

**THE NEW JERSEY TURNPIKE AUTHORITY  
PROCUREMENT AND MATERIALS MANAGEMENT DEPARTMENT**

New Jersey Turnpike Administrative Offices

1 Turnpike Plaza

P.O. Box 5042

Woodbridge, New Jersey 07095-5042

Tel. - 732-750-5300 Ext. 8640

**REQUEST FOR BID**

**RE-BID**

TITLE: **PREVENTATIVE MAINTENANCE, TESTING & REPAIR OF GENERATORS**

BID NO: **RM-180149**

DUE DATE: **8-3-23**

TIME: **11:30 AM**

**SUBMIT BIDS BEFORE THE DUE DATE AND TIME STATED ABOVE TO THE ABOVE ADDRESS**

**BIDDER INFORMATION (PLEASE PRINT)**

\_\_\_\_\_  
NAME OF BIDDING ENTITY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
REPRESENTATIVE TO CONTACT-NAME & TITLE

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
FEDERAL TAX I.D. NO. or TAXPAYER I.D. NO.

\_\_\_\_\_  
FAX NO

## SECTION I

### A. INTRODUCTION

The New Jersey Turnpike Authority (the “Authority”) was created by an act of the New Jersey Legislature in 1948, known as the New Jersey Turnpike Authority Act (as amended and supplemented, “Act”). The Act authorizes the Authority to construct, maintain, repair, and operate the New Jersey Turnpike, to collect tolls, and to issue Turnpike Revenue Bonds or Notes, subject to the approval of the Governor, payable from tolls and other revenues of the Authority. On May 27, 2003, the Act was amended to empower the Turnpike to assume all powers, rights, obligations and duties of the New Jersey Highway Authority (the “Highway Authority”), which owned and operated the Garden State Parkway and PNC Bank Arts Center. On July 9, 2003, the Authority assumed all powers, rights, obligations and duties of the Highway Authority. The Authority currently operates both the Garden State Parkway (“GSP”) and the New Jersey Turnpike (“Turnpike”) (both roads are collectively referred to herein as the “Roadways”).

The Authority is governed by an eight-member Board of Commissioners (“Board”). The Governor of New Jersey appoints each of its members and has the statutory authority to overturn an action of the Board by vetoing any Board action within 10 days of receiving the minutes of the meeting. The Board authorizes awards of all public contracts over \$100,000, except in cases where it has delegated authority to the Executive Director.

This bid solicitation is being conducted pursuant to the Authority’s enabling statute as found in *N.J.S.A. 27:23-6.1* and Executive Order number 37 (Corzine 2006) and the regulations and policies of the Authority with regard to public bid procurement.

## **B. BIDDER GUIDELINES/CHECKLIST**

BIDS THAT FAIL TO CONFORM TO THE FOLLOWING REQUIREMENTS MAY BE REJECTED:

1. The Request for Bid (“RFB”), including specifications and related bid documents (“Bids”) must be received at or before the due date and time stated on the cover page at the following place: New Jersey Turnpike Authority, Administration Building, 1 Turnpike Plaza, Woodbridge, New Jersey 07095. **LATE BIDS WILL BE RETURNED UNOPENED. ELECTRONIC, EMAILED OR FACSIMILE BIDS WILL NOT BE ACCEPTED.** Bid opening will take place via conference call only. See page 6.
2. **The entity submitting a Bid (“Bidder”) must provide one original and one copy of the Bid.** The Bid must include all price information. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Price quotes must be firm through issuance of contract.
3. All Bid prices must be typed or written in ink. Quote the specified unit of measure. If bidding an alternate, provide detailed specifications on the exception form attached.
4. All corrections, white-outs, erasures, re-striking of type, or other forms of alteration or the appearance of alteration, to unit and/or total prices must be initialed in ink by the Bidder.
5. The Bidder must attend the mandatory site inspection at the following date(s) and time(s) if applicable:
6. **IF CHECKED, THIS RFB REQUIRES THE FOLLOWING MANDATORY DOCUMENT(S). FAILURE TO COMPLY WILL RESULT IN REJECTION OF THE BID. SEE INSTRUCTION TO BIDDERS FOR ALL DOCUMENTS.**
  - (a) Bid Bond, Letter of Surety or a Cashier’s Check for 10% of the amount Bid
  - (b) Ownership Disclosure Statement – See Instruction to Bidders- Exhibit C
  - (c) Vendor Disclosure Form- See Instruction to Bidders- Exhibit G
  - (d) Disclosure of Investment Activities in Iran- See Instruction to Bidders- Exhibit G-1
7. **TO FACILITATE THE CONTRACT AWARD PROCESS, THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH THE BID. IN THE EVENT THE DOCUMENTS ARE NOT SUBMITTED WITH THE BID, THEY SHALL BE SUBMITTED WITHIN THREE (3) BUSINESS DAYS FOLLOWING A VERBAL OR WRITTEN REQUEST FROM THE AUTHORITY. SEE INSTRUCTION TO BIDDERS FOR ALL DOCUMENTS.**
  - (a) Certification of Registration with the Secretary of State (only if non-NJ corporation)
  - (b) SBE/WBE/MBE/VOB/DVOB Certificates and Form
8. Bidder must sign the Bid 

**SEE THE AUTHORITY’S INSTRUCTION TO BIDDERS FOR A COMPLETE LIST OF THE AUTHORITY’S STANDARD CONTRACT TERMS AND CONDITIONS, AS WELL AS OTHER DOCUMENTS THAT ARE REQUIRED PRIOR TO THE AWARD OF CONTRACT(S).**
9. **THE RECOMMENDED LOW BIDDER(S) MUST SUBMIT THE FOLLOWING CHECKED DOCUMENTS PRIOR TO CONTRACT AWARD.**
  - (a) Mandatory Equal Employment Opportunity Language
  - (b) Affirmative Action Information Sheet with Certificate or Form AA302
  - (c) Notice to All Bidders of Set-Off for State Tax
  - (d) Insurance Certificate
  - (e) State of New Jersey Division of Business Registration Certificate
  - (f) Russia Interim Certification (P.L. 2022, C.3)
  - (g) Instruction and Agreement for Direct Payment (ACH)
  - (h) State Contractor Political Contributions Compliance Public Law 2005, Chapter 51 & EO 117

## SECTION II

### **A. INTENTION**

1. Sealed Bids for RM # 180149 must be received at the New Jersey Turnpike Authority Administrative Offices, 1 Turnpike Plaza, Woodbridge, New Jersey 07095.
2. Bidders mailing Bids should allow for their normal mail delivery time to ensure timely receipt of the Public Bids. **Please be advised that using an overnight/next-day delivery service does not guarantee overnight/next-day deliveries to our location. The Authority will not be responsible for any Bid not being received by the required date and time.**
3. It is the intention of the Authority to issue a purchase order or Notice of Award “NOA” for a price agreement for the procurement of **PREVENATIVE MAINTENANCE, TESTING AND REPAIR OF GENERATORS.**
4. Items purchased under this contract will be delivered as directed by the Authority.
5. The term of the contract shall be for “**two years with the option to extend for two additional one-year terms** at the Authority’s discretion and the vendor’s concurrence”.
6. Please contact John J Parmigiani with any questions regarding this procurement contract at 732-750-5300 x 8632 or jparmigiani@turnpike.njta.com

### **B. BID SHEET INSTRUCTIONS**

1. Bidders must follow all instructions in this RFB and in the Instructions to Bidders issued by the Authority, and any other documents issued by the Authority in connection with this RFB (collectively, “Bid Documents”).
2. Bidders must examine the bid documents carefully before bidding and must ask the Director of Procurement and Materials Management Department (“PMM”) in writing for any interpretation or correction of any apparent ambiguity, inconsistency or apparent error therein. If necessary, an interpretation or correction to the specifications shall be issued by the Director of PMM in response to inquiries and/or addendum shall be faxed to Bidders who have obtained the Bid Documents. Upon the issuing of an addendum, the addendum shall become part of the bid documents. **Requests for interpretation or correction shall be considered only if received at least 5 business days prior to the Bid opening date.**
3. The submission of the Bid is conclusive evidence that the Bidder is fully aware of the conditions, requirements, and details as stated in the Bid Documents. If the Bidder, prior to submitting its Bid, fails to notify the Director of PMM of the existence of an ambiguity or inconsistency in the Bid Documents, a Bid will conclusively be presumed to have been based upon the Authority’s interpretation of such ambiguity or inconsistency.
4. All erasures, interpolations or other physical changes on the Bid form shall be signed or initialed by the Bidder. Bids containing any conditions, omissions, erasure’s, alterations, or items not called for in this “RFB” or irregularities of any kind, may be rejected by the Authority, in its sole discretion.

5. The Bidder shall not attach conditions, limitations or provisos to its Bid.
6. **The Authority will accept Approved Equivalent items on this Bid.** If a Bidder is basing the proposal on items other than what is specified, and wishes the items proposed to be considered as an “Approved Equivalent”, the Bidder shall enter a price on the Bid sheet then submit on the Exception Sheet in the exact format of the line item on the RFB contained herein, the item number, an item description including manufacturers name, model number, informational brochure(s), and packaging quantities of those items that the Bidder proposes to substitute.

### C. **BASIS OF AWARD**

1. **The bid has been divided into two (2) geographical regions (“Region”) on both Roadways. Bidders may bid on one or both Regions. Bidders must supply a price for every item per region chosen. Bids not having a price in all items per region chosen may be rejected. The bid will be awarded to the bidder(s) who supply the lowest total cost for ALL items listed per Region. A bidder may receive award for more than one Region.**
2. The Authority will purchase amounts of any given item as needed, at the sole discretion of the Authority and shall not be bound by any quantities listed. The Authority reserves the right to make reasonable increases to line item quantities.
3. All items are to be Bid FOB Destination. All shipping, handling, and other costs should be considered in the Bid price.
4. The Authority is tax exempt from New Jersey Sales and Excise Tax.
5. The bid will be awarded to the bidder(s) who supply’s the lowest total cost for ALL items listed per region. Bids not having a price for all items listed per Region may be rejected.

### D. **MISCELLANEOUS**

1. Delivery Date \_\_\_\_\_
2. **NEW ELECTRONIC PAYMENT:** The successful vendor will be required to receive their payment(s) electronically via automatic deposit from the Authority, see Exhibit M in the Instructions to Bidders on the Authority’s website. <http://www.state.nj.us/turnpike/purchasing.html>
3. Contract Bond: The successful bidder will be required upon award, to provide a contract bond in an amount of: **10 % of the contract amount.**

**E. BID OPENING**

Please be advised that the Public Bid Opening for Bid RM-180149 will be by CONFERENCE CALL ONLY at 11:30 AM on 8-3-2023.

**CONFERENCE CALL DETAILS:**

**Dial-in Number: (646) 992-2010**

**Access Code: 2342-353-8972**

**FOR ANY BIDDER WHO WISHES TO PARTICIPATE, CONFERENCE CALL ACCESS SHALL OPEN 5 MINUTES PRIOR TO BID OPENING AND SHALL REMAIN OPEN UNTIL ALL BIDS HAVE BEEN READ.**

**SIGNATURE PAGE**

1. **ADDENDA / INQUIRIES:** COMPLETE (if applicable) BEFORE SUBMITTING BID:  
Receipt of Addendum / Inquiries # \_\_\_\_\_ dated \_\_\_\_\_ is hereby acknowledged.  
Receipt of Addendum / Inquiries # \_\_\_\_\_ dated \_\_\_\_\_ is hereby acknowledged.

**CHECK BOX IF NO ADDENDA/INQUIRY ISSUED**  
(All Addenda / Inquiries must be acknowledged as indicated above.)

2. **BID IRREVOCABLE:** This offer shall be irrevocable for ninety (90) working days after the date on which the Authority publicly opens this Bid.
3. **OFFER/CERTIFICATION:** The undersigned offers and agrees to furnish to the New Jersey Turnpike Authority the services and/or materials in compliance with all terms, conditions, specifications and addenda of the RFB, Bid Documents, and resulting contract. The undersigned further certifies understanding and compliance with the requirements of the standard terms and conditions as stated in the Instructions to Bidders included with the Bid Documents. The undersigned certifies that he or she executes this Bid with full authority so to do; and that all statements contained in this Bid and in this certification are true and correct, and made with full knowledge that the Authority relies upon the truth of the statements contained herein and in any statements requested by the Authority showing evidence of qualifications in awarding the contract.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

4. **AUTHORIZED SIGNATURE:** \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder: \_\_\_\_\_

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

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

E-mail address \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## SECTION III

### **PREVENTIVE MAINTENANCE AND REPAIR OF GENERATORS ON THE NEW JERSEY TURNPIKE AND GARDEN STATE PARKWAY FACILITIES**

#### **A. PURPOSE**

The purpose of this RFB is to obtain quotations from responsive and responsible bidders to furnish all labor, materials, services, equipment and tools to perform the required services such as repair, preventive maintenance (PM) on generators and related electrical switching apparatus (transfer switches), including but not limited to, all equipment listed hereinafter.

#### **B. GENERAL REQUIREMENTS**

All work performed under the Contract shall be done in accordance with the following conditions:

1. The Contractor shall remove all debris, garbage, equipment and materials from work site upon
  - i. completion and return in a safe, clean and orderly condition. The contractor must dispose of all debris for no additional fee.
2. All work performed shall be in accordance with all currently acceptable inspection, analytical, troubleshooting and electrical wiring methods per manufacturers specifications.
3. If the Contractor is aware that a generator or transfer switch must remain out of service for more than 48 hours to facilitate the necessary repairs, the Authority designee must be notified in advance for scheduling purposes.
4. Work under this agreement must be performed during the Authority's regular working hours, Monday through Friday, 8:00 am through 4:30 pm on the Turnpike and Monday through Friday, 7:00 am through 3:00 pm on the Parkway. If additional working hours are required, it must be pre-approved and coordinated with the Authority designee.
5. The Contractor shall have a system in place to field and respond to emergency repair requests on 24 hour a day, 7 day a week as stated in Section III D .
6. The Contractor shall provide all required personal protective equipment (PPE) such as harnesses, hardhats, safety glasses and breathing protection and certify that all service personnel are trained and qualified in their use.
7. The Contractor shall perform all generator testing in accordance with local, state and federal regulations as well as the Authority's Emergency Generator Testing and Maintenance SOP-001 pertaining to the operation of emergency generators. The Contractor shall also complete the Authority's Generator Preventative Maintenance Check List (**See Appendix – A**).

#### **C. WORK TO BE PERFORMED**

All work that is required under this Contract shall include but not limited to the following:

##### **1. Preventive Maintenance And Inspections**



Preventive maintenance work will be performed a minimum of once a year on a schedule agreed to by both the Contractor and the Authority. Additional requests for preventive maintenance work will be by the direction of the Authority. This work will be billed at the amount bid on the Bid Quotation Sheet for each unit (including all labor and materials) and include all of the following:

- a. **Cooling System**
  - Check all belts
  - Check all hoses
  - Test antifreeze, DCA level, and proper concentration
  - Change coolant filter, if applicable
  - Check block heater for proper operation
  - Check radiator and coolant level
  - Check water pump bearings
  - Check for leaks
- b. **Oil System**
  - Inspect engine oil
  - Change engine oil and filters
  - Check for leaks
- c. **Fuel System**
  - Replace fuel filter
  - Check fuel lines and connections
  - Check for leaks
  - Drain gas pressure regulator condensation
- d. **Battery and Starter System**
  - Inspect battery electrolyte level
  - Load test battery
  - Clean and tighten battery cables
  - Check battery for proper operation
  - Check starter
  - Check wiring and cable connections
- e. **Air and Exhaust System**
  - Replace air filter
  - Check air intake and hoses
  - Check exhaust for leaks
  - Check muffler
  - Check rain cap/louvers/shutters
  - Check and drain condensation trap
- f. **Engine**
  - Inspect/replace spark plugs
  - Check overcrank protection
  - Check high coolant temperature shut-down setting
  - Check low oil pressure shut-down
  - Test crankcase blowby
  - Test cylinder pressure
  - Inspect engine mounts
  - Check engine relays
  - Check/adjust ignition timing
  - Inspect starting motor
  - Inspect turbo

**g. Generator Test Run**

- Check operation of all gauges
- Calibrate and adjust as necessary
- Test safety shutdowns
- Check engine governor for proper operation
- Check for stable voltage and frequency
- Apply lubrication to all moving linkages, valves and controls
- Replace any missing or damaged lubrication fittings

**h. Automatic Transfer Switch**

- Examine visible main, control relay contacts and arcing contacts for excessive erosion, pitting and discoloration due to excessive heat
- Examine the insulation for cracks or discoloration
- Examine and tighten all cable and control wire connections
- Examine and torque main lug connections
- Check limit switches, time delays and selector switches
- Check mechanical and electrical interlocks

**2. Load Bank Testing**

The Authority may choose to have the Contractor perform stepped load bank testing for some or all of the generators. When and which generators are chosen will be at the sole discretion of the Authority. The set shall be loaded based on the kW amperage rating and **not** the kVA amperage rating. As a minimum, the following shall be observed and recorded at 25%, 50%, 80% and 100% stepped load during testing:

- Volts and amps on each phase - voltage unbalance between phases shall not exceed 1% of rated voltage).
- Frequency – frequency regulation shall be 0% with isochronous governing and within 3% with speed droop governing.
- kW
- Oil pressure – shall not deviate more than 10% above the manufacturers recommended oil pressure at full load and operating temperatures.
- Water temperature – shall not exceed 210°F at any time.
- Hour meter reading
- Note and record color and appearance of exhaust after engine has stabilized at each step by simple description (e.g. clear, little haze, white, bluish, gray, dark, etc.). Except for normal engine warm-up and load change stabilization, the stack should remain clear or with little haze over the entire operating range.

**3. Repairs**

When the need for repairs to the equipment (outside the PM scope) during normal business hours arises, the Authority will contact the Contractor, who will have **four (4) hours** to respond and commence with the troubleshooting and repairs. These repairs will be considered Normal Repairs and be performed during normal working hours (Monday – Friday, 8:00am to 4:30pm) and billed at the hourly rate for Normal Repairs as submitted on the Bid Quotation Sheet plus parts.

**4. Emergency Repairs**

Should the Authority require repairs to be made outside normal working hours or on holidays these repairs will be considered Emergency Repairs. The Contractor shall respond to the Authority's Emergency Repair requests within **two (2) hours**. Emergency Repairs will be billed at the hourly rate for Emergency Repairs as submitted on the Bid Quotation sheets plus parts.

**5. Standby**

During certain emergency situations (i.e. snow or storm events) the Authority may request that the Contractor provide personnel to standby on Authority property to be able to provide immediate assistance. This Standby service will be billed at the hourly rate for Standby Services as submitted on the Bid Quotation Sheet.

**6. REPORTING**

Following the Preventive Maintenance work and inspection of the generator, the Contractor shall provide a report detailing, location of generator, size and type, repair completed, result of the inspection, specific recommendations toward future remedial actions or critical items requiring immediate attention outside the scope of this Contract.

**D. PARTS**

The Contractor shall repair or replace worn or defective parts with the appropriate OEM (original equipment manufacturer) parts when practical. Substitute parts shall not be used without the prior written consent of the Authority.

Repair parts will be billed at the **Contractor's cost plus 10%**. The Contractor must submit a copy of the original parts invoice(s) as proof of cost. If invoice does not show proof of cost, invoice shall not be submitted to accounts payable for payment.

**E. METHOD OF AWARD**

For the purposes of bidding and award, the New Jersey Turnpike and Garden State Parkway will be divided into two (2) regions as follows:

**Region 1: South/Central**  
Turnpike Mile 0.0 to Mile 83.4 (Interchange #9) &  
Parkway Mile 0.0 to Mile 107.0 (Interchange 105)

**Region 2: North**  
Turnpike Mile 88.1 (Interchange 10) to Mile 122.0 &  
Parkway Mile 110.0 (Interchange 109) to Mile 172.0

**F. TRAFFIC, TOLLS AND SAFETY**

Turnpike passes will not be issued to the Contractor. All mileage, costs and tolls are the responsibility of the Contractor and are not reimbursable. Contractor vehicles will not be permitted to use Z-turns, median U-turns, grade separated U-turns or make U-turns across the median or in any Toll Plaza area. Any vehicle making illegal turns will be subject to a summons by the State Police. Access to the work site in this Contract may be via Turnpike interchanges by means of revenue toll tickets or via local streets. If access is via the Turnpike, egress must also be via the Turnpike. If access is via local streets, egress must also be via local streets. Exiting the Turnpike via an access gate, as at Service Areas or Maintenance Facilities, constitutes an evasion of tolls and is prohibited by Authority regulations, NJAC 19:-1.19.

**G. PERSONNEL AND VEHICLES**

All personnel servicing this Contract shall be neat in appearance and possess Contractor provided identification cards, which shall be displayed at all times.

Contractor vehicles shall be marked in a prominent location with the company name such that it will be recognizable to the State Police who patrol the Authority's facilities.

**NEW JERSEY TURNPIKE AUTHORITY - MAINTENANCE DEPARTMENT  
STAND-BY GENERATOR  
PREVENTATIVE MAINTENANCE CHECK LIST**

LOCATION: \_\_\_\_\_ Property Control #: \_\_\_\_\_

HOURS: START: \_\_\_\_\_ FINISH: \_\_\_\_\_ RUN TIME (MIN): \_\_\_\_\_ DATE: \_\_\_\_\_

MODEL: \_\_\_\_\_ AIR QUALITY: **MODERATE** OR **GOOD** (CIRCLE ONE)

<b>Lubricating</b>	Bldgs.	Fleet	<b>Exhaust</b>	Bldgs.	Fleet
Check: For leaks			Check: For leaks		
Operation of oil heater			For exhaust restriction		
Engine oil level			Exhaust Clarity (Over 80% Clear)		
Hydraulic governor oil level			Drain: Condensation trap		
Change: Full flow filter/Part # (6 mos)			Torque: Exhaust manifold &		
By-pass filter/Part # (6 mos)			Turbocharger Capscrews		
Engine oil/gallons (6 mos)			<b>Electrical</b>		
Hydraulic governor oil (1yr)			Check: Battery charging system Voltage _____		
Oil sample (6 mos)			Charging voltage (Running) _____		
			Battery electrolyte level & specific gravity		
<b>Cooling</b>			1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____		
Check: For leaks			Indicate lights		
For radiator air restriction			Safety controls & alarms		
Hoses and connections			Remote alarm		
Coolant level			<b>Engine Related</b>		
Belt condition and tension			Check: For unusual vibration		
Operation of coolant heater			Tighten mounting hardware		
Anti-freeze concentration			Clean: Engine		
Fan hub, drive pulley and water pump			<b>Main Generator Switchgear</b>		
Heat exchanger Zinc anode plugs			Check: Air inlet & outlet for restriction		
Motor operated louvers			Windings & electrical connectors		
Change: Water filter/Part #			Operation of generator block heater		
Coolant system (where applicable)			Check/Clean: Generator		
Clean: Cooling system (where applicable)			Check: Start switching in automatic		
Coolant: Test for coolant additive			Instrumentation		
Apr. _____ Oct. _____			Power distribution wiring & connections		
<b>Fuel</b>			Power circuit breaker		
Check: For leaks			Transfer switch		
Fuel level amount _____			Grease: Bearings		
Governor linkage			<b>Operational Procedures</b>		
Fuel lines and connections			Perform: Generator test		
Fuel transfer pump			Transfer load (where applicable)		
Drain: Sediment from tanks			Voltage A B C		
Change: Fuel filters/Part # (6 mos)			Amperes A B C		
Float tank breather (6 mos)			Frequency A B C		
Fuel sample (6 mos)			<b>Reason for Running Generator</b>	<b>(Check Box)</b>	
<b>Air Intake</b>			Bi-Weekly Test		
Check: For leaks			Annual Test		
Air cleaner restrictions			Normal Maintenance		
Piping and connections			Emergency (Includes Brownout)		
Clean: Crankcase breather/Part # (1 yr)			Required Testing & Maintenance		
Or change air cleaner element/Part # (1yr)					

Conditions found, reason for failure, repairs performed.

TIME ARRIVED AT JOB SITE \_\_\_\_\_

Craftsperson/Mechanic Signature \_\_\_\_\_

TIME DEPARTED JOB \_\_\_\_\_

Craftsperson/Mechanic Name (Please Print) \_\_\_\_\_

WHITE - Immediate Supervisor • CANARY - Left with Generator

Employee # \_\_\_\_\_

**NJTA**  
**Standard Operating Procedure (SOP)**  
**Emergency Generator Testing & Maintenance**  
**SOP-001**

1. Description: Normal Testing and Maintenance of Emergency Generators
2. Frequency: Note: Do not exceed the annual operating hours, for normal testing and maintenance, as listed in the Operating Permit for each emergency generators. Normal Testing and Maintenance does not include mandatory testing and maintenance required by federal, state or local regulations & requirements (such as State Police requirements). Typically, for General Permits, the Normal Operating Hours selected for NJTA emergency generators is 30 hours per year. If the 30 hour per year limit may be exceeded at certain facilities due to actual normal testing and maintenance schedules, a higher operating hour limit should be selected on the General Permit for the applicable generator(s).
  - 2.1. Typical NJTA Schedule for Normal Testing & Maintenance
    - 2.1.1. Bi-Monthly Test (under no load) for 30 minutes minimum each test (approximately 12 hours per year)
    - 2.1.2. Annual Testing 2 to 4 hours under load
    - 2.1.3. Before / After Normal Maintenance as required. Preventative Maintenance is typically performed every 3 to 6 months
3. Test & Maintenance Procedure:
  - 3.1. Obtain air quality forecast from your supervisor and note it on the Form 93-99-M Note: Do not run generator if poor air quality is predicted. This is a requirement of NJ DEP General Permit (GP-005) for Emergency Generators
  - 3.2. Follow Safety Precautions in Section 5
  - 3.3. Run generator for Testing (Bi-monthly or annual) and normal maintenance
  - 3.4. Check that exhaust gas is 80% clear minimum
  - 3.5. Complete applicable parts of inspection and Maintenance
  - 3.6. Document condition of generator on form 93-99-M-M and ensure that all recordkeeping required by the NJ DEP is recorded
  - 3.7. Stop generator and ensure that Form 93-99-M is complete
  - 3.8. Return generator to service as per manufacturer instruction (if available) or general industry practices for Emergency Generators
4. NJ DEP Recordkeeping Requirements (Document on Form 93-99-M)
  - 4.1. The reason for its operation (for example testing, maintenance, or emergency operation)
    - 4.1.1. **Building Maintenance** Personnel shall complete the form for generator testing (bi-monthly, annual, or any other testing) and shall also complete the form for maintenance of electrical components.
      - 4.1.1.1. The monthly hours of operation during emergency periods shall also be recorded by **Building Maintenance** personnel
    - 4.1.2. **Fleet** personnel shall complete the form for mechanical maintenance on the generator
  - 4.2. The date(s) of operation and start-up & shutdown time
  - 4.3. The total operating time for testing or maintenance based on Generator's hour meter
  - 4.4. The name of the operator
5. Safety Precautions
  - 5.1. General Hazards
    - 5.1.1. Installation, repair and maintenance should always be in accordance with the manufacturer's instructions and recommendations
    - 5.1.2. Exhaust fumes emitted by generator sets contain poisonous gases like carbon monoxide that can be life threatening and result in death. Exhaust systems must be properly installed, adequate ventilation must be

provided to ensure unobstructed flow of cooling and ventilating air, and emissions must be directed away from inhabited zones.

5.1.3. The area around the generator must be clean and free of clutter and any combustible material that can be hazardous.

5.1.4. The equipment must be regularly inspected and defective or damaged parts must be replaced in a timely manner

5.1.5. It is essential that the operating personnel remains alert at all times while working with the generator

5.1.6. The unit should not be opened or dismantled while it is functioning. Moving or hot parts should not be tampered with. Battery cables should be disconnected before proceeding to work on the generator to eliminate any possibility of an accidental start-up.

## 5.2. Electrical Hazards

5.2.1. All power voltage supplies should be turned off at the source while installing or servicing the generator

5.2.2. All electrical connections, such as wires, cables and terminals must be properly insulated and covered, and should not be touched with bare hands or while in contact with water. This is essential to prevent the occurrence of an electric shock.

5.2.3. The frame of the generator and any external conducting parts should have proper grounding / earthing wiring. This should never be disconnected

5.2.4. Wiring, cable and cord sets must be of the recommended capacity

## 5.3. Fire and Explosion Hazards

5.3.1. Smoking in the vicinity of the equipment can be fatal and is prohibited

5.3.2. Fuel or oil spills around the generator, leakages from the unit's fuel system and fuel supply lines, and presence of combustible materials around the generator will pose a risk of an explosion

5.3.3. A fire extinguisher should be readily available. Use of extinguishers that operate on carbon tetra-chloride is strictly prohibited since the fumes are toxic and can deteriorate the insulation on the wiring of generators

## 6. Parts/components inspected, updated &/or changed regularly

6.1. Cooling system for radiator air restriction, hoses, connections, fluid concentration, belts and louver operation

6.2. Air intake system for leakages and loose connections

6.3. Air cleaner, turbocharger, muffler, traps

6.4. Fuel system for fuel levels, sediments, and proper functioning of the pump

6.5. Exhaust system for leaks, chokes and flush condensation cap

6.6. Electrical system to review meters and batteries to be recharged, if required

6.7. Change oil and filters annually

6.8. Diodes, end bearing, brushes and folder, A.C. wiring, exciter stator, over-speed switch and breakers

6.9. Controls like voltage regulator, wiring, relays, monitors and bulbs

6.10. Transfer switch for time delays and exerciser clocks to be adjusted or reset

6.11. Performance parameters such as A.C. output and frequency

## General Steps Taken During Scheduled Maintenance

6.12. Timely removal of worn out parts or upgrading the components

6.13. Checking fluid levels

6.14. Battery inspection and cleaning of connections

6.15. Verifying control panel readings and indicators

6.16. Changing fuel and air filters

6.17. • Note: load bank testing is not typically utilized by the NJTA due to limitations with existing transfer switches and the impact on operating departments and patrons

## 7. Exhaust Gas Clarity Requirements

7.1. Failure is defined as smoke shade / appearance greater than 20 percent opacity (less than 80% Clear) for a period of more than 10 consecutive seconds.

7.2. Excludes visible condensed water vapor emitted outdoors

- 7.3. An alternative criteria to that described is darker than number 1 on the Ringelmann Scale (information circular as published by the United States Bureau of Mines) for the same duration
  - 7.3.1. This Ringelmann Scale is relatively straightforward. It is based on 6 readings (0 to 5) using a grid of black lines on a white background. The white in the grid represents the clear exhaust and the black lines represents the amount (or density) of smoke (soot, particulates, etc.) in the exhaust
    - 7.3.1.1. A rating of 0 is all white (or 100% clear exhaust)
    - 7.3.1.2. A rating of 1 is a smoke density equivalent to 20% black
    - 7.3.1.3. A rating of 2 is a smoke density equivalent to 40% black.
    - 7.3.1.4. Copies of cards for ratings 1 and 2 are attached to this procedure for reference

#### Emergency Operation Requirements

- 7.4. An electrician shall investigate and try to determine the root cause that made the Generator run under emergency conditions.
- 7.5. The electrician shall determine if any other NJTA Departments equipment, operation, or personnel could be affected by the emergency operation of the generator
  - 7.5.1. An example of potentially affected equipment would be a UPS that must be reset when normal power is restored
- 7.6. The electrician shall notify Building Maintenance Management of the potential impact on other Departments, if the Emergency Generator operates after normal business hours, the electrician shall notify the Authority, the Authority designee and Building Maintenance as required.



BID QUOTATION SHEET MAINTENANCE AND REPAIR OF GENERATORS REGION 1 SOUTH/CENTRAL					
ITEM	QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1.	2	EA	600 kW Cummins #DFGB; Interchange 1 (MP 2.6) TPK	\$	\$
2.	2	EA	750 kW Kohler #750R0ZD4; Service Area 1N (MP 5.4N) TPK	\$	\$
3.	2	EA	40 kW Kohler #40RE0ZJC; Service Area 1N (MP 5.4N) TPK	\$	\$
4.	2	EA	750 kW Kohler #750R0ZD4; Service Area 1S (MP 5.4S) TPK	\$	\$
5.	2	EA	45 kW Electric Power #?; Interchange 2 (MP 12.9) TPK	\$	\$
6.	2	EA	30 kW Stamford #UG1224G13; Maintenance District 1 (MP 13.3) TPK	\$	\$
7.	2	EA	400 kW Generac #SG400 (Nat. Gas); Maintenance District 1 (MP 13.3) TPK	\$	\$
8.	2	EA	25 kW Kohler #25REZG (Propane); Woodbury Repeater (MP 23.1) TPK	\$	\$
9.	2	EA	50 kW Marathon #?; Interchange 3 (MP 26.1) TPK	\$	\$
10.	2	EA	500 kW Katolight #D500FPV4; Service Area 3S (MP 30.2S) TPK	\$	\$
11.	2	EA	150 kW Elliot/Mag #100RD; Interchange 4 (MP 34.5) TPK	\$	\$
12.	2	EA	45 kW Delco #Y1-4615; Maintenance District 2 (MP 37.1) TPK	\$	\$
13.	2	EA	500 kW TBD (Nat. Gas); Maintenance District 2 (MP 37.1) TPK	\$	\$
14.	2	EA	500 kW Cummins #500GFJB (Nat. Gas); Moorestown SP (MP 37.1N) TPK	\$	\$
15.	2	EA	750 kW Katolight #D750FPX4; Service Area 4N (MP 39.4N) TPK	\$	\$
16.	2	EA	45 kW Electric Power #3166-0009; Interchange 5 (MP 44.0) TPK	\$	\$
17.	2	EA	250 kW Kohler #250RE0ZD; Interchange 6 (MP 3.4 PA Ext) TPK	\$	\$
18.	2	EA	60 kW Kohler #M60R0ZJ; Interchange 6A (MP 2.4 PA Ext) TPK	\$	\$
19.	2	EA	125 kW Kohler #125RE0ZJG; Interchange 7 (MP 53.3) TPK	\$	\$
20.	2	EA	400 kW TBD (Nat. Gas); Maintenance District 3 (MP 56.9 N) TPK	\$	\$
21.	2	EA	80 kW Kohler #80RE0ZJF; Maintenance District 3 (MP 56.9 N) TPK	\$	\$
22.	2	EA	500 kW Katolight #D500FPY4; Service Area 6N (MP 58.7N) TPK	\$	\$
23.	2	EA	600 kW Katolight #D600FPY4; Service Area 6S (MP 58.7S) TPK	\$	\$



			<b>BID QUOTATION SHEET MAINTENANCE AND REPAIR OF GENERATORS REGION 1 SOUTH/CENTRAL</b>		
<b>ITEM</b>	<b>QUAN.</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
24.	2	EA	200 kW Detroit #200DS60; Service Area 6S Sewer Plant (MP 58.7S) TPK	\$	\$
25.	2	EA	150 kW Generac #SD0150JG176; Interchange 7A (MP 60.0) TPK	\$	\$
26.	2	EA	100 kW Elliot/Mag #100RD; Interchange 8 (MP 67.6) TPK	\$	\$
27.	2	EA	500 kW Caterpillar #TBD (Nat. Gas); Maintenance District 4 (MP 67.6 S) TPK	\$	\$
28.	2	EA	250 kW Caterpillar # TBD (Nat. Gas); Maintenance District 4 (MP 67.6 S) TPK	\$	\$
29.	2	EA	750 kW Detroit #750DS60; Cranbury SP (MP 71.7S) TPK	\$	\$
30.	2	EA	50 kW Detroit #50DS60; Cranbury SP (MP 71.7S) TPK	\$	\$
31.	2	EA	900 kW Caterpillar #3508; Service Area 7S (MP 71.7S) TPK	\$	\$
32.	2	EA	225 kW Kohler #275REOZJE; Interchange 8A (MP 73.7) TPK	\$	\$
33.	2	EA	750 kW Kohler #750R0ZD4; Service Area 8N (MP 78.7N) TPK	\$	\$
34.	2	EA	400 kW Kohler #400REXB (Nat. Gas); Maintenance District 5 (MP 80.7 S) TPK	\$	\$
35.	2	EA	180 kW Generac #SD175GG1767; Interchange 9 (MP 83.3) TPK	\$	\$
36.	2	EA	200 kW Delco #E7059; Old Ad Building (MP 83.3) TPK	\$	\$
37.	2	EA	50 kW Kohler #65R82; Old Ad Building (MP 83.3) TPK	\$	\$
38.	2	EA	125 kW Generac #SD130; Portable South TPK	\$	\$
39.	2	EA	60 kW Kohler #60REDZT; District 4 (MP 67.6) Portable TPK	\$	\$
40.	2	EA	100 kW Kohler #100REOZT; District 4 (MP 67.6) Portable TPK	\$	\$
41.	2	EA	40 kW Magnetek #40RD; Wildwood – South Plaza (MP 3.8) PKWY	\$	\$
42.	2	EA	40 kW Magnetek #40RD; Wildwood – North Plaza (MP 3.8) PKWY	\$	\$
43.	2	EA	100 kW Kohler #100REOZJB; Maintenance District 1 (MP 13.8) PKWY	\$	\$
44.	2	EA	350kW Generac #SG350 (Nat. Gas); Maintenance District 1 (MP 13.8) PKWY	\$	\$
45.	2	EA	100 kW Magnetek #100RD; Cape May Plaza (MP 19.4) PKWY	\$	\$
46.	2	EA	100 kW Kohler #100RZ82; Ocean View Service Area (MP 18.0) PKWY	\$	\$

**BID QUOTATION SHEET  
MAINTENANCE AND REPAIR OF GENERATORS  
REGION 1 SOUTH/CENTRAL**

ITEM	QUAN	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
47.	2	EA	150 kW Magnetek #150RD; Great Egg Plaza (MP 28.8) PKWY	\$	\$
48.	2	EA	60 kW Kohler #60RE0ZJD; Somers Point Plaza (MP 30.2) PKWY	\$	\$
49.	2	EA	400 kW MTU Onsite #8V1600DS400; Atlantic City Service Area (MP 41.4) PKWY	\$	\$
50.	2	EA	500 kW Cummins #500GFJB (Nat. Gas); Galloway SP (MP 41.6) PKWY	\$	\$
51.	2	EA	100 kW Kohler #100RZ82; Maintenance District 2 (MP 41.9) PKWY	\$	\$
52.	2	EA	350kW TBD (Nat. Gas); Maintenance District 2 (MP 41.9) PKWY	\$	\$
53.	2	EA	40 kW Kohler #40RE0ZJC; Port Republic Tower (MP 44.0) PKWY	\$	\$
54.	2	EA	100 kW Kohler #100RE0ZJB; Bass River SP (MP 52.8) PKWY	\$	\$
55.	2	EA	125 kW Magnetek #125RD; New Gretna Plaza (MP 53.5) PKWY	\$	\$
56.	2	EA	100 kW Kohler #100RZ82; Maintenance District 3 (MP 67.7) PKWY	\$	\$
57.	2	EA	450kW Kohler #500REZK (Nat. Gas); Maintenance District 3 (MP 67.7) PKWY	\$	\$
58.	2	EA	150 kW Kohler #150E0ZJ; Barnegat Plaza (MP 68.9) PKWY	\$	\$
59.	2	EA	100 kW Cummins #DSGAC1906039; Barnegat Tolls South (MP 68.9) PKWY	\$	\$
60.	2	EA	50 kW Kohler #50RE0ZJB; Waretown – South Plaza (MP 70.4) PKWY	\$	\$
61.	2	EA	50 kW Kohler #50RE0ZJB; Waretown – North Plaza (MP 70.4) PKWY	\$	\$
62.	2	EA	100 kW Onan #100DGDB; Forked River Service Area Sunoco (MP 76.0) PKWY	\$	\$
63.	2	EA	100 kW Kohler #100RZ82; Forked River Service Area (MP 76.0) PKWY	\$	\$
64.	2	EA	50 kW Kohler #50ROZJ81; Lacey – South Plaza (MP 75.3) PKWY	\$	\$
65.	2	EA	50 kW Kohler #50ROZJ81; Lacey – North Plaza (MP 75.3) PKWY	\$	\$
66.	2	EA	50 kW Generac #2303620100; Berkley – North Plaza (MP 77.5) PKWY	\$	\$
67.	2	EA	50 kW Generac #2303620100; Berkley – South Plaza (MP 78.4) PKWY	\$	\$
68.	2	EA	40 kW Detroit #TBD; Toms River Tower (MP 84.7) PKWY	\$	\$

<b>BID QUOTATION SHEET MAINTENANCE AND REPAIR OF GENERATORS REGION 1 SOUTH/CENTRAL</b>					
<b>ITEM</b>	<b>QUAN</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
69.	2	EA	180 kW Magnetek #180RD; Toms River Plaza (MP 84.7) PKWY	\$	\$
70.	2	EA	50 kW Magnetek #50RD; Lakehurst – South Plaza (MP 89.2) PKWY	\$	\$
71.	2	EA	50 kW Magnetek #50RD; Lakehurst – North Plaza (MP 89.2) PKWY	\$	\$
72.	2	EA	100 kW Kohler #100R0ZJ; Lakewood – South Plaza (MP 90.0) PKWY	\$	\$
73.	2	EA	100 kW Kohler #100R0ZJ Lakewood – North Plaza (MP 90.0) PKWY	\$	\$
74.	2	EA	60 kW Magnetek #60RD; Brick – South Plaza (MP 93.0) PKWY	\$	\$
75.	2	EA	80 kW Magnetek #80RD; Brick – North Plaza (MP 93.0) PKWY	\$	\$
76.	2	EA	275 kW Generac #12462980100 (Nat. Gas); Herbertsville SP CVI (MP 94.3) PKWY	\$	\$
77.	2	EA	300kW Caterpillar #G300LG6 (Nat. Gas); Maintenance District 4 (MP 94.3 S) PKWY	\$	\$
78.	2	EA	80 kW Magnetek #80RD; Belmar – South Plaza (MP 98.0) PKWY	\$	\$
79.	2	EA	60 kW Kohler #60REOZJD; Belmar – North Plaza (MP 98.0) PKWY	\$	\$
80.	2	EA	60 kW Kohler #60REOZJD; Monmouth Service Area Sunoco (MP 100.0) PKWY	\$	\$
81.	2	EA	100 kW Kohler #100RZ82; Monmouth Service Area (MP 100.0) PKWY	\$	\$
82.	2	EA	50 kW Kohler #50REOZJ61; Manasquan Tower (MP 95.0) PKWY	\$	\$
83.	2	EA	180 kW Magnetek #810RD; Asbury Park Plaza (MP 104.0) PKWY	\$	\$
84.	2	EA	100 kW Magnetek #100RD; Eatontown Plaza (MP 106.5) PKWY	\$	\$
85.	2	EA	230 kW Wacker Neuson #G230; District 5 (MP 116.0) Portable PKWY	\$	\$
86.	2	EA	150 kW Wacker Neuson #G180; District 5 (MP 116.0) Portable PKWY	\$	\$
87.	10	EA	Load Bank Test per Specification for Generators up to 200kW	\$	\$
88.	30	EA	Load Bank Test per Specification for Generators 201kW to 500kW	\$	\$
89.	30	EA	Load Bank Test per Specification for Generators 501kW to 750kW	\$	\$
90.	20	EA	Load Bank Test per Specification for Generators over 750kW	\$	\$

<b>BID QUOTATION SHEET  MAINTENANCE AND REPAIR OF GENERATORS  REGION 1 SOUTH/CENTRAL</b>					
<b>ITEM</b>	<b>QUAN</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
91.	150	HR	Hourly Rate During <b>Normal Working Hours</b> for <b>Repairs</b> per Specifications 8:00 AM to 4:30 PM	\$	\$
92.	60	HR	Hourly Rate During <b>Emergency Repairs</b> per Specifications: After Normal Working Hours and Holidays	\$	\$
93.	20	HR	Hourly Rate For Standby Hours	\$	\$
<b>TOTAL AMOUNT FOR REGION 1 SOUTH/CENTRAL LINES 1 THROUGH 93</b>					\$

**Quantity x Unit Price = Total**

**BID QUOTATION SHEET  
MAINTENANCE AND REPAIR OF GENERATORS  
REGION 2 NORTH**

ITEM	QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1.	2	EA	250kW Elliot/Mag #250RD; Interchange 10 (MP 88.1) TPK	\$	\$
2.	2	EA	125 kW GE #55J4445P23Y32; Interchange 11 (MP 90.6) TPK	\$	\$
3.	2	EA	1250 kW Cummins #C1250N6 (Nat. Gas); District 6A (MP 90.6 N) TPK	\$	\$
4.	2	EA	1000 kW Cummins #C32; District 6A (MP 90.6 N) TPK	\$	\$
5.	2	EA	1000 kW Cummins #C32; District 6A (MP 90.6 N) TPK	\$	\$
6.	2	EA	600 kW Cummins #TBD; District 6A (MP 90.6 N) TPK	\$	\$
7.	2	EA	600 kW Generac #SD0600KG22151; Service Area 10N (MP 92.9N) TPK	\$	\$
8.	2	EA	600 kW Katolight #D600FPY4; Service Area 10S (MP 92.9S) TPK	\$	\$
9.	2	EA	500 kW Kohler #500RE02VD; Interchange 12 (MP 95.0) TPK	\$	\$
10.	2	EA	125 kW Delco #E5223R1; Interchange 13 (MP 99.9) TPK	\$	\$
11.	2	EA	95 kW Fermont #400561-002; Interchange 13A (MP 101.6) TPK	\$	\$
12.	2	EA	400 kW Generac #MG400 (Nat. Gas); District 6 (MP 101.6 N) TPK	\$	\$
13.	2	EA	300 kW Caterpillar #3406; Interchange 14 (MP 104.7) TPK	\$	\$
14.	2	EA	500 kW Cummins #500GFGB (Nat. Gas); District 7 (MP 104.7 N) TPK	\$	\$
15.	2	EA	125 kW GE #55J444P23Y81; District 7 (MP 3.5HCE) TPK	\$	\$
16.	2	EA	10 kW Kohler #10REODB; Bridge Aviation (MP 2.2HCE) TPK	\$	\$
17.	2	EA	100 kW Elliot/Mag #100RD; Interchange 14A (MP 3.5HCE) TPK	\$	\$
18.	2	EA	200 kW Caterpillar #TBD; Interchange 14A (MP 3.5HCE) TPK	\$	\$
19.	2	EA	44 kW O'Brien #OB44D-DW63; Interchange 14B (MP 5.5HCE) TPK	\$	\$
20.	2	EA	250 kW Caterpillar #TBD (Nat. Gas); District 9 (MP 5.5HCE) TPK	\$	\$
21.	2	EA	100 kW Elliot/Mag #100RD; Interchange 14C (MP 5.9HCE) TPK	\$	\$
22.	2	EA	125 kW Int'l Diesel #150-671N; Interchange 15E (MP 106.9E) TPK	\$	\$
23.	2	EA	200 kW Olympian #D200P4; Interchange 15X (MP 110.0E) TPK	\$	\$
24.	2	EA	100 kW GE #55J4495P22Y6; Interchange 15W (MP 108.8W) TPK	\$	\$

**BID QUOTATION SHEET  
MAINTENANCE AND REPAIR OF GENERATORS  
REGION 2 NORTH**

ITEM	QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
25.	2	EA	375 kW Katolight #D375FPJ4; Service Area 12S (MP 111.6E) TPK	\$	\$
26.	2	EA	500 kW Cummins #500GFGB (Nat. Gas); District 8 (MP 111.5 SE) TPK	\$	\$
27.	2	EA	235 kW Delco #Y1-4978; Interchange 16/18E (MP 112.3E) TPK	\$	\$
28.	2	EA	200 kW Generac #SD0200KG178; Interchange 16W (MP 112.7W) TPK	\$	\$
29.	2	EA	125 kW Onan #125D6EA; Maintenance District 10 (MP 112.7W) TPK	\$	\$
30.	2	EA	100 kW Delco #Y1-4417 ; Interchange 17E (MP 112.7E) TPK	\$	\$
31.	2	EA	150 kW Int'l Diesel #150-671N; Interchange 18W (MP 113.8W) TPK	\$	\$
32.	2	EA	750 kW Onan #750DFHA-2196; Service Area 13 (MP 116.0) TPK	\$	\$
33.	2	EA	8.5 kW Kohler #85RMY (Propane); Teaneck Cell Tower (MP 119.5SNL) TPK	\$	\$
34.	2	EA	150 kW Marathon #363CSL1607; Portable North TPK	\$	\$
35.	2	EA	230 kW Cummins #NT855GS4; Portable North TPK	\$	\$
36.	2	EA	230 kW Wack Neuson #G230; Portable North TPK	\$	\$
37.	2	EA	150 kW Wack Neuson #G180; Portable North TPK	\$	\$
38.	2	EA	50 kW Magnetek #50RD; Red Bank – South Plaza (MP 110.3) PKWY	\$	\$
39.	2	EA	80 kW Magnetek #80RD; Red Bank – North Plaza (MP 110.3) PKWY	\$	\$
40.	2	EA	50 kW Magnetek #50RD; Holmdel – South Plaza (MP 113.6) PKWY	\$	\$
41.	2	EA	40 kW Magnetek #40RD; Holmdel – North Plaza (MP 113.6) PKWY	\$	\$
42.	2	EA	800 kW Kohler #800RE0ZMB; Holmdel SP (MP 116) PKWY	\$	\$
43.	2	EA	50 kW Kohler #50RE0ZJ61; PNC Arts Center Tower (MP 116) PKWY	\$	\$
44.	2	EA	100 kW Kohler #100RZG (Nat. Gas); PNC Reception Center (MP 116) PKWY	\$	\$
45.	2	EA	50 kW Kohler #50RZ282; Maintenance District 5 (MP 116) PKWY	\$	\$
46.	2	EA	150 kW Kohler #150R0ZJ81; Maintenance District 5 (MP 116) PKWY	\$	\$
47.	2	EA	500 kW Generac #TBD (Nat. Gas); Maintenance District 5 (MP 116) PKWY	\$	\$
48.	2	EA	100 kW Magnetek #100RD; Keyport Plaza (MP 117.0) PKWY	\$	\$

<b>BID QUOTATION SHEET</b>					
<b>MAINTENANCE AND REPAIR OF GENERATORS</b>					
<b>REGION 2 NORTH</b>					
<b>ITEM</b>	<b>QUAN.</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
49.	2	EA	50 kW Magnetek #50RD; Matawan Plaza (MP 117.1) PKWY	\$	\$
50.	2	EA	60 kW Kohler #60REOZJC; Cheesequake Service Area Sunoco (MP 124.0) PKWY	\$	\$
51.	2	EA	600 kW Katolight #D600FP44; Cheesequake SA (MP 124.0) PKWY	\$	\$
52.	2	EA	150 kW Kohler #150R0ZJ81; Raritan – South Plaza (MP 125.4) PKWY	\$	\$
53.	2	EA	150 kW Onan #150DVE; Sayreville Safety (MP 125.4) PKWY	\$	\$
54.	2	EA	2000 kW Kohler #2000RE0ZM; Woodbridge STMC (MP 129.0) PKWY	\$	\$
55.	2	EA	600 kW Kohler #600R0ZD4; Woodbridge STMC (MP 129.0) PKWY	\$	\$
56.	2	EA	150 kW Kohler #150R0ZJ81; Maintenance District 6 (MP 137.8) PKWY	\$	\$
57.	2	EA	100 kW Kohler #100R0ZJ81; Vauxhall Service Area (MP 142.0) PKWY	\$	\$
58.	2	EA	180 kW Magnetek #180RD; Union Plaza (MP 142.7) PKWY	\$	\$
59.	2	EA	100 kW Kohler #100REZGD (Nat. Gas); Maintenance District 7U (MP 142.7) PKWY	\$	\$
60.	2	EA	150 kW Kohler #150REOZIF; Union Ramp (MP 142.8) PKWY	\$	\$
61.	2	EA	50 kW Magnetek #50RD; Irvington – South Plaza (MP 146.1) PKWY	\$	\$
62.	2	EA	50 kW Magnetek #50RD; Irvington – North Plaza (MP 146.1) PKWY	\$	\$
63.	2	EA	150 kW Kohler #150RE0ZJB; East Orange Plaza (MP 147.1) PKWY	\$	\$
64.	2	EA	60 kW Kohler #60REOZID; Bloomfield – North Plaza (MP 148.9) PKWY	\$	\$
65.	2	EA	60 kW Kohler #60REOZJD; Bloomfield – South Plaza (MP 148.9) PKWY	\$	\$
66.	2	EA	125 kW Kohler #1250DVD; Essex Plaza (MP 150.7) PKWY	\$	\$
67.	2	EA	60 kW Kohler #60REOZJD; Watchung – South Plaza (MP 152.6) PKWY	\$	\$
68.	2	EA	40 kW Magnetek #40RD; Watchung – North Plaza (MP 152.6) PKWY	\$	\$
69.	2	EA	100 kW Kohler #100RE0ZJE; Brookdale South (MP 153.0) PKWY	\$	\$
70.	2	EA	30 kW Generac #8002020300; Bloomfield Tower (MP 153.3) PKWY	\$	\$
71.	2	EA	500 kW Baldor #IDL500-2DU; Bloomfield SP (MP 153.3) PKWY	\$	\$
72.	2	EA	40 kW Magnetek #40RD; Passaic -South Plaza (MP 154.5) PKWY	\$	\$

**BID QUOTATION SHEET  
MAINTENANCE AND REPAIR OF GENERATORS  
REGION 2 NORTH**

<b>ITEM</b>	<b>QUAN.</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
73.	2	EA	40 kW Magnetek #40RD; Passaic – North Plaza (MP 154.5) PKWY	\$	\$
74.	2	EA	60 kW Kohler #60RE0ZJD; Maintenance District 7 (MP 156.0) PKWY	\$	\$
75.	2	EA	350 kW Generac #TBD; Maintenance District 7 (MP 156.0) PKWY	\$	\$
76.	2	EA	40 kW Magnetek #40RD; Clifton -South Plaza (MP 156.1) PKWY	\$	\$
77.	2	EA	40 kW Magnetek #40RD; Clifton – North Plaza (MP 156.1) PKWY	\$	\$
78.	2	EA	60 kW Kohler #60RE0ZJD; Saddle Brook Plaza (MP 160.3) PKWY	\$	\$
79.	2	EA	180 kW Magnetek #180RD; Bergen Plaza (MP 160.5) PKWY	\$	\$
80.	2	EA	100 kW Magnetek #100RD; Maintenance District 8 (MP 164.1) PKWY	\$	\$
81.	2	EA	450 kW Generac #TBD (Nat. Gas); Maintenance District 8 (MP 164.1) PKWY	\$	\$
82.	2	EA	50 kW Kohler #50R0ZJ81; Paramus Tower (MP 164.6) PKWY	\$	\$
83.	2	EA	60 kW Kohler #60RE0ZJD; Paramus – South Plaza (MP 164.6) PKWY	\$	\$
84.	2	EA	60 kW Kohler #60RE0ZJD; Paramus – North Plaza (MP 164.6) PKWY	\$	\$
85.	2	EA	125 kW Kohler #125RE0ZJG; Pascack Valley Plaza (MP 166.1) PKWY	\$	\$
86.	2	EA	60 kW Kohler #60RE0ZJD; Montvale Service Area Sunoco (MP 171.0) PKWY	\$	\$
87.	2	EA	350 kW Kohler #350R0ZD81; Montvale Service Area (MP 171.0) PKWY	\$	\$
88.	2	EA	135 kW Katolight # D135FH4; Portable Maintenance District 4 PKWY	\$	\$
89.	2	EA	135 kW Katolight # D135FH4; Portable Maintenance District 4 PKWY	\$	\$
90.	2	EA	135 kW Katolight # D135FH4; Portable Maintenance District 4 PKWY	\$	\$
91.	2	EA	150 kW Kohler #150R0ZJ81; Portable Maintenance District 4 PKWY	\$	\$
92.	10	EA	Load Bank Test per Specification for Generators up to 200kW	\$	\$
93.	30	EA	Load Bank Test per Specification for Generators 201kW to 500kW	\$	\$
94.	30	EA	Load Bank Test per Specification for Generators 501kW to 750kW	\$	\$
95.	20	EA	Load Bank Test per Specification for Generators over 750kW	\$	\$



BID QUOTATION SHEET MAINTENANCE AND REPAIR OF GENERATORS REGION 2 NORTH					
ITEM	QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
96.	150	HR	Hourly Rate During <u>Normal Working Hours</u> for <u>Repairs</u> per Specifications 8:00 AM to 4:30 PM	\$	\$
97.	60	HR	Hourly Rate During <u>Emergency Repairs</u> per Specifications: After Normal Working Hours and Holidays	\$	\$
98.	20	HR	Hourly Rate For Standby Hours	\$	\$
<b>TOTAL AMOUNT FOR REGION 2 LINES 1 THROUGH 98</b>					\$

**Quantity x Unit Price = Total**

**TOTAL OF REGION 1 =** \_\_\_\_\_

**TOTAL OF REGION 2 =** \_\_\_\_\_

**GRAND TOTAL=** \_\_\_\_\_

**ANY INQUIRIES CONCERNING THIS BID MUST BE SENT VIA EMAIL TO:**

**JParmigiani @njta.com**

**PURSUANT TO N.J.A.C. 19:9-2.2 (a)(3), Addenda will be distributed and posted on the Authority's website at least three days prior to the bid opening.**

**NEW JERSEY TURNPIKE AUTHORITY**

Janet Rzepka  
Director  
Procurement and Materials Management

\_\_\_\_\_/\_\_\_\_\_  
Name of Company / Authorized Signature of Bidder

SECTION IV

**NO RESPONSE BID SURVEY**

**BID REQUISITION NUMBER: RM#- 180149**

**PROPOSAL TITLE: MAINTENANCE AND REPAIR OF GENERATORS**

If you do not choose to respond to this Bid, please complete the form below:

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

Reason you did not respond (Check all that apply)

\_\_\_\_\_ Cannot supply product or service

\_\_\_\_\_ Cannot meet technical specifications

\_\_\_\_\_ Cannot meet delivery specifications

\_\_\_\_\_ Cannot meet legal requirements  
(i.e. Bid/performance/security/insurance, etc.)

\_\_\_\_\_ Cannot provide a competitive price at this time

\_\_\_\_\_ Interested in receiving specifications for informational purposes only

\_\_\_\_\_ Insufficient lead time to respond

\_\_\_\_\_ Other:(please be specific) \_\_\_\_\_

\_\_\_\_\_

Do you wish to remain on our mailing list?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Signed :(optional) \_\_\_\_\_

Company: \_\_\_\_\_



**NEW JERSEY TURNPIKE AUTHORITY**

**AGREEMENT**  
**FOR**  
**PREVENTATIVE MAINTENANCE, TESTING & REPAIR OF GENERATORS**  
**RM-180149**

THIS AGREEMENT, dated and effective \_\_\_\_\_, by and between the New Jersey Turnpike Authority, a body corporate and politic of the State of New Jersey having its principal office at One Turnpike Plaza, Woodbridge, New Jersey (the "Authority") \_\_\_\_\_ the "Contractor a corporation of the State of New Jersey having principal offices located at \_\_\_\_\_ (the "Contractor").

WITNESSETH, that the said Contractor, for and in consideration of the payments hereinafter specified, hereby covenants, and agrees to furnish the labor, materials, equipment, and insurance to provide for the services ----- specified in this Agreement in strict conformance with the Request for Bids and the Instruction to Bidders incorporated by reference herein and made a part hereof.

The term of this Agreement shall commence on the effective date and terminate two (2) years there-from, unless earlier terminated as provided in the Invitation to Bid/Request for Bids. The Authority may opt, at its sole discretion, to renew this Agreement for two (2) additional one (1) year terms.

The Contractor agrees to make payment of all proper charges for labor and materials required in the aforementioned work, and to defend, if so directed by the Authority, and to indemnify and save harmless the Authority, its officers, employees and agents against and from all damages and liabilities, threatened, pending or completed actions, proceedings or suits of every kind and all costs incurred in the defense, settlement or satisfaction thereof (including attorney's fees and court costs), including damages and liabilities, actions, proceedings, suits, costs, claims and judgments of officers, employees or agents of the Contractor and of its subcontractors, and all damages, liabilities, actions, proceedings, suits costs, claims or judgments to which the Authority or any of its officers, employees, or agents may be subjected by reason of injury to the person or property of others resulting from the performance of the services, or the acts or omissions, whether negligent or not, of the Contractor, its officers, employees, or agents, servants, and subcontractors; or of the Authority, its officers, employees and agents, or of third persons, or through any improper or defective machinery, implements or appliances used in the services; and the Contractor shall further defend, if so directed by the Authority, indemnify and save harmless the Authority, its officers, employees and agents from all damages, liabilities, actions, proceedings, suits, costs, claims or judgment of any kind, which may be brought or instituted by any subcontractor, material man, or laborer who has performed work or furnished materials in or about the services or by, or on account of, any claims or amount recovered for any infringement or patent, trademark or copyright.

Any such money due to the Contractor under and by virtue of the Agreement as shall be considered necessary by the Authority may be retained by the Authority and held until such suits, proceedings, actions, claims or amounts shall have been settled, and suitable evidence to that effect furnished to the Authority. The obligations of this paragraph shall survive the expiration, termination, or rescission of this Agreement.

In consideration of the premises, the Authority hereby agrees to pay, as sole compensation for the performance of the services, payments for the actual quantity of authorized work performed, as provided in the Invitation to Bid/Request for Bids, at the prices for the services in the proposal.

This Agreement is to be binding upon the Authority, its successor or successors, and upon the Contractor and its heirs, executor, administrators, successor or successors, and is voidable and may be terminated by the Authority, in accordance with the terms of the Invitation to Bid/Request for Bids, or upon violation by the Contractor of any statute relative thereto.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Agreement and to affix their respective corporate seals thereto on the day and year first above written.

ATTEST:

NEW JERSEY TURNPIKE AUTHORITY

\_\_\_\_\_  
Kim Schurman  
Secretary to the Authority

BY \_\_\_\_\_  
James D. Carone  
Acting Executive Director

[Corporate Seal]

ATTEST:

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

\_\_\_\_\_  
Name / Title

BY \_\_\_\_\_  
Name / Title

[Corporate Seal]



## **NEW JERSEY TURNPIKE AUTHORITY**

P.O. Box 5042  
Woodbridge, New Jersey 07095  
or  
1 Turnpike Plaza  
Woodbridge, New Jersey 07095  
Tel. – 732-750-5300  
Fax – 732-750-5399

### **INSTRUCTIONS TO BIDDERS**

**PLEASE READ THE INSTRUCTIONS CAREFULLY**  
**BEFORE SUBMITTING YOUR BID**

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## **INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS STANDARD TERMS AND CONDITIONS**

The following Standard Terms and Conditions apply to all contracts, purchase agreements or purchase orders with the New Jersey Turnpike Authority unless specifically stated otherwise in the Invitation to Bid/Request for Bids (“RFB”). Bidders are hereby notified that all Terms and Conditions contained herein will become a part of any contract(s) awarded or order(s) placed as a result of any RFB fully and to the same extent as if copied at length therein. In the case of a conflict between these general Terms and Conditions and the specific provisions of the RFB, the RFB shall control. Failure to comply with each and every one of the below Terms and Conditions, as well as the specific requirements set forth in the RFB, may be grounds for rejection of the bid.

### **I. DEFINITIONS**

The following definitions will be a part of any RFB issued by the New Jersey Turnpike Authority, and any contract(s) awarded or order(s) placed as a result of such documents.

- a. “Authority” shall mean the New Jersey Turnpike Authority.
- b. “Bidder” shall mean any potential vendor submitting a response to an RFB issued by the Authority.
- c. “Contract” shall mean the RFB (including these Standard Terms and Conditions), the response thereto submitted by the bidder, and the Authority’s Notice of Award.
- d. “Director” shall mean the Director of Procurement & Materials Management Department of the Authority.
- e. “Vendor” shall mean the successful bidder who is awarded the contract at issue.

### **II. STATE LAWS REQUIRING MANDATORY COMPLIANCE BY ALL BIDDERS**

**A. DIVISION OF REVENUE REGISTRATION**-Pursuant to the terms of *N.J.S.A. 52:32-44*, bidders are required to submit to the Authority proof of valid business registration with the New Jersey Division of Revenue in the Department of Treasury, prior to entering into a contract with the Authority. No contract shall be entered into by the Authority unless the bidder first provides proof of valid business registration. In addition, bidders are required to provide to the Authority proof of valid business registration with the Division of Revenue for any and all subcontractors that will be used to provide goods or services under the contract. A copy of the bidder’s and any subcontractor’s valid Certificate of Registration should be included with the bid submission and must be in effect prior to the contract award.

All questions regarding this requirement should be referred to the Division of Revenue hotline at (609)-292-9292 or/online: <http://www.nj.gov/treasury/revenue/forms/njreg.pdf>

**B. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE** - Bidders must agree not to discriminate in employment and are required to comply with all applicable anti-discrimination laws, including those contained within *N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-1, et seq., and N.J.S.A. 10:5-31, et seq., P.L. 1975, c. 127*. The mandatory language required by *P.L. 1975, c. 127*, as set forth in Exhibit A, shall be deemed a material term of any and all contracts, purchase agreements, and purchase orders entered into by the Authority. Bidders must acknowledge their agreement with the terms set forth in Exhibit A by signing where indicated and returning the exhibit with the bid. In addition, Bidders must affirmatively demonstrate compliance with *P.L. 1975, c. 127* by submitting with the bid the completed Affirmative Action Information Sheet, set forth in Exhibit B, and any required attachments.

- 1) Anti-discrimination provision required by *N.J.S.A. 10:2-1* 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.
- 2) 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.
- 3) 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
- 4) 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.

**B-1 Equal Pay Reporting Requirement Pursuant to N.J.S.A. 34:11-56.1 et seq.**

Pursuant to the Diane B. Allen Equal Pay Act (*N.J.S.A. 34:11-56.1 et seq.*), any employer, regardless of the location of the employer, that enters into a contract with the Authority to provide any service that is not a public work as defined by *N.J.S.A. 34:11-56.25 (5)* must file annual Equal Pay Reports with the New Jersey Commissioner of Labor and Workforce Development, including information regarding the compensation and hours worked by employees categorized by gender, race, ethnicity and job category. Forms and instructions for Equal Pay Reports have been adopted for services contractors, which forms must be filed annually by March 31 for the preceding year, using employment figures from any period in October through December. See <https://nj.gov/labor/equalpay.html>.

**C. OWNERSHIP DISCLOSURE FORM**-Bidders who are corporations, partnerships or limited liability companies must comply with P.L. 1977, c. 33, N.J.S.A. 52:25-24.2, by completing the Ownership Disclosure Form, set forth in Exhibit C, and submitting it with the bid. Failure to do so shall result in rejection of the bid.

**D. POLITICAL CONTRIBUTIONS COMPLIANCE**-To be eligible for an award, bidders must comply with the requirements of P.L. 2005, c. 51, N.J.S.A. 19:44 A-20.13 et seq., and with the requirements of Executive Order 117 (Corzine). No award may be made to a bidder who has not complied with these laws regarding political contributions. A more detailed explanation of these requirements is set forth in Exhibit D.

#### 1. **ADDITIONAL DISCLOSURE REQUIREMENTS OF P.L. 2005, C. 271**

Bidders are advised of their responsibility to file annual disclosure statements on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3, if they receive contracts in excess of \$50,000 from any public entity in a calendar year. It is the bidder's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Bidders must include with their bid a statement acknowledging this requirement, on the form set forth in Exhibit E. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**E. PREVAILING WAGE ACT**-The New Jersey Prevailing Wage Act, *N.J.S.A. 34:11-56.26* et seq., is hereby made a part of every contract entered into on behalf of the Authority, except those contracts which are not within the contemplation of the Act. The bidder's signature on its bid is its guarantee that neither it nor any subcontractors it might employ to perform the work covered by the contract has been suspended or debarred by the New Jersey Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Act. The bidder's signature on its bid is its guarantee that both it and any subcontractors it might employ to perform the work covered by the contract will comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

**F. PUBLIC WORKS CONTRACTOR REGISTRATION ACT**-The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractors who bid on or engage in any contract for "public work," as defined in *N.J.S.A. 34:11-56.51*, to be first registered with the Department of Labor and Workforce Development. No vendor or subcontractor, including lower tier subcontractors, shall engage in the performance of any public work subject to the contract unless they are registered pursuant to this Act. Bidders can submit a valid copy of their Public Works Contractor Registration Certificate and valid copies of the Registration Certificates for all subcontractors along with the bid, but the certificate(s) must be submitted prior to contract award. The Registration Certificate(s) shall be maintained at the worksite and shall be made readily available for inspection at any time. Pursuant to *N.J.S.A. 34:11-56.55* applications for registration shall not be accepted as a substitute for a Registration Certificate for subcontractors.

Any questions regarding this requirement should be directed to the Division of Wage and Hour Compliance, Department of Labor and Workforce Development at (609) 292-9464.

**G. FOREIGN CORPORATION-**If applicable, the bidder shall register as a “Foreign Corporation” with the Secretary of the State of New Jersey, designating a resident agent for the service of process. Foreign corporations must obtain a certificate of authority to do business in NJ pursuant to *N.J.S.A. 14A:13-3*. Written proof of such registration must be included with the bid submission.

**H. SMALL BUSINESS ENTERPRISE SET-ASIDE CONTRACT FOR GOODS AND SERVICES**

It is the policy of the Authority that small business enterprises (“SBE”) as determined and defined by the State of New Jersey, Division of Revenue and Enterprise Services (“Division”) in the Department of the Treasury (*N.J.A.C. 17:13-1.2*) have the opportunity to compete for and participate in the performance of contracts and subcontract for construction and for the purchase of goods and services. The Authority further requires that its contractors/vendors agree to take all necessary and responsible steps, in accordance with *N.J.S.A. 52:32-17 et seq.* and *N.J.A.C. 17:13-1 et seq.* to ensure that SBE’s have these opportunities, as an aid in meeting the commitment of its SBE Programs. When applicable the Authority will designate the contract as a SBE Set-Aside Contract. In such cases requests for bid proposals shall be confined to businesses registered with the Division as an SBE in either Category 1, 2, or 3. Bid proposals from businesses not designated as an SBE, when applicable, will be rejected.

**I. CODE OF ETHICS:** Bidders are advised that the Authority has adopted the New Jersey Uniform Code of Ethics, a copy of which can be viewed by going to the following web site: <http://nj.gov/ethics/docs/ethics/uniformcode.pdf> By submitting a bid, bidders agree to be subject to the intent and purpose of said Code and to the requirements of the New Jersey State Ethics Commission.

- 1) No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by *N.J.S.A. 52:13D-13b.* and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by *N.J.S.A. 52:13D-13i.*, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of *N.J.S.A. 52:13D-13g.*
- 2) The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.
- 3) No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in

which he has an interest within the meaning of *N.J.S.A. 52:13D-13g*. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

- 4) No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- 5) No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
- 6) The provisions cited shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate as stated above.

**J. VENDOR LOCATION DISCLOSURE**-Pursuant to *N.J.S.A. 52:34-13.2*, every contract entered into by the Authority primarily for the performance of services shall specify that all services performed under the contract or performed under any subcontract awarded under the contract shall be performed within the United States. The statute requires all bidders to disclose the origin and location of the performance of their services, including any subcontracted services that are the subject matter of the contract. Bidders must include with their bid a completed Vendor Disclosure Form, attached hereto as Exhibit G.

**J-1 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**- Pursuant to *N.J.S.A. 52:32-58*, the bidder must certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in *N.J.S.A. 52:32-56(e)(3)*), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in *N.J.S.A. 52:32-56(f)*. If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities. Bidders must include with their bid a completed Disclosure of Investment Activities in Iran, attached hereto as Exhibit G-1.

**J-2 RUSSIA INTERIM CERTIFICATION** - Prior to the time a contract is awarded, pursuant to P.L.2022, c.3, the successful Bidder must certify that neither the successful Bidder, nor one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. If the successful Bidder is unable to so certify, the Bidder shall provide a detailed and precise description of such activities to the Authority. Failure to provide such description will result in the Proposal being rendered as non-responsive, and the Authority will not be permitted to contract with such person or entity, and if a Proposal 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.

If the Bidder certifies 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 90th 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.

The Authority requests that all Bidders submit a copy of the form entitled "Certification of Non-involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022, c.3" with their Proposal. **Bidders must include with their bid a completed Certification of Non-Involvement in Activities in Russia, attached hereto as Exhibit J-2.**

- K. SET-OFF FOR OUTSTANDING TAX LIABILITY**-Bidders are advised that pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, the State of New Jersey has the right to set-off any tax indebtedness from payments made under contracts with the Authority. The State's rights are explained in more detail in Exhibit H, attached. Bidders must provide a copy of Exhibit H acknowledging that they have received notice of the State's right of set-off prior to contract award.
- L. MSDS REQUIREMENTS**-Any vendor, Vendor, or subcontractor who provides the Authority materials in the form of a single chemical substance or a mixture containing two or more chemical substances, or who delivers to or stores such materials at an Authority facility, must provide the Authority with a clear, legible copy of the manufacturer's most recent Material Safety Data Sheet (MSDS) for each and every one of those materials, pursuant to *N.J.A.C. 8:59-2.2(i)*.
- M. LABELING REQUIREMENTS**-Any vendor, Vendor or subcontractor who provides the Authority materials which fall under the purview of the New Jersey Worker and Community Right-to-Know-Act, *N.J.S.A. 34:5A-1 et seq.*, or who stores any such materials at an Authority facility, shall ensure that each and every container of those materials is labeled in accordance with the Act and its regulations.
- N. VOC REQUIREMENTS**-Any architectural coating, as defined by *N.J.A.C. 7:27-23.2*, provided to the Authority for its use or used and applied by any vendor or subcontractor in conjunction with an Authority project must comply with each and every requirement of the New Jersey Department of Environmental Protection's Volatile Organic Compounds in Consumer Products (VCC) regulation, *N.J.A.C. 7:27-23.1 et seq.*
- O. COMPLIANCE WITH STATE AND FEDERAL LAWS**-The vendor must comply with all local, state and federal laws, rules and regulations applicable to the contract at issue and to the work to be done thereunder.

**P. SAFETY & HEALTH REQUIREMENTS**-The goods, services and/or equipment provided through the contract at issue shall be so designed and installed to meet all applicable federal and state safety and health regulations and national consensus standards including, but not limited to US DOL-OSHA, NJ LWD-PEOSHA, NFPA and ANSI standards

**Q. CHOICE OF LAW**-It is agreed and understood that any contract entered into and/or purchase orders placed as a result of any RFB issued by the Authority shall be governed and construed and the rights and obligations of the parties thereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.

### III. BID PREPARATION

- A. **BID SUBMISSION**-Unless the Authority has made provision for bids to be submitted online, bids must be submitted in paper format, in ink or typewritten. If space is provided on the RFB for bid details, bids must be submitted using that document. Paper bids must be signed and returned in a sealed envelope addressed to the New Jersey Turnpike Authority with the bid opening date, time and bid identification on the outside of the envelope. Bidders shall state on such form a unit price for each item and extend such unit price by multiplying same by the indicated quantities on the bids solicited by the Authority.

All bids must be received in the Authority's Purchasing Department on or before the date and time specified on the RFB. Bids received after the time indicated shall be rejected and returned to the bidder(s) unopened after being processed in accordance with established Authority procedures. The Authority will not be responsible for late postal or delivery service.

- B. **CORRECTIONS**-Any correction of an entry made on the bid should be initialed by a duly authorized representative of the bidder. If the total price is found to be incorrectly computed, discrepancies will be corrected by the Authority on the basis of the written unit prices, and determination of the low bidder will be made on the basis of the correct total price so determined.
- C. **BID PRICES**-All prices quoted shall be firm and not subject to increase during the term of the contract, unless otherwise specified in the RFB. Prices shall include transportation and delivery to the site designated by the Authority in the RFB. All delivery charges shall be borne by the vendor.
- D. **PAYMENT TERMS**-The bidder shall state the terms, if any, requested for the Authority to make payment within a certain period of time after receipt of the bidder's invoice.
- E. **ALTERNATES**-All items are to be quoted as specified in the RFB or as an approved equivalent. In those cases when an alternate product is offered, it is the bidder's responsibility to provide detailed specifications, brand, make and model of the alternate offered, in the bidder's response/bid submission. In the event a bidder fails to take exception to the published bid specifications, the Authority shall evaluate the bid as offering the specified product/service. The Authority shall determine, at its sole discretion, if any alternate product offered is acceptable as an approved equivalent.

In the event the Authority specifies a model number or item that has been replaced/superseded by another model number or item, the bidder may quote the replacement item as an alternate. In this case, the bidder must specify the manufacturer and model number of the replacement item on the response/bid submission and must supply detailed descriptive literature and/or prints with that submission. The Authority will evaluate the proposed item to determine, in its sole discretion, whether it is an approved equivalent.



#### **IV. BIDDER GUARANTEES AND MISCELLANEOUS CONTRACT REQUIREMENTS**

- A. WARRANTY**-The bidder hereby represents and warrants that the equipment offered is standard new equipment, latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and none likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

The bidder shall unconditionally guarantee all new equipment for a term of one year from time of acceptance by the Authority unless specified otherwise in the RFB and shall render prompt service of such equipment without charge, regardless of geographic location. The bidder shall maintain sufficient quantities of parts necessary for proper service to equipment at distribution points and service headquarters.

- B. BID SECURITY**-Bidder shall submit with its bid proposal, fully executed by its bonding company and itself, either: (1) the standard form Authority Letter of Surety (attached hereto as Exhibit I), or (2) the standard form Authority Proposal Bond (attached hereto as Exhibit J), in the amount of 10% of its bid price. In lieu of the Letter of Surety or Proposal Bond, the bidder may elect to furnish with its bid proposal a Cashier's check in the amount of 10% of the bid price as a performance warranty deposit. This bid surety will be held by the Authority until award of the contract to ensure compliance by the successful bidder with the terms and obligations of the bid including, but not limited to, delivery date.
- C. CONTRACT BOND**-The vendor shall, within ten (10) calendar days of receipt of the Notice of Award, furnish and deliver the Contract Bond on the standard form of the Authority, attached hereto as Exhibit K. The Contract Bond shall be in a sum of up to 100% of the total amount bid for the contract, as specified in the RFB, and shall be maintained by the vendor until final payment is made. In the event of insolvency of the Surety, the vendor shall forthwith furnish and maintain other Surety satisfactory to the Authority.
- D. ELECTRONIC PAYMENT** - With the award of this contract, the successful vendor(s) will be required to receive their payment(s) electronically and invoices should be emailed to; [invoicefb@njta.com](mailto:invoicefb@njta.com) In order to receive your payments via automatic deposit from the Authority, complete and return the "Authorization Agreement for Direct Payments (ACH Credits)" Form with an **original voided check or bank letter**. The form must include ABA number (routing or transit number), bank account number and if the bank account is a checking or savings account. The form and instructions are located in the Instruction to Bidders on the Authority's website <http://www.state.nj.us/turnpike/purchasing.html>. The completed form along with the required voided check or bank letter should be emailed to [achvendor@njta.com](mailto:achvendor@njta.com)

**E. NON-COLLUSION-** The bidder's signature on its bid is its guarantee 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 referenced contract; and that all statements contained in the bid and any additional statements requested by the Authority are true and correct, and made with full knowledge that the Authority relies upon the truth of the statements contained therein in awarding the contract.

The bidder's signature on its bid is its guarantee, in accordance with *N.J.S.A. 52:34-15*, 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 the bidder for the purpose of securing business.

**V. INSURANCE AND INDEMNIFICATION**

**A. INSURANCE-**The bidder shall procure and maintain at its own expense for the entire term of the contract insurance for liability for damages imposed by law and assumed under this contract, of the kinds and in the amounts hereinafter provided. All insurance companies used must be authorized to do business in the State of New Jersey and must carry an A.M. Best Rating of A-/VII or better. Before commencing any services hereunder, the bidder shall furnish to the Authority a certificate(s) of insurance. The Authority reserves the right to request and obtain complete copies of all insurance policies showing that it has complied with this Section. All certificate(s) and notices of cancellation or change shall be mailed to: Director, Purchasing Department, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey 07095. Upon request, the bidder shall furnish the Authority with a certified copy of each policy itself, including the provision establishing premiums.

The type and minimum limits of insurance shall be:

1. **Commercial General Liability Insurance.** The minimum limits of liability for this insurance per accident shall be as follows:

- Bodily injury and property damage each occurrence \$2,000,000.00
- Personal injury each occurrence \$2,000,000.00
- General Aggregate \$2,000,000.00
- Products and Completed Operations Aggregate \$2,000,000.00
- Fire Damage Legal Liability \$100,000.00
- Medical Payments \$5,000.00

The above required Commercial General Liability Insurance shall name the Authority, its Commissioners, officers, employees, and agents as additional insureds. The coverage to be provided under this policy shall be provided on the ISO CG 00 01 Form or its equivalent. The insurance policy shall be endorsed to include Personal Injury, Broad Form Property Damage, Contractual Liability (including the deletion of the coverage restriction related to work conducted within fifty (50) feet of a railroad), Products/Completed Operations, Independent Consultants and XCU if applicable. Products/Completed Operations coverage shall remain in force for a period of two (2) years following the completion and/or termination of the contract.

2. **Business Automobile Liability Insurance.** The Comprehensive Automobile Liability policy shall cover owned, non-owned, and hired vehicles with minimum limits as follows:

Combined Single Limit of Liability for Bodily Injury or Property Damage for any one accident: \$2,000,000. This policy shall include an endorsement amending the Contractual Liability coverage to delete the exclusion for work done within fifty feet of the railroad, an MCS 90 as required by law and the ISO CA 99 48.

This policy shall name the Authority, its Commissioners, officers, employees, and agents as additional insured.

3. **Workers Compensation and Employers' Liability Insurance.** Workers Compensation Insurance shall be provided in accordance with the requirements of the laws of the State of New Jersey and shall include an All-States endorsement or similar statement in the policy declarations, extending coverage to any state which may be interpreted to have legal jurisdiction. Employers' Liability Insurance shall be provided with a limit of liability of not less than \$1,000,000 for each accident.

4. **Umbrella Liability Insurance.**

Umbrella liability insurance is required with limits **in excess** of those underlying policies stated under parts (a) Commercial General Liability, (b) Commercial Automobile Liability and (c) Employers' Liability with minimum limits as follows:

Minimum limit each occurrence and annual aggregate.....\$3,000,000  
Limits can be achieved in any combination of primary and excess limits.

This policy shall name the Authority, its officers, employees, and agents as additional insured.

5. **Certificate and Endorsement Requirements**

Each of the above required policies shall contain the endorsements as stated below:

- (a) Sixty (60) days' notice of cancellation or any restriction in coverage by registered mail to the Authority.
- (b) All policies, except Workers Compensation and Employers' Liability Insurance, shall contain a waiver of subrogation clause in favor of the Authority.
- (c) With respect to the Workers' Compensation and Employers' Liability, this policy shall contain a waiver of subrogation in favor of the Authority, where allowed by law.
- (d) With respect to Commercial General Liability and Automobile Liability policies, the other insurance clause under each policy shall be amended to read as follows: "This policy will act as primary insurance and not contribute with policies issued to the Authority."

The vendor shall also require that all of its contracting parties comply with the insurance requirements stated above including providing evidence of such insurance coverages in the same manner as stated above.

**Due to future changes in economic financial and/or insurance market conditions the Authority at its discretion may modify the above stated insurance requirements.**

NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY THE BIDDER ARE SPECIFIED HEREIN, THE LIABILITY OF THE BIDDER SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE AUTHORITY FROM TAKING ANY ACTION AVAILABLE TO IT UNDER THE PROVISIONS OF THE CONTRACT OR OTHERWISE IN LAW.

**B. INDEMNIFICATION-**Vendor agrees to defend, indemnify and save harmless the Authority, its Commissioners, officers, employees, and agents and each and every one of them against and from all liabilities, judgments, threatened, pending or completed actions, suits, demands for damages or costs of every kind and description actually and reasonably incurred (including attorney's fees and costs and court costs) (collectively "Liabilities") including, without implied limitations, Liabilities for damage to property or Liabilities for injury or death of the officers, agents and employees of either the vendor or the Authority, resulting from any act or omission or willful misconduct of the vendor or any of its officers, agents, sub-consultants, or employees in any manner related to the subject matter of the contract. In the event that the vendor fails to defend, indemnify and save harmless the Authority, its Commissioners, officers, employees, and agents, and each and every one of them, in accordance with this Section, any money due to the vendor under and by virtue of the contract as shall be considered necessary by the Authority may be retained by the Authority and held until any and all liabilities shall have been settled and suitable evidence to that effect furnished to the Authority. The obligations in this Section shall survive the termination, expiration or rescission of the contract.

**C. PATENT INDEMNIFICATION-**The vendor hereby agrees that it will indemnify, defend, and save harmless the Authority, its Commissioners, officers, agents and servants from all suits, actions, claims and judgments of any kind or character whatsoever for infringement of patent, trademark or copyright regarding the items bid herein that may be brought by any person, corporation, or firm.

## **VI. DELIVERY REQUIREMENTS**

**A. DELIVERY DATE-**A FIRM delivery date must be stated on the bid. Statements such as "stock" or "immediate" are not acceptable. Where the RFB calls for delivery within a specified time, it shall be indicated in the bid whether delivery will be made within the time specified.

**B. F.O.B.-**Price shall include delivery to the Authority F.O.B. destination, freight paid to any destination on the New Jersey Turnpike or Garden State Parkway. No additional charge will be allowed for any transportation cost resulting from partial shipments made at vendor's convenience when a single shipment is ordered. Prices quoted are firm throughout the term of the contract for complete delivery of quantities specified.

Bids submitted on an F.O.B. destination basis are mandatory; however, in instances where customs of the trade or unusual circumstances dictate F.O.B. shipping point, an estimate of the shipping charges must be noted on the bid and may be accepted in the Director's sole discretion. In such cases, actual shipping charges are to be prepaid and added to the invoice.

**C. DELIVERY-**Upon award of the contract:

1. Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions stated in the RFB.
2. Deliveries may be set on a scheduled basis as arranged between the Authority and the vendor. It shall be the responsibility of the vendor to maintain an adequate supply stock.
3. The vendor will be responsible, at the point of delivery, for the delivery of material in such quality and condition as required by Paragraph IV.A. hereof and in accordance with good commercial practice.
4. Items delivered must be strictly in accordance with those bid upon.
5. As applicable, bidders must state in the space provided on the RFB/bid solicitation documents the number of days required to make delivery after notification to ship.
6. In the event delivery is not made within the number of days stipulated, the Authority may purchase the required material from any available source. The difference in price, if any, will be paid by the vendor failing to meet its commitments.

**VII. OTHER TERMS AND CONDITIONS**

**A. CONTRACT PERIOD-** Except as otherwise stated in the RFB, the term of the contract shall be for one (1) year, with the option to extend for two (2) one-year options, at the Authority's discretion, and with vendor's concurrence.

**B. EXTENSION OPTION-**If, in the opinion of the Director, it is in the best interest of the Authority to extend any contract beyond the original term, for a period of all or any part of a year, the vendor will be so notified of the Director's intent, prior to the expiration date of the existing contract. The Authority reserves the right to make up to two extensions of this contract for not more than one year each. If the extension is acceptable to the Authority at the original prices and on the original terms, notice will be given to the vendor by the Director in writing. If the original contract required a Contract Bond, a new Contract Bond must be submitted to cover the period of the extension. The same insurance requirements will be required for each extension period.

**C. TERMINATION OF CONTRACT-**The contract awarded may be terminated by the Authority at any time for inadequate or improper performance, or for breach of any terms, conditions, or obligations of the contract by the vendor, as determined by the Authority, or if the vendor shall make an assignment for the benefit of creditors, or file a voluntary petition in bankruptcy, or if an involuntary petition in bankruptcy is filed against the vendor and the act of bankruptcy therein alleged is not denied by the vendor, or if denied, is found by a court or jury. Further, the Authority reserves the right to terminate any contract for any reason provided written notice has been given by the Director to the vendor at least thirty (30) days prior to such proposed termination date.

The notice of termination shall be in writing and shall be effective upon receipt by the vendor. Upon termination, the Authority shall be liable only for payment for goods or services properly delivered or performed in accordance with the contract. The Authority shall have the right to purchase non-delivered goods, to replace defective goods or services on the open market and hold the vendor liable for the difference between the price set forth in the contract for such goods or services and the prices paid on the open market or pursue any other right available by law. In addition, the Authority shall have the right, without the necessity of court proceedings, to recover all equipment, material or supplies that are the property of the Authority and have been entrusted with the vendor to be used in the performance of said contract. Nothing in this paragraph is intended to limit the Authority's right to legally pursue all costs which exceed the amount due and owing the vendor under said contract. The list of remedies in this paragraph is not exclusive.

- D. SCOPE-**The total quantities of any contract are estimated. There is no guarantee of any minimum quantity. It is understood and agreed that contract prices shall cover the quantities actually required and ordered by the Authority during the term of the contract, whether more or less than the approximate quantity stated.
- E. BIDDERS FACILITIES-**The Authority reserves the right to inspect the bidder's establishment before making an award.
- F. TESTING-**The Authority reserves the right to have the material tested prior to the award and during the contract by an independent testing laboratory, to determine if the material meets the specifications of the RFB. If required for testing purposes, the low bidder shall submit a reasonable quantity of the product as samples. If these samples prove satisfactory, the contract shall be awarded. If they do not prove satisfactory, a test shall be made of the next low bidder's sample, until satisfactory products are found to meet requirements. Should the laboratory find that any shipment does not meet specifications, the Authority shall have the right to reject same.
- G. INSPECTION-** All work done and supplies furnished shall be subject to inspection, testing and rejection by the Authority, or its representatives, at all times and places, both during manufacture and at destination. After award of the contract, should the result of any test or inspections show that the material supplied fails to meet the requirements of the Authority, the material shall be rejected and immediately replaced by the vendor. Rejected supplies or materials will be returned at the vendor's risk, and all inspection, handling, and transportation charges to and from the Authority's delivery site will be assumed by the vendor. The vendor shall bear any and all expenses resulting from delay caused by failure to meet test or inspection standards. Should the Authority for any reason decide to accept any shipment which fails to meet specifications, the Authority may make an appropriate price adjustment with regard to same.

- H. AWARDS**-Comparison of bids will be based on the total price stated in the bid and an award will be based on the total price, terms and delivery date given by the bidder. If the total price is found to have been incorrectly computed, discrepancies will be corrected by the Authority on the basis of the unit prices and a determination of the low bidder will be made on the basis of the corrected total price. The Authority shall not be liable for any failure on its part to detect or correct errors, and the Authority's action in connection therewith shall not give rise to any rights to the bidder.
- I. NOTICE TO VENDORS AND AUTHORITY DEPARTMENTS**-The Authority is authorized to order, and vendors are authorized to ship only those items covered by the contract. If a review of orders placed by the Authority reveals that material other than that covered by the contract has been ordered and delivered, the Director will take such steps as are necessary to have the material returned regardless of the time elapsed between the date of delivery and discovery of the violation. A full refund to the Authority by the vendor will be required.
- J RIGHT TO AUDIT**-Vendor shall keep and maintain proper and adequate books, records and accounts accurately reflecting all costs and amounts billed to Authority under the contract at issue. Authority, its employees, officers, or representatives shall have the right upon written request and reasonable notice, to inspect and examine all of the vendor's books and records related to the contract. Such records shall be retained by vendor for at least five (5) years from the termination of the contract. In no event shall books and records be disposed of or destroyed of prior to five (5) years from the termination of the contract or during any dispute or claim between the Authority and vendor with regard to the contract at issue.
1. In accordance with the New Jersey Office of the State Comptroller ("OSC") document retention policy *N.J.A.C. 17:44-2.2* - The 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 OSC upon request.
- K. TAXES**-The Authority is exempt from Federal Excise Tax, New Jersey State Sales and Use Tax and other tax as applicable.
- L. TRANSFER OF BUSINESS**-It is understood by all parties that, if, during the term of the contract, the vendor disposes of its business by sale, transfer or by any means to another party, all obligations are transferred to such purchaser.



**M. INTERAGENCY COOPERATIVE PURCHASING-**Pursuant to *N.J.S.A. 27:23-6.1(a)*, vendors may receive inquiries by the entities listed below, with respect to extending this contract to them based upon the same prices, terms, and conditions:

South Jersey Transportation Authority  
New Jersey Sports & Exposition Authority  
New Jersey Meadowlands Commission  
New Jersey Water Supply Authority  
Port Authority of New York & New Jersey  
Delaware River Port Authority  
Higher Education Student Assistance Authority

**N. CONTRACT CHANGES-**During the term of contract, no change will be permitted in any of its conditions and specifications unless the vendor receives written approval from the Director.

Should the vendor find at any time that existing conditions make modification in requirements necessary, the vendor shall promptly report such matter to the Director for consideration and decision.

**O. SUBCONTRACTING OR ASSIGNMENT-**The contract may not be subcontracted or assigned by the vendor, in whole or in part, without the prior written consent of the Director. In the event that bidder proposes to subcontract some or all of the services to be provided under the contract, it shall state so in its bid and attach for approval a list of said subcontractors and an itemization of the goods and/or services to be supplied by them.

**P. REJECTION OF BIDS-**Failure to comply with mandatory requirements of the bid shall be considered grounds for rejection. The Authority retains the right to reject any or all bids, to waive informalities and minor irregularities and to rebid the entire contract.

**Q. LIABILITIES OR DEBTS OWED TO THE AUTHORITY-** The failure by any Contractor or subcontractor during the term of the Contract to satisfy in a timely manner any outstanding debts or fees owed to the Authority, whenever incurred, including but not limited to those related to nonpayment of tolls or administrative fees, as required by *N.J.A.C. 19:9-1.19* and *N.J.A.C. 19:9-9.2*, shall be grounds for suspension or termination of the Contract, in the sole discretion of the Authority.

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
*N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27*

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

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

- A. 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 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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*.
- F. 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.

- G. The Contractor or Subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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.
  
- H. 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, 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.
  
- I. 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:
  - i. LETTER OF FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL
  - ii. CERTIFICATE OF EMPLOYEE INFORMATION REPORT
  - iii. EMPLOYEE INFORMATION REPORT FORM AA302

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

Submitted by:

**Firm Name:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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

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

**EXHIBIT B**  
**AFFIRMATIVE ACTION INFORMATION SHEET**

BIDDERS ARE REQUIRED TO SUBMIT ONE OF THE FOLLOWING FORMS RELATING TO COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS. **PLEASE COMPLETE AND RETURN THIS FORM AND ANY REQUIRED DOCUMENTS WITH THE BID.**

1. The bidder has a Federal Affirmative Action Plan Approval which consists of a valid letter from the United States Department of Labor Office of Federal Contract Compliance Programs (Good for one year of the date of letter).

YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, a photocopy of the Letter of Approval is to be submitted with the bid.

**(OR)**

2. The bidder has submitted an Affirmative Action Employee Information Report (Form AA302) to the State Treasurer, and the State Treasurer has approved said report pursuant to *N.J.A.C. 17:27-4.6*.

YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, a photocopy of the Certificate of Employee Information Report is to be submitted with the bid. (Expiration Date on Certificate)

Certificate Number \_\_\_\_\_

**(OR)**

3. The bidder has submitted an Employee Information Report (Form AA302) to the State Treasurer, and the State Treasurer has not yet approved said report.

YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, a photocopy of the Form AA302 is to be submitted with the bid.

If you are the successful Proposer and have none of the above, please contact the Procurement and Materials Management Department at **(732) 750-5300 ext. 8628** within five (5) days of notification of award for AA-302 Form. This AA-302 Form must be forwarded to the States' Affirmative Action Office with a copy returned to the Authority's Procurement and Materials Management Department.

The signature below certifies that one of the above forms of Affirmative Action evidence has been submitted, and all information contained above is correct to the best of my knowledge.

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Bidder's Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

**EXHIBIT C**  
**OWNERSHIP DISCLOSURE FORM**

BID SOLICITATION: \_\_\_\_\_ BIDDER/PROPOSER: \_\_\_\_\_

**PART 1**

**PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE “YES” OR “NO” BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE NEW JERSEY TURNPIKE AUTHORITY ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2**

**PLEASE NOTE THAT IF THE BIDDER/PROPOSER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.**

1. Are there any individuals, corporations, partnerships, or limited liability companies owning a **10% or greater** interest in the Bidder/Proposer?

YES  NO

**IF THE ANSWER TO QUESTION 1 IS “NO”, PLEASE SIGN AND DATE THE FORM.**

**IF THE ANSWER TO QUESTION 1 IS “YES”, PLEASE ANSWER QUESTIONS 2-4 BELOW.**

2. Of those parties owning a 10% or greater interest in the Bidder/Proposer, are any of those parties individuals?

YES  NO

3. Of those parties owning a 10% or greater interest in the Bidder/Proposer, are any of those parties **corporations, partnerships, or limited liability companies**?

YES  NO

4. If your answer to Question 3 is “YES”, are there any parties owning a **10% or greater** interest in the corporation, partnership, or limited liability company referenced in Question 3?

YES  NO

**IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE “YES”, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2.**

**PART 2**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS “YES”.**

If you answered “YES” for questions 2, 3, or 4 you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Bidder/Proposer. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

**INDIVIDUALS**

<b>NAME</b> _____	<b>DATE OF BIRTH</b> _____	
<b>ADDRESS 1</b> _____		
<b>ADDRESS 2</b> _____		
<b>CITY</b> _____	<b>STATE</b> _____	<b>ZIP</b> _____

<b>NAME</b> _____	<b>DATE OF BIRTH</b> _____	
<b>ADDRESS 1</b> _____		
<b>ADDRESS 2</b> _____		
<b>CITY</b> _____	<b>STATE</b> _____	<b>ZIP</b> _____

<b>NAME</b> _____	<b>DATE OF BIRTH</b> _____	
<b>ADDRESS 1</b> _____		
<b>ADDRESS 2</b> _____		
<b>CITY</b> _____	<b>STATE</b> _____	<b>ZIP</b> _____

**Attach Additional Sheets if Necessary.**

**PART 2 continued**

**PARTNERSHIPS/CORPORATIONS/LIMITED LIABILITY COMPANIES**

<b>ENTITY NAME</b> _____
<b>PARTNER NAME</b> _____
<b>ADDRESS 1</b> _____
<b>ADDRESS 2</b> _____
<b>CITY</b> _____ <b>STATE</b> _____ <b>ZIP</b> _____

<b>ENTITY NAME</b> _____
<b>PARTNER NAME</b> _____
<b>ADDRESS 1</b> _____
<b>ADDRESS 2</b> _____
<b>CITY</b> _____ <b>STATE</b> _____ <b>ZIP</b> _____

<b>ENTITY NAME</b> _____
<b>PARTNER NAME</b> _____
<b>ADDRESS 1</b> _____
<b>ADDRESS 2</b> _____
<b>CITY</b> _____ <b>STATE</b> _____ <b>ZIP</b> _____

**Attach Additional Sheets if Necessary.**

In the alternative, to comply with the ownership disclosure requirement, a Bidder/Proposer with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal securities and Exchange Commission or the foreign equivalent and the relevant page number(s) of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. *N.J.S.A 52:25-24.2.*

**CERTIFICATION**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
FEIN/SSN



**EXHIBIT D**  
**State Contractor Political Contributions Compliance**  
**Public Law 2005, Chapter 51 and Executive Order 117**

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 (McGreevey) was signed on September 22, 2004 and became effective October 15, 2004. EO134 was applicable to all State agencies, the principal departments of the executive branch, any division, board, bureau, office, commission within or created by a principal executive branch department, and any independent State authority, board, commission, instrumentality, or agency. EO134 was superseded by P.L. 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”). In September 2008, Executive Order 117 (Corzine) was signed and became effective November 15, 2008. EO117, which applies only prospectively, extends Chapter 51’s political contribution restrictions by expanding the definition of “business entity” to include, for example, more corporate shareholders and sole proprietors. EO117 and Chapter 51 contain restrictions and reporting requirements that will necessitate a thorough review of their provisions by bidders.

Pursuant to the requirements of Chapter 51 and EO117, the terms and conditions set forth in this Exhibit are material terms of any contract entered into by the Authority.

**DEFINITIONS**

For the purpose of this Exhibit, the following shall be defined as follows:

a) “**Contribution**” – means a contribution reportable by the recipient under the New Jersey Campaign Contributions and Expenditures Reporting Act, P.L. 1973, c. 83, N.J.S.A. 19:44A-1 et seq., and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq., made on or after October 15, 2004. As of January 1, 2005, contributions in excess of \$300 are reportable.

b) “**Business Entity**” – means any natural or legal person; business corporation (and any officer, person, or business entity that owns or controls 10% or more of the corporation’s stock); professional services corporation (and any of its officers or shareholders); limited liability company (and any members); general partnership (and any partners); limited partnership (and any partners); in the case of a sole proprietorship: the proprietor; a business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction, including its principals, officers, or partners. The definition of a business entity also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person’s spouse, civil union partner or child, residing in the same household, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote, or to a political party committee within whose jurisdiction the contributor resides.

## **PROHIBITION ON CONTRACTS/BREACH OF EXISTING CONTRACT**

As set forth in Chapter 51 and EO117, the Authority shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, or to any State, county or municipal political party committee, or legislative leadership committee during specified time periods.

Further, it shall be a breach of the terms of any contract with the Authority for any Business Entity who has been awarded the contract, during the term of the contract or any extension thereof, to:

- (i) make or solicit a contribution in violation of Chapter 51 or EO117;
- (ii) knowingly conceal or misrepresent a contribution given or received;
- (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor or Lieutenant Governor, or to any State, county or municipal party committee, or legislative leadership committee;
- (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the Business Entity itself, would subject that entity to the restrictions of Chapter 51 or EO117;
- (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- (vii) engage in any exchange of contributions to circumvent the intent of Chapter 51 or EO117; or
- (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of Chapter 51 or EO117.

## **CERTIFICATION AND DISCLOSURE REQUIREMENTS**

Prior to the award of any contract or agreement, the Authority shall notify any Business Entity to which it intends to award a contract of the need to submit to the Authority a completed Certification and Disclosure of Political Contributions form, as issued by the State Treasurer. **The intended awardee will receive the applicable form from the Authority's Purchasing Department to be completed and returned to the Authority for submission to the State Treasurer.**

In completing this form, the Business Entity must certify that no contributions prohibited by Chapter 51 or EO117 have been made by the Business Entity and must report all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C. § 527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the meaning of *N.J.S.A.* 19:44A-3(n) and *N.J.A.C.* 19:25-1.7. Failure

to submit the required forms will preclude award of the contract at issue, as well as future contract opportunities.

Upon approval by the State Treasurer, the Authority will issue a contract. However, if the State Treasurer determines that any contribution or action by a Business Entity poses a conflict of interest in the awarding of the contract or agreement at issue, the State Treasurer shall disqualify the Business Entity from award of such contract.

**Once approved by the State Treasurer, a Business Entity's Political Contributions Certification is valid for a two (2) year period from the date of approval. If, prior to the award of a contract, the State Treasurer confirms to the Authority that the intended awardee has an approved Certification that will remain valid for the term of the contract, the Authority may waive the requirement that the awardee complete an additional Certification and Disclosure of Political Contributions form.**

Any Business Entity entering into a contract with the Authority is required, on a continuing basis, to report to the Authority any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. Such reports shall be subject to review by the Authority and the State Treasurer. If the State Treasurer determines that any such contribution poses a conflict of interest, such contribution shall be deemed a material breach of the contract or agreement at issue.

**EXHIBIT E**  
**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**  
**REQUIREMENT FOR DISCLOSURE OF POLITICAL CONTRIBUTIONS**

*All business entities are advised of their responsibility to file on 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 \$50,000.00 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](http://www.elec.state.nj.us)*

DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW  
ENFORCEMENT COMMISSION IN ACCORDANCE WITH N.J.S.A. 19:44A-20.27

The undersigned Bidder submitting the bid for the goods/services herein hereby acknowledges its 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 in receipt of contracts in excess of \$50,000.00 from public entities in a calendar year. Bidder further acknowledges that business entities are solely responsible for determining if filing is necessary and that all statements contained in said bid and in this certification, are true and correct, and made with full knowledge that the New Jersey Turnpike Authority relies upon the truth of the statements contained in said bid and in statements contained in this certification in awarding the contract at issue.

I certify that I am authorized to make the foregoing statements on behalf of the Bidder and that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Bidder : \_\_\_\_\_

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

**EXHIBIT F**  
**SMALL/MINORITY/WOMAN OWNED BUSINESS ENTERPRISE**

If your firm is registered with the State of New Jersey as a Small Business Enterprise (SBE) and/or certified as a Woman Business Enterprise (WBE), a Minority Business Enterprise (MBE), a Veteran Owned Business (VOB) or as a Disabled Veteran Owned Business (DVOB), you must send a copy of the Registration/Certification Form(s) with your quotation.

Please check off the gross receipt category of your business if registered as an SBE

SBE CATEGORY 1	\$0- \$500,000	_____
SBE CATEGORY 2	\$500,001 thru \$5,000,000	_____
SBE CATEGORY 3	\$5,000,001 thru \$12,000,000	_____
NOT APPLICABLE		_____

SBE Registration # \_\_\_\_\_

Please check below if applicable

W B E \_\_\_\_\_ M B E \_\_\_\_\_ V O B \_\_\_\_\_ D V O B \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_

**EXHIBIT G**  
**VENDOR DISCLOSURE FORM**

Please be advised that in accordance with *N.J.S.A.52:34-13.2*, the New Jersey Turnpike Authority has developed this form under the policy and procedures directed under this Order. In entering into contracts, the State contracting agencies must consider the requirements of New Jersey's contracting laws, the best interests of the State of New Jersey and its citizens, as well as applicable federal and international requirements.

The State contracting agencies shall ensure that all vendors seeking to enter into any contract in which services are procured on behalf of the State of New Jersey must disclose:

- A. The location by country where services under the contract will be performed; and
- B. Any subcontracting of services under the contract and the location by country where any subcontracted services will be performed.

THE LOCATION BY COUNTRY WHERE SERVICES UNDER THIS CONTRACT WILL BE PERFORMED:

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

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

**Country:** \_\_\_\_\_

Subcontractor #1 Name: \_\_\_\_\_

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

**Country:** \_\_\_\_\_

Subcontractor #2 Name: \_\_\_\_\_

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

**Country:** \_\_\_\_\_

(For additional subcontractors, attach additional copies of this form)

I certify that all information is true and correct to the best of my knowledge.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**EXHIBIT G-1**  
**NEW JERSEY TURNPIKE AUTHORITY**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

NAME OF CONTRACTOR /BIDDER: \_\_\_\_\_

**PART 1: CERTIFICATION**

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

***FAILURE TO CHECK ONE OF THE BOXES SHALL 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 follows this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Authority finds a person or entity to be in violation of law, it 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 contractor/bidder listed above nor any of the contractor's/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 I 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 contractor/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 a 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 requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet

Name \_\_\_\_\_ Relationship to Contractor/Bidder \_\_\_\_\_

Description of Activities

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

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Contractor/Bidder Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

---

**CERTIFICATION**  
**MUST BE SIGNED BY BIDDER**

**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 New Jersey Turnpike Authority (“Authority”) 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 Authority to notify the Authority 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 Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.**

FULL NAME (print): \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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





**EXHIBIT G-2**

**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 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 Proposal being rendered as non-responsive, and the Authority will not be permitted to contract with such person or entity, and if a Proposal 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 Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Title of Authorized Representative*

\_\_\_\_\_  
*Bidder Name*

<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 H**  
**NOTICE TO ALL BIDDERS**  
**SET-OFF FOR STATE TAX**

Please be advised that pursuant to P.L. 1995, c. 159, effective January 1, 1996 and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership, or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services or construction projects and at the same time the taxpayer, or the partner or shareholder of that entity, is indebted for any State tax, the Director of the Division of Taxation shall seek to set-off that taxpayer's, partner's or shareholder's share of the payment due to the taxpayer, partnership, or S corporation. The amount of set-off shall not allow for the deduction of any expenses or other deductions which might be attributable to a partner or shareholder subject to set-off under this act. No payment shall be made to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects pending resolution of the indebtedness.

The Director of Division of Taxation shall give notice of the set-off to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects and provide an opportunity for a hearing with thirty (30) days of such notice under the procedures for protests established under *N.J.S.A.* 54:49-18. No requests for conference, protest or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State pursuant to P.L. 1987, c. 184, *N.J.S.A.* 52:32-32 et seq. to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE."

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_

**EXHIBIT I**

**LETTER OF SURETY**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

\_\_\_\_\_ as PRINCIPAL: and

\_\_\_\_\_ as Surety and duly qualified to transact business in the State of New Jersey, are hereby held and firmly bound unto the New Jersey Turnpike Authority in the sum by which the amount of the Contract, covering the attached proposal, properly and lawfully executed by and between the New Jersey Turnpike Authority and some third party, may exceed the amount bid by the Principal for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ A.D.

Two Thousand and \_\_\_\_\_.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the Principal has submitted to the New Jersey Turnpike Authority a certain Proposal, attached hereto and hereby made a part hereof, to enter into a Contract in writing for Contract No. \_\_\_\_\_ of the New Jersey Turnpike Authority;

NOW, THEREFORE,

(a) If said Proposal shall be rejected by the New Jersey Turnpike Authority, or in the alternative,

(b) If said Proposal shall be accepted by the New Jersey Turnpike Authority, and the Principal shall duly execute the Contract Agreement and furnish the required Contract Bond, within the stipulated time,

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

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

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

[Corporate Seal]

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

WITNESS OR ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Principal

[Corporate Seal]

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

WITNESS OR ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Surety

**EXHIBIT J**  
**PROPOSAL BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

\_\_\_\_\_ as PRINCIPAL: and

\_\_\_\_\_ as Surety and duly qualified to transact business in the State of New Jersey, are hereby held and firmly bound unto the New Jersey Turnpike Authority in the sum of

\_\_\_\_\_ Dollars and

\_\_\_\_\_ Cents \$ \_\_\_\_\_ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ A.D.

Two Thousand and \_\_\_\_\_.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the Principal has submitted to the New Jersey Turnpike Authority a certain Proposal, attached hereto and hereby made a part hereof, to enter into a Contract in writing for Contract No. \_\_\_\_\_ of the New Jersey Turnpike Authority;

NOW, THEREFORE,

- (a) If said Proposal shall be rejected by the New Jersey Turnpike Authority, or in the alternative,
- (b) If said Proposal shall be accepted by the New Jersey Turnpike Authority and the Principal shall duly execute the Contract Agreement and furnish the required Contract Bond, within the stipulated time,

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

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

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

\_\_\_\_\_  
[Corporate Seal]

\_\_\_\_\_  
WITNESS OR ATTEST

\_\_\_\_\_  
Principal

\_\_\_\_\_  
[Corporate Seal]

\_\_\_\_\_  
WITNESS OR ATTEST:

\_\_\_\_\_  
Surety

**EXHIBIT K**  
**CONTRACT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_

Duly organized under the Laws of the \_\_\_\_\_  
(An individual, a partnership, a corporation)

State of \_\_\_\_\_ and having a usual place of \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ as

Principal, and \_\_\_\_\_ a

corporation duly organized under the Laws of the State of \_\_\_\_\_ and duly authorized to do business in the State of New Jersey and having a usual place of business at \_\_\_\_\_ as Surety, are holden and stand firmly bound and obligated unto the New Jersey Turnpike Authority, as Obligee, in the sum of \_\_\_\_\_ lawful money of the United States of America, to and for the true payment whereof we bind ourselves and each of us, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas, the above named Principal did on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_, enter into a contract with the Obligee, New Jersey Turnpike Authority generally described as follows: \_\_\_\_\_ which said contract is made part of this Bond the same as though set forth herein.

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

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

IN WITNESS WHEREOF, we have hereunto set our hands and seals

this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

WITNESS OR ATTEST

\_\_\_\_\_

[CORPORATE SEAL]

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

PRINCIPAL

WITNESS OR ATTEST:

\_\_\_\_\_

[CORPORATE SEAL]

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

SURETY



**EXHIBIT L**  
**CERTIFICATION AND REQUEST FOR WAIVER**  
**OF THE COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE**  
**REQUIREMENT**

**Purchase Requisition #** \_\_\_\_\_

I hereby request an exemption from the New Jersey Turnpike Authority's Comprehensive Automobile Liability Insurance policy for the above reference Purchase Requisition. I certify that if the company referenced below (hereinafter, "the Company") is the successful low bidder the Company will utilize a recognized, commercial third party shipper (i.e. UPS, Federal Express, DHL, U.S. Postal Service, Air Borne Express, etc..) to deliver all Goods to the New Jersey Turnpike Authority. By signing this certification, a representation is made that no vehicle either owned, rented or leased by the Company will be used for the delivery of any goods to the New Jersey Turnpike Authority, and that, any delivery made will be restricted to the use of third parties providing package delivery service in the ordinary course of business. Accordingly, a waiver of Comprehensive Automobile Liability Insurance is hereby requested.

\_\_\_\_\_  
Company (insert name of Company)

By: \_\_\_\_\_  
(print and sign name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **EXHIBIT M**

### **INSTRUCTIONS FOR DIRECT PAYMENTS (ACH CREDITS)**

**PLEASE PRINT ALL ENTRIES** (except for signature)

**COMPANY NAME** – Enter your company’s name as registered with the New Jersey Turnpike Authority.

**NJTA VENDOR ID NUMBER** – Enter the number assigned to your company by the New Jersey Turnpike Authority\*.

**TELEPHONE NUMBER** - Enter your telephone number, including area code.

**EMAIL ADDRESS** - Enter your email address. You will receive detailed notification of ACH payment.

**DEPOSITORY NAME** – Enter the name of your depository bank/financial institution.

**BRANCH** - Enter the name of your bank’s branch office/location.

**CITY/STATE/ZIP CODE** – Enter your bank’s address.

**ROUTING NUMBER (DFI ID)** – Enter your bank’s routing number. This is your bank’s nine position American Banking Association number, also known as the bank transit code.

**ACCOUNT NUMBER** – Enter your checking or savings account number. This is a variable length field.

**NAME AND TITLE**– Enter the name and title of the person who has the authority to accept ACH payment as an alternative to receiving check payment for your company.

**AUTHORIZED SIGNATORY** – Enter your signature.

If you require assistance, please call Carol Sabanos at (732) 750-5300, ext. 8149 or email her at [achvendor@njta](mailto:achvendor@njta).

Following completion, forward the form (attached with the required **original** voided check or bank letter) to: New Jersey Turnpike Authority, ATTN: Accounts Payable, Finance Department/AP, PO Box 5042, Woodbridge, NJ 07095-5042 **or** you may scan and email the completed form (with the required **original** voided check or bank letter) to [achvendor@njta](mailto:achvendor@njta).

New Jersey Turnpike Authority  
ATTN: Accounts Payable, Finance Department  
PO Box 5042  
Woodbridge, NJ 07095-5042

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH CREDITS)**

Company Name \_\_\_\_\_ NJTA Vendor ID \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

I (we) hereby authorize New Jersey Turnpike Authority (NJTA) to initiate ACH credit entries to my (our)  Checking Account /  Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY.

I (we) acknowledge that that origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_

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

Routing Number (DFI ID) \_\_\_\_\_ Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until New Jersey Turnpike Authority (NJTA) has received written notification from me (or either of us) of its termination in such time and in such manner so as to afford New Jersey Turnpike Authority and DEPOSITORY a reasonable opportunity to act on it.

Name(s) \_\_\_\_\_ Title \_\_\_\_\_  
(please print)

Date \_\_\_\_\_ Authorized Signatory \_\_\_\_\_

**PLEASE INCLUDE AN ORIGINAL VOIDED CHECK OR BANK LETTER WITH THIS FORM.**

For NJTA use only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_