as negotiated with the Township of Pennsauken for the work completed as of the date of termination.

## **XII. Liquidated Damages**

The contractor agrees to substantially complete this project or service rendered to the complete satisfaction of the Township of Pennsauken by the stated contract completion date or within the number of working days so specified in the contract.

Failure to complete the project or rendered service within the specified time frame or contract completion date shall lead to the Township of Pennsauken assessing liquidated damages against the contractor in accordance with and pursuant to N.J.S.A. 18A:18A-41.

For each calendar day thereafter that the work included under this contract remains uncompleted Township of Pennsauken shall assess liquidated damages of two-hundred fifty dollars (\$250) per day.

The Township of Pennsauken shall also assess against all monies owed to the contractor, liquidated damages for the violation of any terms and conditions or the terms or conditions for the "Public Contracts Law," in accordance with and pursuant to N.J.S.A. 40A:19.

## **XIII. Authorization to Work**

No work shall commence and no service shall be rendered unless the successful vendor receives an approved purchase order authorizing the vendor to begin the project or render the service.

#### **XIV. Forms**

The following enclosed forms must be submitted with the Proposal Form:

1. Affirmative Action Questionnaire
2. Business Registration Certificate
3. Contractor/Vendor/Certification

The above documents must be signed with original signatures.

#### **XV. Qualifications of Contractors**

All contractors submitting sealed bids shall have at least five (5) years experience in the field of waste hauling and must supply evidence of experience upon demand.

And sent to:

Katelyn Ubil  
Purchasing Agent  
Township of Pennsauken  
5605 N Crescent Blvd.  
Pennsauken, NJ 08110

#### **XVII. Rules & Regulations**

All contractors shall adhere to the rules and regulations established by the Township of Pennsauken.

Uniform Construction Code Permits will be required to be pulled with the Township's Building Department, but fees associated with the permit will be waived.

#### **XVIII. Scope of Work Per Location**

The following location descriptions are intended to provide general information known to the Township in order to assist contractors with current site conditions and quantities. It is up to the contractor to recommend, furnish and install any and all equipment/materials/labor necessary to ensure an equivalent candlepower/lumen output replaces the existing lighting with L.E.D. lighting.

It is highly recommended that all perspective contractors visit the individual sites. All coordination for access in locked facilities and lighting control equipment shall be coordinated through Juan Vazquez at [jvazquez@pennsauken.gov](mailto:jvazquez@pennsauken.gov) or 856-665-1000 ext. 151.

In the event that existing equipment at any particular site is compromised, unsafe or in poor condition, each location's pricing shall reflect the removal and replacement of said equipment in order to properly service the new L.E.D. lighting equipment.



**Location 1: Bethel Avenue Softball Field**  
(Bethel Avenue & Madison Avenue, Pennsauken, NJ 08109)

Number of Existing Poles: 4

Number of Existing Fixtures: 16

Bulb Information:

Type: Metal Halide

Bulb Wattage: 1500

Model: Plusrite 1030 – BT56

Unprotected Arc Tube – 4200k – ANSI M48/E – Mogul base – Universal burn – MH1500/BT56/U/4K

Location-specific Information:

Current lighting equipment is fully functional

Photos:



Softball Lighting Control Panel



Softball Lighting Pole



Bethel Ave Softball Field

**Location 2: Elm Avenue Baseball Field**  
(Elm Avenue & Marion Avenue, Pennsauken, NJ 08109)

Number of Existing Poles: 4

Number of Existing Fixtures: 16

Fixture count per pole indicated in photo below

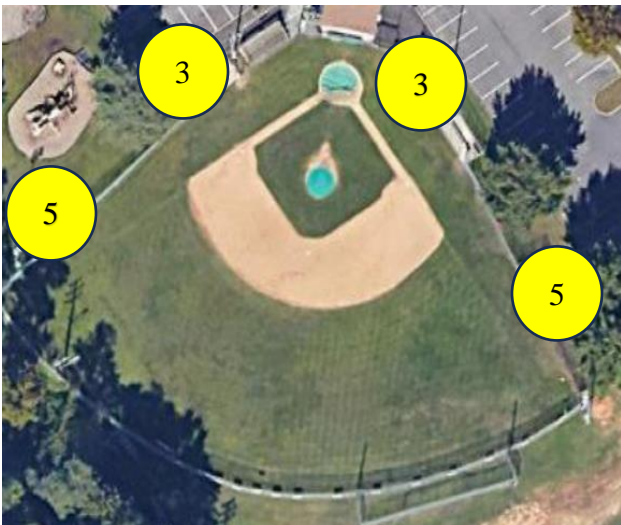
Bulb Information:

Type:	Metal Halide
Bulb Wattage:	1500
Model:	Plusrite 1030 – BT56
	Unprotected Arc Tube – 4200k – ANSI M48/E – Mogul base – Universal burn – MH1500/BT56/U/4K

Location-specific Information:

Current lighting equipment is fully functional. *This setup is identical to Location 1. Same equipment, same quantity and layout.* Control panel located in right-center field fence line.

Photos:



Elm Avenue Baseball Field

**Location 3A: Orchard Avenue Football Field**  
(Orchard Avenue & Elm Avenue, Pennsauken, NJ 08109)

Number of Existing Poles: 4

Number of Existing Fixtures: 24 (6 each)

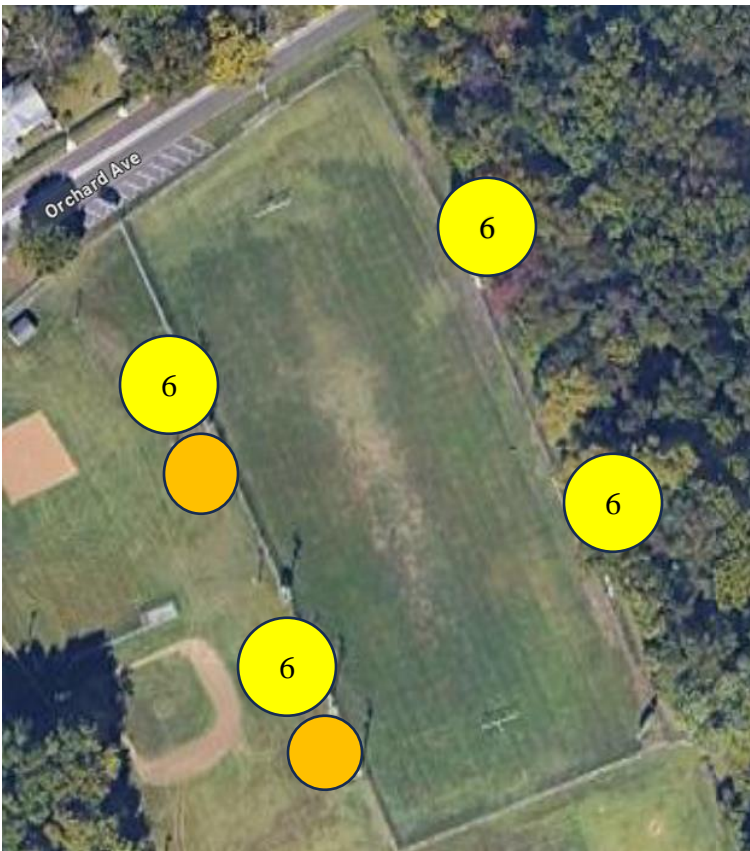
Bulb Information:

Type: Metal Halide  
Bulb Wattage: 1500  
Model: Plusrite 1030 – BT56  
Unprotected Arc Tube –  
4200k – ANSI M48/E –  
Mogul base – Universal burn – MH1500/BT56/U/4K

Location-specific Information:

Current lighting equipment is partially functional. There are disconnects and remote starters/contacts that are compromised and/or not secured to the poles.

Photos:



Arial view of Orchard Ave Football Field  
(Main field lighting in yellow)  
(Small ballfield lighting poles in orange)

Orchard Ave Lighting Panels

- \*Conduits exiting bottom of enclosure to be replaced/repared with schedule 40 PVC.
- \*Quote shall include any materials/equipment/labor necessary to bring up to current code
- \*Next page indicates condition of wood telephone pole supports at this location.

## Orchard Ave Football Field Main Lighting Poles



## Location 3B: Orchard Avenue Football Field – Side Field Poles

(Orchard Avenue & Elm Avenue, Pennsauken, NJ 08109)

Number of Existing Poles: 2

Number of Existing Fixtures: 15 (7/8 each)

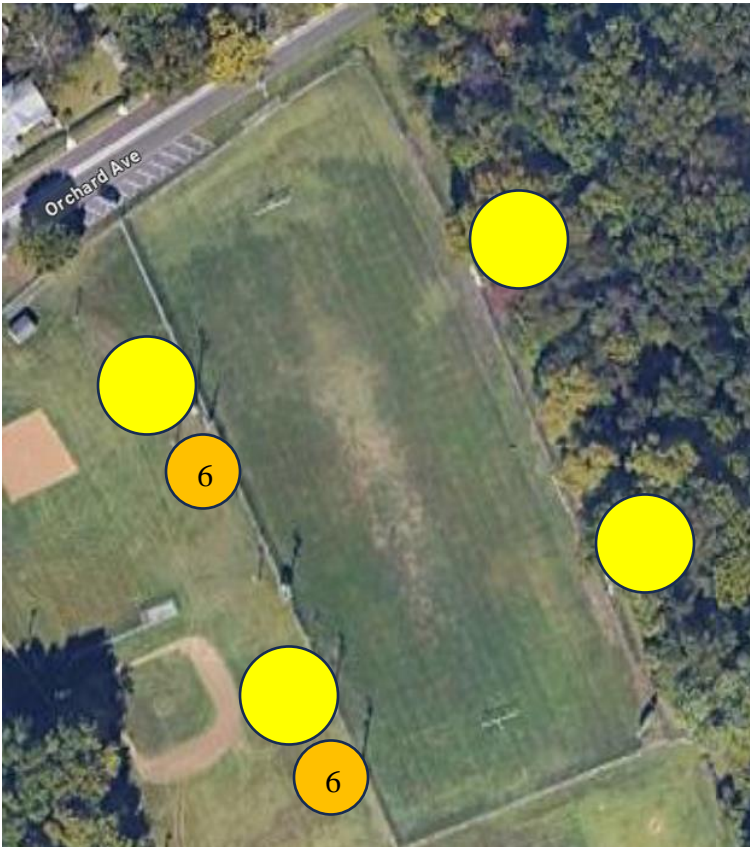
### Bulb Information:

Type: Various  
Bulb Wattage: 1500  
Model: Plusrite 1030 – BT56  
Unprotected Arc Tube –  
4200k – ANSI M48/E –  
Mogul base –  
Universal burn – MH1500/BT56/U/4K

### Location-specific Information:

Current lighting equipment is partially functional. There are disconnects and remote starters/contacts that are compromised and/or not secured to the poles.

### Photos:



Arial view of Orchard Ave Football Field  
(Main field lighting in yellow)  
(Small ballfield lighting poles in orange)



Orchard Ave Lighting Panels  
(Same panels as location 3A)

\*Conduits exiting bottom of enclosure to be replaced/repared with schedule 40 PVC.

\*Quote shall include any materials/equipment/labor necessary to bring up to current code

\*Next page indicates condition of wood telephone pole supports at this location.

## Orchard Ave Football Field Side Field Lighting Poles



Quotes for this portion (location 3B) shall include removal of all current fixtures and replacement with six (6) fixtures on each pole, uniformly facing the smaller side baseball fields.

**Location 4: Walt Nicgorski Baseball Field**  
(Collins Avenue & Wessex Drive, Pennsauken, NJ 08109)

Number of Existing Poles: 8

Number of Existing Fixtures: 34 (see layout)

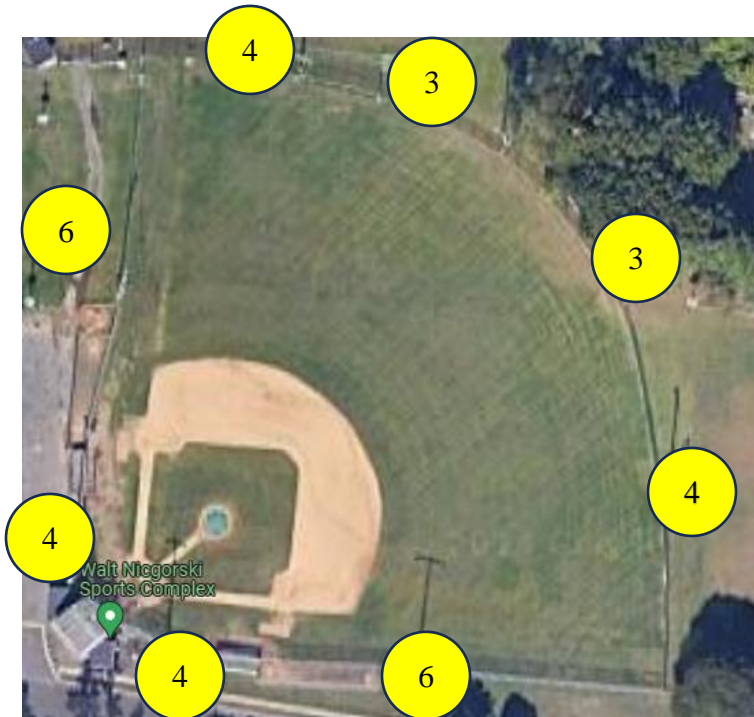
Bulb Information:

Type:	Metal Halide
Bulb Wattage:	1500
Model:	Plusrite 1030 – BT56 Unprotected Arc Tube – 4200k – ANSI M48/E – Mogul base – Universal burn – MH1500/BT56/U/4K

Location-specific Information:

Current lighting equipment is fully functional.  
Some pole-mounted controller boxes have age issues and may need replacement.  
PVC conduits running up poles need to be Re-installed/re-secured with expansion fittings

Photos:



\*Lighting Controls are located within the snack stand building behind home plate.

**Location 5: Walt Nicgorski Soccer Field**  
(Collins Avenue & Wessex Drive, Pennsauken, NJ 08109)

Number of Existing Poles: 4

Number of Existing Fixtures: 32 (8/each)

Bulb Information:

Type: Metal Halide  
Bulb Wattage: 1500  
Model: Plusrite 1030 – BT56  
Unprotected Arc Tube –  
4200k – ANSI M48/E –  
Mogul base – Universal burn  
– MH1500/BT56/U/4K

Location-specific Information:

Current lighting equipment is fully functional

Photos:



\*Lighting controls located inside snack stand at field entrance gate



**BID DOCUMENT CHECKLIST\***

<b>Required by owner</b>	<b>Submission Requirement</b>	<b>Initial each required entry and if required submit the item</b>
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	Disclosure of Investments in Iran	
<input checked="" type="checkbox"/>	Certification of Non-Involvement in Russia or Belarus Pursuant	
<input checked="" type="checkbox"/>	Acknowledgment Receipt of Addenda	
<input checked="" type="checkbox"/>	List of References	
	Bid Guarantee (with Power of Attorney for full amount of <i>Bid Bond</i> )	
<input checked="" type="checkbox"/>	Public Works Contractor Certificate	
	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
<input checked="" type="checkbox"/>	Prevailing Wage	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Copy of W-9	
<input checked="" type="checkbox"/>	One Original Complete Bid and Two (2) Complete Copies of the Bid	

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

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

**OR**

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

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

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

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

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

\_\_\_\_\_ (Affiant)

(Notary Public)

\_\_\_\_\_ (Print name & title of affiant)

My Commission expires:

(Corporate Seal)

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly  
sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said Proposal

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

TOWNSHIP OF PENNSAUKEN  
5605 N. CRESCENT BLVD.  
PENNSAUKEN, NJ 08110  
Vendor Questionnaire/Certification

Title of Quotation \_\_\_\_\_

Quotation Date/Time \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Emergency Telephone Number \_\_\_\_\_

Year in Business \_\_\_\_\_

Number of Employees \_\_\_\_\_

References- Work Previously Done

<u>Name of Business</u>	<u>Contact Person</u>	<u>Telephone</u>	<u>Type of Work</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Certification

I declare and certify that no member of the Township of Pennsauken, nor any officer or employee or person whose salary is payable in whole or in part by said Township of Pennsauken is directly or indirectly interested in this quotation or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Committee member or employee of the Township has an interest in the bid, etc. please attach a letter of explanation to this document, duly signed by the president of the firm or company.

President or Head of Firm (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Bid Proposal Form  
**L.E.D. LIGHTING RETROFIT**  
**ON EXISTING POLES AT ATHLETIC FIELDS FOR**  
**TOWNSHIP OF PENNSAUKEN**

In accordance with Quote Specifications, the undersigned certifies that they have read and understand same and proposes to furnish the below listed items at the prices offered in accordance with specifications.

Location Number:	Location Description:	Quote (\$):
1	Bethel Ave Softball Field	\$
2	Elm Ave Baseball Field	\$
3A	Orchard Ave Football Field (Main Lights)	\$
3B	Orchard Ave Football Field (Side Field Lights)	\$
4	Walt Nicgorski Baseball Field	\$
5	Walt Nicgorski Soccer Field	\$

**QUOTE WILL BE AWARDED ON A LINE ITEM BASIS**

The undersigned certifies that this proposal is genuine and is made without collusion with any person, firm or corporation making a proposal for the same contract.

If incorporated in what state:

\_\_\_\_\_

COMPANY NAME

\_\_\_\_\_  
SIGNATURE

PLACE CORPORATE SEAL HERE

TYPE OR PRINT NAME OF ABOVE & TITLE \_\_\_\_\_

Address  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: \_\_\_\_\_

Bidder/ Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

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

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

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

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

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

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

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

ADD AN ADDITIONAL ACTIVITIES ENTRY

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**CONTRACT / BID SOLICITATION TITLE** \_\_\_\_\_

**CONTRACT / BID SOLICITATION No.** \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Phone Number

\_\_\_\_\_  
Vendor Address (Street Address)

\_\_\_\_\_  
Vendor Fax Number

\_\_\_\_\_  
Vendor Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor Email Address for Authorized Representative

Precluded Entities List <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

**EXHIBIT A**  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 for the 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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**Initial** \_\_\_\_\_

**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.

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 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.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

The contractor and the Township of Pennsauken (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. S121 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 owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

**Initial** \_\_\_\_\_

PREVAILING WAGE COMPLIAN DELCATIONS  
(N.J.S.A 34:11-56.25 et seq)

Hereby certifies that any and all laborers employed by the bidder and all its subcontractors engaged in the work on this project under this quote package will be paid in full not less than prevailing wages for their respective crafts or trades as determined and computed by the New Jersey Commissioner of Labor and Workplace Development under N.J.S.A 34:11-56.25 et seq pertaining to prevailing wage rates.

Bidder is required to submit certificated payroll with invoice.

The New Jersey Prevailing Wage Act as per N.J.S.A 34: 11-56.25 et seq will not be application to this project if the contract amount is below \$16,263.

**Initial** \_\_\_\_\_

**TOWNSHIP OF PENNSAUKEN**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**References: bidder shall list at least five (5) customers for which the bidder has completed similar Projects:**

<b>Contact name, Title and Phone Number</b>	<b>Name &amp; Address</b>	<b>Description</b>	<b>Amount of Contract</b>	<b>Start Date</b>	<b>End Date</b>

**PROOF OF BUSINESS REGISTRATION**

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder’s Business Registration Certificate (BRC). 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](http://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.

**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT      TRADE NAME: CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#: 970-097-382/500      SEQUENCE NUMBER: 0107330

ADDRESS: 847 ROEBLING AVE      ISSUANCE DATE: 07/14/04  
TRENTON NJ 08611

EFFECTIVE DATE: 01/01/01

FORM-BRC(08-01)      *John S. Tully*  
Acting Director

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