

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: **MONEY COUNTING AND BANKING SERVICES**

BID NO: **RM-169218**

DUE DATE: **11-28-22**

TIME: **11:00 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 ☒

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) Acknowledgement of requirement for Disclosure of Political Contributions (ELEC) ☒
 - (c) SBE/WBE/MBE/VOB/DVOB Certificates and Form ☒
7. 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).
8. **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) State Contractor Political Contributions Compliance Public Law 2005, Chapter 51 & EO 117 ☒
 - (d) Notice to All Bidders of Set-Off for State Tax ☒
 - (e) Insurance Certificate ☒
 - (f) State of New Jersey Division of Business Registration Certificate ☒
 - (g) Russia Interim Certification (P.L. 2022, C.3) ☒
 - (h) Instruction and Agreement for Direct Payment (ACH) ☒

SECTION II

A. INTENTION

1. **Sealed Bids (Paper Submission Only)** for **RM-169218 (RE-BID)** must be received at the New Jersey Turnpike Authority Administrative Offices, 1 Turnpike Plaza, Woodbridge, New Jersey 07095-5042, by the due date and time stated on the cover page of this “RFB”.
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 / “NOA” for the procurement of **MONEY COUNTING AND BANKING SERVICES**. (A Solicitation for Armored Car Services will be in a separate Request for Bid (RFB) after the award of this Contract. The contractor will be required to work with the awarded bidder of the subsequent contract for Armored Car Services.)
4. Items purchased under this contract will be delivered as directed by the Authority.
5. **The term of the Contract shall be for three (3) years with the option to extend for two (2) additional one (1) year terms for any option awarded bid at the Authority’s discretion and the vendor’s concurrence.**
6. Please contact John Parmigiani with any questions regarding this procurement contract at 732-750-5300 x 8632 or jparmigiani@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 in the form of an addendum shall be issued at least three (3) days prior to the bid opening by the Director of PMM to Bidders who have obtained the Bid Documents in accordance with *N.J.A.C. 19:9-2.2(a)(3)*. **Requests for interpretation or correction shall be considered only if received at least 5 business days prior to the Bid opening date.** Please contact John Parmigiani with any questions regarding this procurement contract at 732-750-5300 x 8632 or jparmigiani@njta.com
3. **INQUIRIES FOR THIS BID MUST BE SENT VIA EMAIL NO LATER THAN 11-21-22 BY 5:00 PM.**
4. 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.

5. 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.
6. The Bidder shall not attach conditions, limitations or provisos to its Bid.
7. **The Authority will accept Approved Equivalent items on this Bid.** If a Bidder is basing the RFB 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 Form 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. Bidders may supply a price for one, two or all of the options listed in the RFB. It is the Authority's preference to award to the lowest responsible and responsive Bidder to perform all of the work contained in the RFB (Collector Cash Counting and Vault Coin Counting – Option 1). However, the Authority will award to two Bidders if the sum of the cost for the lowest responsible and responsive Bidder for Option 2 plus the cost for the lowest responsible and responsive Bidder for Option 3 is lower than the cost of the lowest responsible and responsive Bidder for Option 1. **Award will be made to the lowest responsible and responsive Bidder for the options listed on page 13.**
2. Bidders must quote only one price per line item per service. **If a Bidder quotes multiple prices per line item per service, the Bid shall be rejected.**
3. 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.
4. All items are to be Bid FOB Destination. All shipping, handling, and other costs should be considered in the Bid price(s).
5. The Authority is tax exempt from New Jersey Sales and Excise Tax.

D. MISCELLANEOUS

1. Anticipated Delivery Date: _____
2. **ELECTRONIC PAYMENT: The Vendor will be required to accept payment(s) for goods or services via automatic deposit from the Authority. NO OTHER FORM OF PAYMENT WILL BE PROVIDED. See Exhibit M in the Instructions to Bidders on the Authority's website for the required electronic payment forms: <http://www.njta.com/doing-business/goods-and-services>**
3. Contract Bond: The successful bidder will be required upon award, to provide a contract bond in an amount of: **20 % of the Contract amount.**

4. **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 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, *N.J.A.C. 19:-1.19*.

E. BID OPENING

Please be advised that the Public Bid Opening for Bid RM-169218 will be by **CONFERENCE CALL ONLY at 11:00 AM on 11-28-22.**

CONFERENCE CALL DETAILS:

Dial-in Number: (646) 992-2010

Access Code: 2339-395-7861

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.

F. QUALIFICATION QUESTIONNAIRE

MONEY COUNTING SERVICES

****** Bidders shall complete this form in its entirety and return with Bid submission ******

Name of submitting Bank/Contractor _____

Business Address _____ Phone# _____

Name of Authorized/Representative _____

Title _____ Phone # _____

Email _____

List Two (2) Entities (Public or Private) for which you have provided similar services:

Name: _____

Address _____

Name of Authorized/Representative _____

Title _____ Phone # _____

Email _____

Name: _____

Address _____

Name of Authorized/Representative _____

Title _____ Phone # _____

Email _____

List the number of years of experience in Money Counting Services: _____ Years

G. NOTIFICATION OF INTENT TO SUBCONTRACT

MONEY COUNTING SERVICES

***** Bidders shall complete this form in its entirety and return with Bid submission *****

In the event that the Bidder plans to subcontract any of its services to be performed under the resulting contract, the Bidder shall so state by service and providing the information requested below with the proposal. (if not applicable, state so.) In addition, it is the Proposer's responsibility to obtain from the proposed subcontractor and submit the same information demonstrating the subcontractor's compliance with the contract requirements. If a proposed subcontractor cannot comply with the insurance **requirements, then such subcontractor shall be added under** the Contractor's policies as an additional insured.

List the proposed subcontractor's name, address, telephone number(s) and e-mail information. In addition, indicate whether the subcontractor is registered with the State of New Jersey as a Small Business Enterprise (SBE) and/or certified as a Minority Business (MBE) or Woman Business Enterprise (WBE). If the subcontractor is designated as a SBE, MBE or WBE then attach proof such designation to the Notification. Submit proof of Subcontractor's compliance with applicable insurance requirements.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

H. NOTIFICATION OF INTENT TO SUBCONTRACT

BANKING SERVICES

***** Bidders shall complete this form in its entirety and return with Bid submission *****

In the event that the Bidder plans to subcontract any of its services to be performed under the resulting contract, the Bidder shall so state by service and providing the information requested below with the proposal. (if not applicable, state so.) In addition, it is the Proposer's responsibility to obtain from the proposed subcontractor and submit the same information demonstrating the subcontractor's compliance with the contract requirements. If a proposed subcontractor cannot comply with the insurance **requirements, then such subcontractor shall be added under** the Contractor's policies as an additional insured.

List the proposed subcontractor's name, address, telephone number(s) and e-mail information. In addition, indicate whether the subcontractor is registered with the State of New Jersey as a Small Business Enterprise (SBE) and/or certified as a Minority Business (MBE) or Woman Business Enterprise (WBE). If the subcontractor is designated as a SBE, MBE or WBE then attach proof such designation to the Notification. Submit proof of Subcontractor's compliance with applicable insurance requirements.

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I. BID QUOTATION SHEET

NEW JERSEY TURNPIKE / GARDEN STATE PARKWAY CASH COLLECTOR DEPOSITS AND COIN VAULTS MONEY COUNTING SERVICES – OPTION # 1

“A” ITEM #	“B” ESTIMATED DOLLAR AMOUNT PER YEAR	“C” DESCRIPTION	“D” UNIT COST	“E” TOTAL
1.	\$194,000	MONEY COUNTING PER \$1,000.00 FOR COLLECTOR CASH COUNTED	\$	\$
2.	\$10,000	MONEY COUNTING PER \$1,000.00 FOR VAULT COINS COUNTED	\$	\$

TOTAL OF LINES 1-2 MULTIPLY B X D = E \$ _____

BANKING SERVICES

“A” ITEM #	“B” ANNUAL NUMBER OF ITEMS	“C” DESCRIPTION	“D” UNIT COST	“E” TOTAL
3	24	MONTHLY ACCOUNT MAINTENANCE	\$	\$
4	24	ELECTRONIC INTERFACE (DAILY FTP OF EDI & BAI FILES)	\$	\$
5	65	DEPOSITS	\$	\$
6	24	WIRE TRANSFERS	\$	\$
7	24	ACH FRAUD FILTER	\$	\$
8	144	ACH RECEIVED	\$	\$
9	96	ELECTRONIC CREDITS POSTED	\$	\$
TOTAL OF LINES 3 THROUGH 9 (MULTIPLY B x D = E)				\$

GRAND TOTAL (AFTER MULTIPLICATION) FOR LINES 1 THROUGH 9 = \$ _____

J. BID QUOTATION SHEET

NEW JERSEY TURNPIKE /GARDEN STATE PARKWAY
CASH COLLECTOR DEPOSITS ONLY
MONEY COUNTING SERVICES– OPTION # 2

“A”	“B”	“C”	“D”	“E”
ITEM #	ESTIMATED DOLLAR AMOUNT PER YEAR	DESCRIPTION	UNIT COST	TOTAL
1	\$194,000	MONEY COUNTING PER \$1,000.00 FOR COLLECTOR CASH COUNTED	\$	\$
TOTAL OF LINE 1 (MULTIPLY B x D = E)				\$

BANKING SERVICES

“A”	“B”	“C”	“D”	“E”
ITEM #	ANNUAL NUMBER OF ITEMS	DESCRIPTION	UNIT COST	TOTAL
2	24	MONTHLY ACCOUNT MAINTENANCE	\$	\$
3	24	ELECTRONIC INTERFACE (DAILY FTP OF EDI & BAI FILES)	\$	\$
4	65	DEPOSITS	\$	\$
5	24	WIRE TRANSFERS	\$	\$
6	24	ACH FRAUD FILTER	\$	\$
7	144	ACH RECEIVED	\$	\$
8	96	ELECTRONIC CREDITS POSTED	\$	\$
TOTAL OF LINES 2 THROUGH 8 (MULTIPLY B x D = E)				\$
GRAND TOTAL (AFTER MULTIPLICATION) FOR LINES 1 THROUGH 8 =				\$

K. BID QUOTATION SHEET

**GARDEN STATE PARKWAY
COIN VAULT DEPOSITS ONLY
MONEY COUNTING SERVICE- OPTION # 3**

“A”	“B”	“C”	“D”	“E”
ITEM #	ESTIMATED DOLLAR AMOUNT PER YEAR	DESCRIPTION	UNIT COST	TOTAL
1	\$10,000	MONEY COUNTING PER \$1,000.00 FOR VAULT COINS COUNTED	\$	\$
TOTAL OF LINE 1 (MULTIPLY B x D = E)				\$

BANKING SERVICES

“A”	“B”	“C”	“D”	“E”
ITEM #	ANNUAL NUMBER OF ITEMS	DESCRIPTION	UNIT COST	TOTAL
2	24	MONTHLY ACCOUNT MAINTENANCE	\$	\$
3	24	ELECTRONIC INTERFACE (DAILY FTP OF EDI & BAI FILES)	\$	\$
4	65	DEPOSITS	\$	\$
5	24	WIRE TRANSFERS	\$	\$
6	24	ACH FRAUD FILTER	\$	\$
7	144	ACH RECEIVED	\$	\$
8	96	ELECTRONIC CREDITS POSTED	\$	\$
TOTAL OF LINES 2 THROUGH 8 (MULTIPLY B x D = E)				\$

GRAND TOTAL (AFTER MULTIPLICATION) FOR LINES 1 THROUGH 8 = \$_____

BID QUOTATION SHEET CON'T

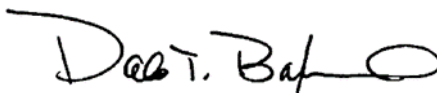
- OPTION # 1 - COLLECTOR DEPOSITS AND COIN VAULTS FOR BOTH ROADWAYS
\$ _____
- OPTION # 2- COLLECTOR DEPOSITS FOR CASH ON BOTH ROADWAYS
\$ _____
- OPTION # 3- COLLECTOR COIN DEPOSITS FOR THE GARDEN STATE PARKWAY
\$ _____

AWARD SHALL BE MADE FOR “MONEY COUNTING AND BANKING SERVICES”, IF THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER(S) FOR OPTION 2 AND OPTION 3 COMBINED IS LOWER THAN THE LOWEST RESPONSIBLE AND RESPONSIVE BID FOR OPTION 1. THE AWARD WILL BE MADE SEPARATELY FOR THOSE OPTIONS AND OPTION 1 WILL BE REJECTED.

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



Dale Barnfield
Director
Procurement and Materials Management

Name of Company

/ _____
Authorized Signature of Bidder

L. 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: _____

INTENTION AND SPECIFICATIONS

The Authority requires services related to the Money Counting and Banking Services of the Authority's cash collections on its Roadways. The specifications are divided into the following three (3) sections: **Section III A, a General Provisions** that applies to all aspects of the RFB; **Section III B, Money Counting Services** and **Section III C, Banking Services**. **BIDDER MAY BID ON ANY OPTIONS IN THE RFB. BIDDER MUST BID ON ALL LINE ITEMS FOR THE SERVICE CHOSEN (MONEY COUNTING AND BANKING SERVICES) OR YOUR BID SHALL BE REJECTED.**

Given the nature of the services, the bidder, if a bank, is permitted to subcontract the money counting services. The bidder must submit the intent to subcontract form, listing the proposed contractors with its bid. **Failure to submit the Intent to Subcontract form with the bid, may be grounds for bid rejection. However, if the bidder is a money counting service, the bidder is required to propose a bank to provide banking services. The bank proposed must meet the definition of bank and must be a bank that accepts for deposit the count from the money counting service.**

THE BIDDER MAY CHOOSE ONE OR MORE OF THE FOLLOWING OPTIONS:

- OPTION # 1 - COLLECTOR DEPOSITS AND COIN VAULTS FOR BOTH ROADWAYS
- OPTION # 2 - COLLECTOR DEPOSITS FOR CASH ON BOTH ROADWAYS
- OPTION # 3 - COLLECTOR COIN DEPOSITS FOR THE GARDEN STATE PARKWAY

Section III

A. GENERAL PROVISIONS

(NOTE: THIS SECTION APPLIES TO ALL SERVICES REQUIRED IN THIS BID)

1. Definitions

In addition to the definitions set forth in the Authority's Instructions to Bidders, the following definitions will apply to this Invitation to Bid and to any contract awarded as pursuant to that document.

ARMORED

CAR SERVICE

A vendor providing courier and transportation services for the Authority's toll revenue.

BANK

Any bank, national banking association, savings or savings and loan institution or trust company. **The Bank must be a member of the Federal Deposit Insurance Corporation and have combined capital, surplus, and undivided profits of not less than \$75,000,000.00. The Bank must have an uninsured, unsecured, and unguaranteed obligation rating of at least A or better, or P-2 or better by either Moody's or Standard & Poor. The Bank must provide collateral to be placed with the Authority's trustee, U.S. Bank, equal to 100% of all amounts on deposit.**

CASH VAULT

A secured metal container used to collect mixed coin from Automatic Coin Machines.

**CHIEF FINANCIAL
OFFICER**

Authority's Chief Financial Officer or his or her designee responsible for administering the Services herein.

CONTRACT

The final written agreement between the Authority and one or more Contractors. The terms of which shall incorporate this bid request and any addenda thereto, the responses thereto by the Bidder, the Standard Terms and conditions found in the Authority's Instruction to Bidders, and the Authority's Notice of Award, all of which documents are to be treated as one instrument as if set forth at length in the written agreement.

CONTRACTOR

Any entity which operates a money counting facility or a Bank which operates a money counting facility or will subcontract certain services to a money counting facility.

**COUNTING
FACILITY**

The place where the toll collection (currency, coin and/or all contents of vaults) is taken to be processed. It is also the location empty Cash Vaults are stored pending return to Points of Collection on the Parkway if Option 1 or 3 is bid upon.

MONEY BAG	The tamper-evident disposable bag used by toll collectors to deposit manual toll receipts or other toll related receipts which are picked up at Points of Collection and delivered to the Counting Facility for processing.
MONEY COUNTING SERVICE	A vendor providing currency, coin and/or all contents of coin vaults, counting services as specified in Section B.
POINTS OF COLLECTION	Locations where Authority funds are picked up by armored vehicles.
ROADWAYS	The Turnpike and Parkway, collectively.
SPECIFICATIONS	These Specifications, and Addenda, if issued, pertaining to the method or manner of performing the Service.
TOLL COLLECTION AREAS	Locations on the Roadways where the Authority collects toll revenue.

2. Contractor's Organization and Qualifications

- a. The Contractor warrants and represents that it is financially responsible and experienced in and competent to perform the type of work required hereunder; that it is familiar with all applicable laws, ordinances and regulations, with the Specifications and all papers referred to herein, and the nature of work and with all other pertinent circumstances and conditions.
- b. The Contractor shall protect the Authority from theft by Contractor employees at all times. The Authority reserves the right to request transfer immediately of any employee or subcontractor suspected of being involved in any such theft.
- c. All Contractor employees shall be competent and shall perform their work in a neat and orderly manner, in accordance with the standard of care ordinarily exercised under similar circumstances by members of the industry performing this kind of service. The Authority reserves the right to request discharge immediately of any employee found to be completing work in a unsatisfactory manner or contrary to the Specifications, or who is disorderly, or who shall work in any unsafe manner.
- d. The Contractor shall keep and maintain proper and adequate books, records and accounts accurately reflecting all costs and amounts billed to the Authority with regard to this contract. The Authority, its employees, officers, or representatives shall have the right upon written request and reasonable notice, to inspect and examine all books and records related to the Contractor's books and records specific to the Agreement. Such records shall be retained by Contractor for at least five (5) years after termination of this Agreement. In no event shall books and records be disposed of or destroyed prior to five (5) years or during any dispute or claim between the Authority and the Contractor with regard to the Agreement.

- e. In accordance with the New Jersey Office of the State Comptroller (“OSC”) document retention policy *N.J.A.C. 17:44-2.2*, relevant records of private vendors or other persons entering into contracts with the Authority are subject to audit or review by the New Jersey Office of the State Comptroller. Therefore, the Contractor shall maintain all documentation related to products, transactions or services under this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

3. Insurance Requirements

In addition to the insurance requirements set forth in the Instruction to Bidders (Section V), the Contractor shall procure and maintain at its own expense, the following insurance:

- a. Umbrella Liability Insurance. Umbrella Liability Insurance is required with limits in excess of those underlying policies as required in the Instructions to Bidders and elsewhere in this bid solicitation, with **minimum of \$3 million of coverage**.
- b. (1) Financial Institution Bond (Bankers Blanket Bond Insurance) Form 24

- **THIS COVERAGE SHALL BE REQUIRED IN THE EVENT THE CONTRACTOR/PROPOSER IS A BANK.**

This policy shall include but not be limited to the following coverages:

Clause A Fidelity Coverage
Clause B On Premises Coverage
Clause C In Transit Coverage
Clause D Forgery or Alteration Coverage
Clause E Securities
Clause F Counterfeit Currency
Computer Systems Rider
Valuable Papers and Destruction Rider

Limits – The limits under this policy should not be less than a **minimum of \$4 million coverage** of the care Authority funds while in the care custody and/or control of the Contractor, its employees and any of its employees working in collusion with others.

Loss Payable – The policy shall include the following endorsement under a joint loss payee endorsement approved by the Contractor:

“It is hereby understood and agreed that any loss covered hereunder involving property and/or funds belonging to the New Jersey Turnpike Authority shall be payable to the first named insured and the New Jersey Turnpike Authority.”

“OR”

- c. (2) Fidelity/Crime Insurance

Fidelity/Crime Insurance Policy which shall include but not be limited to the following coverages:

- THIS COVERAGE IS REQUIRED IN THE EVENT THE CONTRACTOR/PROPOSER IS AN ENTITY OTHER THAN A BANK.

- Employee Dishonesty Coverage
- Theft Disappearance and Destruction Coverage
- Inside the Premises Coverage

Limits – The limits under this policy shall not be less than a minimum of **\$4 million of coverage** of the Authority funds while in the care, custody and/or control of the Money Counting Service Contractor and any of its employees working in collusion with others.

Loss Payable – The policy shall include the following endorsement under a joint loss payee endorsement approved by the Money Counting Service Contractor:

“It is hereby understood and agreed that any loss covered hereunder involving property and/or funds belonging to the New Jersey Turnpike Authority shall be payable to the first named insured and the New Jersey Turnpike Authority.”

4. Financial Obligation

The Contractor hereby covenants and agrees to use best efforts to protect the Authority against all loss of money or other property belonging to the Authority in which the Authority has a pecuniary interest that the Authority shall sustain through robbery, burglary, theft, larceny, embezzlement, forgery, misappropriation, wrongful abstraction, willful misapplication, negligent loss, mysterious disappearance or destruction, or fraudulent or otherwise dishonest act or acts, committed by any one or more of the officers, employees or agents of the Contractor, acting directly or in collusion with others, during the term of the Contract.

5. General Security Requirements

All security procedures for all aspects of the services provided must be submitted by the Contractor to the Authority in writing for approval.

- a. Authority reserves the right to request termination or transfer of any employee in the exercise of its sole discretion.
- b. Implementation of Authority improvements or modifications to security and controls will not be unreasonably withheld.
- c. Authority shall be able to assign Authority employees or authorized representatives to any facility if deemed necessary and without time limitations, to witness the performance of ongoing services to insure that proper operating procedures, including security measures, are followed.
- d. The Contractor shall provide names and telephone numbers the Contractor’s employees to contact in the event of an emergency.

6. Contractor Financial Reporting Requirements

The Contractor(s) shall furnish the Authority with annual audited financial statements for 2020 through 2021 which shall be submitted with bid submission. The Contractor(s) shall provide annual audited financial statements within 120 days of their fiscal year end throughout the term of the Contract.

7. Contractor Financial Control Reporting requirements

The Contractor shall furnish a copy of its most recent Type II SSAE16 Report with bid submission. The Contractor shall cause to have performed and provide to the Authority an annual Type II SSAE 16 Report for all fiscal years after December 31, 2020.

8. Schedule of Work

- a. All work under the Contract shall be completed within the time prescribed in the Contract.
- b. The Contractor shall adhere to the following schedule setting forth each four-day (the “Four Day Sequence”) sequence for pick-up, delivery, deposit where applicable crediting and electronic transfer of verified amounts for all locations specified in the Contract (the “Revenue Process”).
- c. The Contractor shall perform daily scanning of supporting documents for both Turnpike and Garden State Parkway roadways. These documents are to be emailed to Revenue Control (Toll Audit) prior to delivering hard copies to the Authority. The paperwork should be scanned as follows: by revenue date, interchange, collector deposits (TC-14) including tellers’ tape(s), cash verification report, counterfeit notes, company form reporting by revenue date, collector number and interchange listing \$50.00 or more bank variance, and summary bank deposit sheet along with the verified cash vault manifest/deposit sheet.

d. **REQUIRED SERVICES FOR THE “FOUR DAY SEQUENCES”**

Day of Revenue Collection By the <u>Armored Car Contractor</u>	Revenue Delivery by Armored Car Contractor to the <u>Money Counting Contractor</u>	Credit of the Verified Bank Deposit to the Authority’s Bank Account and Electronic File by the <u>Banking Contractor</u>	Delivery of Supporting Documents to the Authority by the <u>Banking Contractor</u>
Tuesday	Wednesday	Thursday	Friday
Wednesday	Thursday	Friday	Monday
Thursday	Friday	Monday	Tuesday
Friday	Saturday	Tuesday	Wednesday
Saturday	Sunday	Tuesday	Wednesday
Sunday	Monday	Tuesday	Wednesday
Monday	Tuesday	Wednesday	Thursday

- e. The Authority in its sole discretion may charge the Contractor \$500.00 for each failure to complete on time any of the required services set forth in the Four Day Sequences or deduct such \$500.00 charge from the contractor’s invoices. In addition to this \$500.00 charge, the Authority may, in its sole discretion, further charge the Contractor, or deduct from the Contractor’s invoices, any costs incurred as a result of the Contractor’s failure to complete one or more of the required services set forth in the Four-day Sequences

B. MONEY COUNTING SERVICES

1. The Contractor shall have a minimum of five (5) years proven experience in Money Counting Services and shall at all times attend to the work personally or through competent personnel with good communication skills authorized to receive and carry out inspection.
2. The Contractor shall perform money counting services on a minimum five day per week basis, counting, verifying and reporting to the Authority, the contents of each money bag and coin collection box delivered by the Armored Car Service. See - Allocated Locations in “Exhibit A-1 Turnpike Locations” and “A-2 Parkway Locations.” Funds will be transferred to the Authority’s bank accounts in a manner consistent with the Schedule of Work. See – Section III 8D (“Schedule of Work” Page 17.)
3. The Contractor shall open, count, and verify the contents of all money bags and compare and report on the Authority’s Form T/C-14 (Turnpike) or Money Bag Manifest (Parkway) all discrepancies between the contents and that which is reported by the collector on the Collectors Deposit Report in accordance with the schedule listed in Schedule of Work.
4. The Contractor(s) shall establish an ASCII electronic transfer system of deposit information with the Authority’s ITS Department. This information shall be communicated by the Contractor no later than the schedule outlined in the Schedule of Work, and shall include the identity of the Toll Plaza, the individual collector employee number, the collector’s date of work, the actual deposit, the deposit amount difference, and the teller number verifying the deposit. The Contractor shall also provide an email transmission of the indicated information to the Authority’s Finance Department. The following information for each money bag and vault counted must be in a file ready for transmission by 7:00 am (the morning after processing) in a format that shall be mutually agreed upon.

a. Electronic Data Transfer Requirements – Money Bags

The Information required for each money bag counted must include but may not be limited to: Collector ID, Interchange/Barrier/Ramp Number, Batch number, Record Type, Process Date, Sequence Number, Teller Number, Machine Identification Number, Revenue Date, Money Bag Number, Manual Deposit Ticket Identification Number.

b. Electronic Data Transfer Requirements – Vaults

The Information required for each cash vault counted must include but may not be limited to: Batch Number, Record Type, Process Date, Sequence Number, Teller Number, Machine Identification Number, Revenue Date, Barrier/Ramp Number, Authority Vault Number, Bank Vault Number, Lane Number, Denomination Counts by Vault Number, Denomination Counts by Machine Number, Denomination Counts by Barrier or Ramp, Denomination Counts by Teller Number, Denomination Counts by Batch Number, Vault Seal Number.

5. The Contractor is responsible for verifying all vault seal numbers and vault numbers prior to the counting of such contents and reporting such discrepancies to the Authority. If the Contractor cannot open a vault, empty or full, utilizing the normal coin vault opening procedures, the Contractor shall notify the Authority’s Director of Internal Audit via an e-mail transmission within twenty-four (24) hours. The Contractor shall provide the Internal Audit Department/Security with the vault number and the date the

vault was picked up. The Internal Audit Department/Security will dispatch appropriate Authority personnel to the Contractor's location to open the coin vault in order for the Contractor to complete the money counting process. The emptied vault shall be taken by the Authority's personnel to affect repair.

6. The Contractor shall record all discrepancies found on the individual Authority's Form T/C-14 (Turnpike) or Collectors Deposit Report (Parkway) or other such form as may be used by the Authority, which shall also reflect the teller number confirming said deposit, then return all Reports to the Authority's Administration Building. The teller should notify his/her supervisor of any discrepancies found, and the supervisor should confirm such shortage. The Contractor shall immediately notify the Director of Internal Audit via email of any discrepancy of \$100 or greater.

7. The Contractor shall not co-mingle Authority revenue with other revenue counted by the Contractor.

8. Security Requirements

a. At all times the Contractor and/or its Subcontractor(s) must safeguard and exercise proper care for money bags and cash vaults.

b. Immediate notification must be sent via email to the Authority's Director of Internal Audit must be given whenever any cash vaults or money bags are found to be damaged or deficient. Notification should specify by number the exact bag and/or vault. Applicant shall be liable for any and all damages to money bags and cash vaults occurring while in its custody.

9. Security for Money and Manual Counting Rooms

The Contractor and/or its subcontractor(s) shall provide the minimum requirements for security in the money counting room as set forth below

a. All employees must wear pocket-less clothing and no hats.

b. No lunch boxes, bags, cases or other items may be carried into the counting work area.

c. Each employee must pass through a metal detecting screen, when entering and leaving, with appropriate alarms monitored by security personnel.

d. Employee access to and from the counting rooms must be controlled by use of a badge reader type system for proper identification and authorization or current state-of the art security system.

e. Access to and from the counting rooms for transferring cash vaults and money bags must be controlled by security personnel provided by the Contractor and/or its subcontractor(s).

f. Surveillance video recording equipment must be installed by the Contractor to ensure that all areas where Authority funds being processed can be clearly observed, monitored and recorded. Video equipment must be capable of clearly identifying moneybag numbers. Video surveillance of the metal detecting screening must also be provided. The video recording format must be compatible with that used by Authority.

- g. All video surveillance data must be archived for a period of not less than **120** days. If requested copies of video files will be provided to the Authority's Director of Internal Audit within three (3) business days at no charge.
- h. The Authority shall be able to inspect the counting equipment used to provide Authority services during the term of the Contract.
- i. All Contractor employees assigned to the money counting process for Authority funds shall be identifiable by a teller number. This teller number shall be recorded on all reports processed by the Contractor's employee. The Authority shall be notified in writing by the Bank within ten (10) days of any changes, revisions, or reassignment of teller numbers assigned to Contractor and/or its Subcontractor(s) employees.
- j. The Contractor shall provide a daily report of all discrepancies between the toll collectors reported amount and the teller verified amount. This report shall include the teller id number, the toll collector id number, the revenue day and the location number.

10. Examination of Facilities

The Authority reserves the right to examine all counting facilities of the Bidders as well as any location that is planned for the purpose of counting Authority funds.

11. Authority Funds

- a. Actual money counted must be completed in accordance with the schedule in the Schedule of Work.
- b. The Collectors Deposit Report shall be used to report all collectors' deposit discrepancies noting the money bag number, collectors name, collector's employee's number and all other information as requested on the form.
- c. Verified deposit slips, including a summary total of toll revenue deposited for the day shall be returned to the Authority in accordance with the Schedule of Work.
- d. All toll revenue shall be deposited in accordance with the time provisions of the Schedule of Work. Deposits shall be credited to the Authority's account, based on the verified total deposits delivered to the depository each day.
- e. Transfers, which will be confirmed in writing, will be processed per instructions from the Authority.
- f. All deposits to the Bank shall be in accordance with the Schedule of Work.
- g. It is the responsibility of the Contractor to ensure that all deposit bags and vaults have been completely emptied and all monies counted.
- h. All coins shall be suitably wrapped or bagged by the Contractor and identified so that counting errors can be readily checked to its source. Standard banking procedures for preparation of all monies for deposit are required.

12. Estimated Counting Service Requirements

The following Authority estimates are illustrative and in no way represent a warranty of true amounts but are provided to the Contractor for bidding purposes.

a. 2021 Estimated Monthly Volume – Turnpike

<i>Month</i>	<i>Number of Money Bags Counted</i>	<i>Dollar amount of Cash Counted</i>
January	7,412	\$ 9,947,658
February	6,419	8,095,012
March	7,491	11,484,237
April	7,185	12,356,315
May	7,335	13,265,533
June	7,041	13,970,147
July	7,251	15,148,685
August	7,226	14,046,048
September	7,102	12,074,982
October	7,302	12,065,369
November	7,060	11,134,448
December	7,080	10,698,462
Total	85,904	\$ 144,286,900

b. 2021 Estimated Monthly Volume – Parkway

	<i>Number of Money Bags Counted</i>	<i>Dollar amount of Cash Counted</i>	<i>Number of Coin Vaults Counted</i>	<i>Dollar amount of Coins Counted</i>
January	4,701	3,544,001	2,261	\$ 695,840
February	4,076	2,969,422	1,967	573,455
March	4,713	4,095,093	2,255	763,361
April	4,506	4,231,866	2,216	797,462
May	4,615	4,531,220	2,337	876,643
June	4,617	4,787,248	2,370	905,184
July	4,720	5,014,722	2,426	912,680
August	4,620	4,741,281	2,412	877,525
September	4,396	4,185,101	2,274	801,273
October	4,456	4,032,070	2,327	782,778
November	4,243	3,675,920	2,265	731,727
December	4,167	3,547,654	2,121	730,745
Total	53,830	\$ 49,355,599	27,231	9,448,702

C. BANKING SERVICES

1. The Bank shall establish two deposit accounts for the moneys counted and collected in conjunction with this contract:
 - a. The New Jersey Turnpike Toll Revenue account which shall be used exclusively for the Turnpike's cash toll revenue deposits, and
 - b. The Garden State Parkway Toll Revenue account which shall be used exclusively for the Parkway's cash toll revenue deposits.
2. The Bank shall provide routine banking services including but not limited to electronic daily balance reporting, wire or ACH transfers.
3. The Bank shall provide a daily File Transfer Protocol (FTP) of standard Electronic Data Interchange (EDI) and Bank Administration Institute (BAI) files to the Authority's designated drop box.
4. The Bank shall deposit into the New Jersey Turnpike Toll Revenue account or the Garden State Parkway Toll Revenue account, as the case may be, the monies counted and collected upon the Bank's or contractors verification of the final deposit amount.
5. Only the Authority will have access to withdraw or transfer moneys from the accounts specified in paragraphs A and B of this section.
6. **If the Contractor is not a Bank, the Contractor must provide a Bank for which it is authorized to act as a money counting facility. The Bank must meet the definition as defined on page 15.**
7. In accordance with the Authority's Bond Resolution, all moneys held by any bank/depository shall be continuously and fully secured for the benefit of the Authority and the owners of the bonds by lodging with the trustee (currently U.S. Bank) as collateral security, direct obligations of or obligations guaranteed by the United State of America having a market value not less than the amount of such moneys.

D. EXHIBITS

EXHIBIT A-1 **TURNPIKE LOCATIONS**

Location	Interchange/ Service Area	Milepost
Carney's Point	Interchange 1	2.5
Woolwich	Interchange 2	12.9
Runnemede	Interchange 3	26.1
Mt. Laurel	Interchange 4	34.5
Westhampton	Interchange 5	44.0
Florence	Interchange 6	P-3.1
Roebing	Interchange 6A	P-2.4
Trenton	Interchange 7	53.3
Washington	Interchange 7A	60.0
East Windsor	Interchange 8	67.6
Monroe	Interchange 8A	73.7
East Brunswick	Interchange 9	83.3
Edison	Interchange 10	88.1
Woodbridge	Interchange 11	90.6
Carteret	Interchange 12	95.9
Elizabeth	Interchange 13	99.9
Elizabeth	Interchange 13A	101.6
Newark	Interchange 14	104.7
Bayonne	Interchange 14A	N-3.5
Jersey City	Interchange 14B	N-5.5
Jersey City	Interchange 14C	N-5.9
Newark	Interchange 15E	E-107.1
Kearny	Interchange 15W	W-108.8

EXHIBIT A-1 CON'T

Secaucus	Interchange 15X	E-110.6
Secaucus	Interchange 16E / 18E	E-112.3
East Rutherford	Interchange 16W	W-112.7
Secaucus	Interchange 17	E-112.7
Carlstadt	Interchange 18W	W-113.8

EXHIBIT A-2
PARKWAY LOCATIONS

Location	Barrier	Milepost
Great Egg	70	29
Barnegat	58	69
Toms River	55	85
Brick – North	50	93
Asbury Park	46	104
Raritan – South	37	126
Union	27	142
East Orange	20	145
Essex	15	150
Bergen	4	160

NO RESPONSE BID SURVEY

BID NUMBER: RM-169218---RE-BID

MONEY COUNTING AND BANKING SERVICES

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:_____

Exception Form: Bidders may list proposed equivalent items below for consideration by the Authority, and should include the item number, item description, manufacturer's name, model number and packaging quantities of those items which the Bidder proposes to substitute. Bidders may not use this form to attach conditions, limitations, or other provisos to their bid. Please be advised that any proposed equivalent or other exceptions that are deemed to be a material deviation from the specifications shall be a mandatory cause for rejection of the bid.

[illegible]

Delivery Date Exception

Warranty Date Exception

Vendor's Name

Signature of Vendor Responsible Officer

Date _____

NEW JERSEY TURNPIKE AUTHORITY
DRAFT AGREEMENT---RE-BID
FOR
MONEY COUNTING AND BANKING SERVICES
RM-169218

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") and -----, 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 three (3) year 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 _____
John M. Keller
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.

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 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

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

NAME _____	DATE OF BIRTH _____
ADDRESS 1 _____	
ADDRESS 2 _____	
CITY _____	STATE _____ ZIP _____

NAME _____	DATE OF BIRTH _____
ADDRESS 1 _____	
ADDRESS 2 _____	
CITY _____	STATE _____ ZIP _____

NAME _____	DATE OF BIRTH _____
ADDRESS 1 _____	
ADDRESS 2 _____	
CITY _____	STATE _____ ZIP _____

Attach Additional Sheets if Necessary.

PART 2 continued

PARTNERSHIPS/CORPORATIONS/LIMITED LIABILITY COMPANIES

ENTITY NAME _____		
PARTNER NAME _____		
ADDRESS 1 _____		
ADDRESS 2 _____		
CITY _____	STATE _____	ZIP _____

ENTITY NAME _____		
PARTNER NAME _____		
ADDRESS 1 _____		
ADDRESS 2 _____		
CITY _____	STATE _____	ZIP _____

ENTITY NAME _____		
PARTNER NAME _____		
ADDRESS 1 _____		
ADDRESS 2 _____		
CITY _____	STATE _____	ZIP _____

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

**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 _____ VOB _____ DVOB _____

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](#),¹ 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 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.

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Bidder Name

¹ 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.

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.

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: _____