



**BID24010**

**Municipal Complex Furniture**

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**I. Notice to Bidders**

Notice is hereby given that sealed bids will be received by the Township of North Brunswick, Middlesex County, New Jersey and opened and read at the North Brunswick Municipal Building, 710 Hermann Road, North Brunswick, New Jersey on **August 6, 2024** at 11:00 a.m. prevailing time for the following:

<u>BID NO:</u>	<u>DESCRIPTION:</u>
<b>BID24010</b>	<b>MUNICIPAL COMPLEX FURNITURE</b>

Bid Documents for the said goods and services were prepared by USA Architects and are filed in the office of the Purchasing Agent at 710 Hermann Road, North Brunswick, New Jersey. They may be inspected by prospective respondents during regular business hours or can be acquired by emailing [TWPNBpurchasing@northbrunswicknj.gov](mailto:TWPNBpurchasing@northbrunswicknj.gov). Documents are also available at <https://northbrunswicknj.gov/departments/administration/purchasing/>.

Respondents are required to comply with the requirements of PL 1975 c. 127. (N.J.A.C. 17:27) and N.J.S.A. 10:5-31 et seq. The successful respondent shall be required to comply with the provisions of the New Jersey prevailing Wage Act, Chapter 150 of the Laws of 1963, effective January 1, 1974.

**BY ORDER OF THE MAYOR AND TOWNSHIP COUNCIL OF THE TOWNSHIP OF NORTH BRUNSWICK.**

**Francis “Mac” Womack**  
Mayor

**Lisa Russo**  
Township Clerk

## **II. Summary**

The Township of North Brunswick is seeking to purchase furniture to outfit more than 75 offices and workstations as we prepare to re-enter our Municipal Building by October after being displaced following Hurricane Ida in September 2021. The furniture itemized in this bid includes but is not limited to executive desks, sit-stand desks, cubicles and workstations, task chairs, guest chairs, and common area accessories. The Township will accept pricing for new or refurbished furniture.

### **III. Anticipated Timeline**

July 9, 2024: Resolution Authorizing Advertisement for Receipt of BIDs (#217 – 7.24)

July 26, 2024: Notice to Bidders Published

July 26, 2024: BID Document Available

August 6, 2024: BID Reception

August 6 – August 26, 2024: Department/Legal Review of BIDs Received

August 26, 2024: POTENTIAL Award of Contract

#### **IV. Specifications**

The complete furniture list, including sizes, color(s), and manufacturers (or brand equivalents), are available in the appendix of this packet. Please note any deviations from the specifications on the Exceptions Form. Quantities listed on the furniture list are subject to change and the Township may add/delete items prior to the final order being confirmed.

#### **Office Layout**

The Township retained the services of USA Architects to develop furniture plans, which are provided in the appendix of this packet, for the offices and workstations. The vendor is responsible for verifying all measurements in the field.

#### **Warranty**

All items must have a minimum useful life of at least one (1) year from the date of order/delivery acceptance. Any defective items will be replaced at no additional costs by the vendor.

#### **Delivery**

All deliveries must be made during normal business hours, which are Mondays through Fridays between 8:30 am and 4:00 pm. No deliveries shall be made after business hours, on weekends, or on any day considered a holiday by the Township unless specifically requested by the Township.

The Township requires a minimum of 48 hours' notice prior to delivery to prepare the areas for installation. There is no loading dock or loader available so deliveries must be made using a truck with lift capabilities.

#### **Installation**

Furniture must be assembled and installed according to specifications of the product. Partial assemblage will not be accepted. The vendor must bring all equipment and hardware necessary for assembly.

The vendor will be required to participate in a final walkthrough with a representative from the Township and punch list items must be rectified by 3 days prior to move-in date.

## V. Instructions to Bidders and Statutory Requirements

### SUBMISSION OF BIDS

- A. Sealed bids shall be received by the Township of North Brunswick, hereinafter referred to as "owner," in accordance with public advertisement as required by law, with a copy of said notice being attached hereto and made a part of these specifications.
- B. Sealed bids shall be received by the designated representative date/time at the Municipal Complex located at 710 Hermann Road, North Brunswick, New Jersey 08902 as stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid shall be submitted in a sealed envelope: (1) addressed to the owner, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID" with the contract title and/or bid # of the contract being bid. The bidder shall include one original (unbound preferred) and one copy of its proposal in its bid submission.
- D. It is the bidder's responsibility to present bids to the owner prior to or at the time and at the place designated. Bids may be hand delivered or mailed; however, the owner disclaims any responsibility for bids forwarded by regular or overnight mail. Bids sent by express mail or delivery service must either 1) include the designation in sub-section C, above on the outside of the express mail or service envelope; or 2) must be in a separate envelope inside the delivery envelope and the envelope marked as required above. Bids received after the designated time and date will be returned unopened.
- E. Sealed bids forwarded to the owner before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they shall remain firm for a period of sixty (60) calendar days.
- F. More than one bid from an individual, a firm or partnership, a corporation or association under the same names shall not be considered.
- G. All prices and amounts must be written in ink or preferably machine-printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the owner in accordance with applicable law. Any changes, whiteouts, strikeouts, etc. in the bid must be initialed in ink by the person signing the bid.
- H. Each bid proposal form must give the full business address, business phone, fax (if available), e-mail, the contact person of the bidder, and be signed by an authorized representative as follows:
  - o Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
  - o Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.

- Bids by sole-proprietorship shall be signed by the proprietor.
  - When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
- I. Bidder should be aware of the following statutes that represent “Truth in Contracting” laws:
- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.
  - N.J.S.A. 2C:27-10 provides that a public servant commits a crime if said public servant solicits or receives a benefit directly or indirectly, for an official act performed or to be performed by a public servant, which is a violation of official duty.
  - N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
  - Bidder should consult the statutes or legal counsel for further information.
- J. Pay-to-Play Disclosure - Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A.19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).
- K. Official Request for Bid packages are available from the owner’s website at [www.northbrunswicknj.gov](http://www.northbrunswicknj.gov) at no cost to the prospective respondents. All addenda are posted on this site. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the specifications that may or may not be complete. The owner is not responsible for third party supplied documents. Respondents are urged to register their contact information on the website so any addenda to these specifications can be sent to them.

## **INTERPRETATIONS AND ADDENDA**

- A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the owner. The bidder accepts the obligation to become familiar with these specifications.
- B. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and have no impact on the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-13 in the event the bidder fails to notify the owner of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder’s submitted bid.



- C. No oral interpretation and or clarification of the meaning of the specifications will be made to any bidder. Such request shall be in writing, addressed to the owner's representative listed herein below. In order to be given consideration, a written request must be received at least three (3) business days prior to the date fixed for the opening.

Justine Progebin, Business Administrator  
Township of North Brunswick  
710 Hermann Road  
North Brunswick, NJ 08902  
732-247-0922 Ext. 268  
732-993-1146 fax  
[jprogebin@northbrunswicknj.gov](mailto:jprogebin@northbrunswicknj.gov)

- D. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective bidders. All addenda so issued shall become part of the specification and bid documents and shall be acknowledged by the bidder in the bid by completing the Acknowledgement of Receipt of Addenda form. The owner's interpretations or corrections thereof shall be final.
- E. Pursuant to N.J.S.A. 40A:11-23(c)(1) when issuing addenda, the owner shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package. They will be sent from [jprogebin@northbrunswicknj.gov](mailto:jprogebin@northbrunswicknj.gov), [ssickles@northbrunswicknj.gov](mailto:ssickles@northbrunswicknj.gov) or planetbids.com. It is recommended that bidders include this address in the recipient email's contact list to ensure it is not routed to a junk email folder.
- F. Discrepancies in Bids
- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
  - In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the owner of the extended totals shall govern.

G. Optional Pre-Bid Conference

If stated in the Notice to Bidders and checked below:

- ✓ A Pre-Bid Conference will not be held.

A Pre-Bid Conference will be held on \_\_\_\_\_

Attendance is not mandatory, but is strongly recommended. Failure to attend does not relieve the bidder of any obligations or requirements.

## **PRICING INFORMATION FOR PREPARATION OF BIDS**

- A. The owner is exempt from any local, state or federal sales, use or excise tax. The owner will not pay for N.J. State Sales and Use Tax that are included in any invoices.

- B. Estimated Quantities (Open-End Contracts): The owner has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J.A.C. 5:30-11.2 and 11.10 et seq. **NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.**
- C. Contractor shall be responsible for obtaining any applicable permits or licenses from any government entity excluding the Township. All bids submitted shall have included this cost. The owner shall waive any municipal fees and permits.
- D. Bidder shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the owner, which may require use of a lift-gate vehicle. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made for the contractor's convenience.
- E. In the event of a public emergency declared at the local, state or federal level prior to the expiration of the contract, if the owner opts to extend terms and conditions of the contract, the contractor agrees to extend the terms and conditions of this specification, whether existing or expiring for no longer than six months, for goods and/or services for the duration of the emergency.
- F. Each bid and all information required to be submitted pursuant to the bid shall be prepared at the sole cost and expense of the bidder. There shall be no claims against the owner, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the proposal or other information required by the bid.

## **BRAND NAMES, STANDARDS OF QUALITY AND PERFORMANCE**

- A. Brand names and/or descriptions used in these specifications are to acquaint bidders with the types of goods and services desired and will be used as a standard by which goods and services offered as equivalent will be evaluated.
- B. When a specification uses "brand name or equivalent," the listed brand name shall serve as a reference or point of comparison for the functional or operational characteristic desired for the good or service being requested. Where a bidder submits an equivalent, it shall be the responsibility of the bidder to document the equivalence claim. Failure to submit such documentation shall be grounds for rejection of the claim of equivalence. Company literature will not suffice in explaining exceptions to the specifications. In the absence of any changes by the bidder, it will be presumed and required that items as described in the specification will be delivered.
- C. In submitting its bid, the bidder certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits

- charging such infringement, and will save the owner harmless from any damages resulting from such infringement.
- D. The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.
  - E. AMERICAN GOODS AND PRODUCTS RO BE USED WHERE POSSIBLE
  - F. Only manufactured and farm products of the United States, wherever available, shall be used pursuant to N.J.S.A. 40A:11-18 et seq.

## **METHOD OF CONTRACT AWARD**

- A. The length of the contract shall be stated in one or more of following locations: the technical specifications, the proposal page, and the contract agreement. Pursuant to requirements of N.J.A.C. 5:30-5.1 et seq., any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually.
- B. Pursuant to N.J.S.A 40A:11-4(a) et seq. if the award is to be made on the basis of a base bid only, it shall be made to that responsible bidder submitting the lowest base bid that has demonstrated to the owner the ability to meet the terms and conditions outlined herein.
- C. If the award is to be made on the basis of a combination of a base bid with selected alternates, the alternates will be awarded based on the order specified in the proposal sheet.
- D. Two sets of contract forms shall be submitted by the owner to the successful bidder upon award by resolution of the governing body. Once executed, one original set will be returned to the contractor for its records.
- E. The terms and conditions outlined within this bid package shall become incorporated and made part of the contract agreement. After award, certificates of insurance, bonding and related documents furnished by the contractor shall become incorporated and made part of the contract agreement.
- F. Any bidder exceptions must be formally accepted by the owner; material exceptions shall not be approved.
- G. For Construction Contracts that include drawings issued by the owner. After the notice of award and prior to signing the contract, the owner will furnish the contractor with a complete set of drawings designated "For Construction". These drawings will incorporate revisions made by addendum during the bidding process, dimensional changes and any other changes needed to clarify the drawings used for bidding purposes. The contractor shall review the drawings and notify the owner in writing if any exceptions are proposed. Any proposed changes must be formally accepted by the owner.
- H. The procedure for selecting the lowest responsible qualified bidder when two identical bid amounts are received shall include an evaluation committee tasked to determine the most advantageous bidder based on experience and other factors.

## **CAUSES FOR REJECTING BIDS**

Bids may be rejected for any of the following reasons:

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

## **PROVISIONS UPON CONTRACT EXECUTION**

- A. Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information. If awarded the bid, the contractor shall:
  - o Not use or disclose protected health information other than as permitted or required by law
  - o Use appropriate safeguards to protect the confidentiality of the information
  - o Report any use or disclosure not permitted
- A. The contractor, by execution of the contract, shall thereby indemnify and hold the owner harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.
- B. The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the successful bidder (contractor) for the purpose of assisting the contractor in the performance of this contract. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.
- C. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. Any information supplied to the owner may be required to be supplied on CD/DVD or USB flash drive media compatible with Microsoft Windows, and Microsoft Office Suite 2010 or greater.
- D. Under state and federal statutes, certain government records are protected from public disclosure. The owner, the contractor and any subcontractors have a responsibility

and an obligation to safeguard from public access an employee's personal information with which it has been entrusted when disclosure thereof would violate the employee's reasonable expectation of privacy. All payroll, personnel and health insurance related files are confidential. Additionally, the contractor and any subcontractors may be privy to sensitive law enforcement information or investigations during their review which must remain confidential. The owner retains the right to make any public disclosure under the State of New Jersey's Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). Also, among government records deemed confidential are administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security. The contractor and any subcontractor(s) are prohibited from the sale or distribution of all supplied information to any third party.

- E. Relevant records of private vendors or other persons entering into contracts with the owner as a covered entity are subject to audit or review by the New Jersey Office of the State Comptroller pursuant to [N.J.S.A. 52:15C-14\(d\)](#) et seq. and N.J.A.C. 17:44-2.2 et seq.
- F. The contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

#### G. NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT

- a. The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34:5A-1 et seq., and N.J.A.C 8:59-1.1 et seq.). All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s) pursuant to N.J.A.C. 8:59-5. "Container" means a receptacle used to hold a liquid, solid or gaseous substance such as bottles, bags, barrels, cans, cylinders, drums and cartons. (N.J.A.C. 8:59-1.3). Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheet - must be furnished. All containers which are stored at an owner's facilities by the contractor or subcontractors shall display RTK labeling. Vendors with questions concerning labeling should contact the New Jersey Department of Health and Senior Services Right to Know Program for assistance in developing proper labels. [www.nj.gov/health/workplacehealthandsafety/right-to-know/](http://www.nj.gov/health/workplacehealthandsafety/right-to-know/)

#### H. ANTIDISCRIMINATION PROVISIONS

- a. Pursuant to N.J.S.A.10:2-1 et seq., for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services the contractor shall agree and comply with the provisions:
  - i. 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;

- ii. 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;
  - iii. 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
- I. 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.

## **PAYMENT**

- A. No payment will be made unless duly authorized by the owner's authorized representative and accompanied by proper documentation.
- B. The owner's governing body must approve payment of all bills. Council action is taken on a routine basis that includes bi-weekly meetings with the exception of summer months including: June, July and August; whereby action is taken once a month.
- C. Payment by the owner will be made in accordance with P.L. 2018, c. 127 which amends C.52:32-34 and establishes prompt payment requirements on certain contracts.
- D. Payment by the owner will be made in accordance with N.J.S.A. 2A:30A-1 et seq. which promulgates rules for timely payment to the prime contractor, subcontractor, subsubcontractor; exceptions, disputes; and resolution.
- E. For construction contracts, claims or disputes pertaining to rates or other compensation for the Contractor shall not delay or affect the continued performance of the contract. All claim disputes shall be in accordance with N.J.S.A. 40A:11-50 et seq.

- F. Invoices shall specify, in detail, the period for which payment is claimed, the goods received or the services performed during the prescribed period, the amount claimed and correlation between the goods and services claimed and this proposal.
- G. In the absence of prescribed payments as part of the bid submission, an agreed schedule of values shall be approved between the owner and contractor that shall become part of the contract.
- H. Pursuant to N.J.A.C. 5:30-9A.6 et seq. the Township exercised its discretion to not require claimant certifications for the payment of claims, including goods and services contracts, in accordance with Resolution 116-5.18.
- I. Payment shall be made in accordance with Chapter 6 of the Municipal Code titled "Claims Procedure".
- J. The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:
  - o Deliverables not complying with the project specification;
  - o Claims filed or responsible evidence indicating probability of filing claims;
  - o A reasonable doubt that the contract can be completed for the balance then unpaid.
- K. When the above grounds are removed, payment shall be made for amounts withheld because of them.
- L. Public funds may be used to pay only for goods delivered or services rendered. The owner shall not pay penalties and/or interest on overdue bills unless otherwise required under N.J.S.A. 52:32-35.
- M. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the owner to pay additional fees.
- N. Construction Contracts. Claims or disputes pertaining to rates or other compensation for the Contractor shall not delay or affect the continued performance of the contract. All claim disputes shall be in accordance with N.J.S.A. 40A:11-50 et seq.

## **TERMINATION OR BREACH OF CONTRACT**

- A. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor shall violate any of the requirements of the contract, the owner shall there upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the owner of any obligation for balances to the contractor of any sum or sums set forth in the contract. Owner will pay only for goods and services accepted prior to termination.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the owner for damages sustained by the owner by virtue of any breach of the contract by the contractor and the owner may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the owner from the contractor is determined.
- C. The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the owner under this provision.

- D. In case of default by the contractor, the owner may procure the goods or services from other sources and hold the contractor responsible for any excess cost, or agree on a negotiated liquidated damage amount where it may be difficult to estimate the impact the owner suffered as a related to breach of the contract (N.J.S.A. 40A:11-19).
- E. Continuation of the terms of the contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the owner reserves the right to cancel the contract. The owner will notify the contractor in writing immediately if this contract will be affected by a shortage of appropriated funds.
- F. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, novation, merger, sale and or/transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit all documentation/legal instruments that were required in the original bid/contract. Any change shall be approved by the Owner.
- G. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the owner.
- H. Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of the contract if the fulfillment of any term or provision of the contract is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of the contract is delayed or prevented by any court order, or action or injunction or other such agreement, the contract shall become voidable by the owner by notice to the parties.

## **STATUTORY AND OTHER REQUIREMENTS**

### **DOCUMENT CHECKLIST**

Bidder shall complete and sign the Bid Submission Document Checklist and include it in the bid submission. If boxes of the following items *are checked*, they are mandatory requirements of the bid proposal and contract. This document serves as a guide to bidders of the documents that are required to be submitted with the bid. For construction bids, failure to submit the checklist is a fatal defect and the bid will be rejected.

### **BID PROPOSAL FORM (Bid Document Checklist Item 1)**

### **STATEMENT OF OWNERSHIP (Bid Document Checklist Item 2)**

N.J.S.A.52:25-24.2 et seq. provides that no corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school



district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder 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 percent 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 percent 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 numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

### **NON-COLLUSION AFFIDAVIT (Bid Document Checklist Item 3)**

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

### **BID REVISIONS OR ADDENDA (Bid Document Checklist Item 4)**

All addenda issued shall become part of the specification and bid documents and shall be acknowledged by the bidder in the bid by completing the Acknowledgement of Receipt of Addenda form.

### **BID SECURITY AND BONDING REQUIREMENTS (Bid Document Checklist Items 5 & 6)**

**The following provisions if indicated by an (X), shall be required for this contract:**

#### **A. BID GUARANTEE (If required – mandatory item with bid submission)**

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the owner. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the

State of New Jersey and acceptable to the owner. The check or bond of the unsuccessful bidder(s) shall be returned pursuant to N.J.S.A. 40A:11-24a. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A:11-21.

The Bid Bond shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a bid guarantee shall result in rejection of the bid.

#### **B. CONSENT OF SURETY (If required – mandatory item with bid submission)**

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

The Consent of Surety shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a Consent of Surety form shall result in rejection of the bid.

#### **C. PERFORMANCE BOND**

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

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5. For multi-year contracts, the Performance Bond may be resubmitted each year on the Contract Anniversary Date for the amount remaining on the contract.

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

#### **D. LABOR AND MATERIAL (PAYMENT) BOND**

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

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

#### E. MAINTENANCE BOND

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

\_\_\_\_\_ 1 YEAR \_\_\_\_\_ 2 YEARS

#### **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (Bid Document Checklist Item 7)**

N.J.S.A. 52:32-55 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Bidders must indicate if they comply with the law by certifying the form. Pursuant to N.J.S.A. 40A:11-2.1 the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

#### **LIST OF REFERENCES (Bid Document Checklist Item 8)**

#### **PROFESSIONAL LICENSE (Bid Document Checklist Items 9)**

Pursuant to N.J.A.C. 5:34-1.2 et seq., the proof of licensure for any activity regulated by the State of New Jersey and required to do the work required under this specification, for either the firm or the person responsible for the work, shall be provided as required by the owner.

#### **PUBLIC WORKS CONTRACTOR REGISTRATION ACT (Bid Document Checklist Item 10)**

Pursuant to N.J.S.A. 34:11-56.48 to -57 et seq. the New Jersey Public Works Contractor Registration Act requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate at the time the bid proposal is submitted. After bid proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier sub-subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to starting work on the job.

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

To register, a contractor must provide the State Department of Labor with a full and accurately completed application form. The form is available online at [www.state.nj.us/labor/lssc/lspubcon.html](http://www.state.nj.us/labor/lssc/lspubcon.html). Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609)292-9461.

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

### **SUBCONTRACTORS (Bid Document Checklist Item 11)**

If the bidder intends to subcontract any portion of the work required as part of this contract, it shall first satisfy that any proposed subcontractor is competent to perform such work and is not barred from public contracts work pursuant to N.J.S.A. 34:11-56.37 and N.J.S.A. 34:11-56.38.

When provided as part of this bid, the bidder shall indicate the item (or items) intended to be subcontracted, the aggregate value of which shall not exceed 50% of the total bid price.

In accordance with 40A:11-16, the bidder shall list subcontractors who will be used for:

- The plumbing and gas fitting and all kindred work,
- Steam power plants, steam and hot water heating and ventilating apparatus and all kindred work,
- Electrical work,
- Structural steel and ornamental iron work.

### **PREVAILING WAGE ACT (Bid Document Checklist Item 12)**

Pursuant to N.J.S.A.34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll records to the owner within ten (10) days of the payment of the wages. In the event it is found that any worker, employed by the contractor or any subcontractor has been paid a rate of wages less than the prevailing wage required to be paid, the owner may terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and the contractor and subcontractor then be required to continue the work to completion or otherwise.

The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at [http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr\\_construction.html](http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr_construction.html)

### **DEBARRED, SUSPENDED, AND DISQUALIFIED AFFIDAVIT (Bid Document Checklist Item 13)**

N.J.S.A. 52:32-44.1 prohibits any contractor that is debarred from contracting with a federal government agency, along with any affiliates of the debarred contractor, from contracting for “public work” with any State or local government entity.

### **NEW JERSEY ANTIDISCRIMINATION (Bid Document Checklist Item 14)**

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees not to discriminate in employment practices and agrees to abide by all antidiscrimination laws, including but not limited to items outlined on Exhibit C of this document.

### **EQUIPMENT CERTIFICATION (Bid Document Checklist Item 15)**

Bidder shall certify on the Equipment Certification form that they control or have access to equipment necessary to do the required work if awarded the contract. If the bidder does not own or lease the equipment, a certification from the owner of the equipment that the bidder will have access to the equipment is required with the bid. (N.J.S.A. 40:11-20)

### **EXCEPTIONS TO SPECIFICATIONS (Bid Document Checklist Item 16)**

Specifications provided herein by the owner shall be regarded as minimum requirements. Any exceptions to the specifications shall be explained in written detail by the bidder.

### **MANDATORY AFFIRMATIVE ACTION CERTIFICATION (Bid Document Checklist Item 17)**

No vendor or contractor may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division) and provided below.

#### Goods, Professional Services and General Service Contracts:

*Subject to Mandatory Language of Exhibit A*

After notification of award, but prior to execution of a contract, the contractor shall submit one of the following forms of evidence:

- A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the Public Agency and the Division. This approval letter is valid for one year from the date of issuance.
- A Certificate of Employee Information Report (hereafter “Certificate”), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public Agency as evidence of its compliance with the

regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.

- The successful bidder shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of NJ" and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

Construction Contracts:

*Subject to Mandatory Language of Exhibit B*

After notification of award, but prior to execution of a contract, the contractor shall complete Form AA-201 (Initial Project Workforce Report).

The contractor shall be responsible for submitting Form AA-202 (Monthly Project Work Force Report) once a month for the duration of the contract to the Department of Labor and to the Public Agency Compliance Officer for the Township.

**PROOF OF BUSINESS REGISTRATION (Bid Document Checklist Item 18)**

Pursuant to N.J.S.A. 52:32-44, the Township of North Brunswick is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400.

Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts:

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

### **W-9 (Bid Document Checklist Item 19)**

If the bidder does not have a current W-9 form on file with the owner, one must be completed prior to contract execution. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

### **INSURANCE AND INDEMNIFICATION (Bid Document Checklist Item 20)**

The insurance documents indicated by an (X) shall include but are not limited to the following coverages. The successful bidder shall provide coverage so that all insurance coverage must be in effect no later than the start date of the contract and remain in effect for the duration of the contract, including any extensions. Deductible amounts or self insurance retention amounts payable under or with respect to such insurance coverage shall be the sole responsibility of the contractor. No policy shall have a deductible amount greater than \$100,000.

#### **A. Insurance Requirements**

##### **X Worker's Compensation Insurance**

Worker's Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

##### **X Commercial General Liability Insurance**

General Liability insurance shall be provided with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$2,000,000 aggregate for property damage, and shall be maintained in full force during the life of the contract.

##### **X Automotive Liability Insurance**

Automotive Liability insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person

and \$1,000,000 any one accident for bodily injury and \$2,000,000 each accident for property damage, shall be maintained in full force during the life of the contract.

**Commercial Excess Liability**

\$5,000,000 or an amount sufficient to equal \$5,000,000 with the primary general liability and automobile liability limits

Professional Liability

\$1,000,000 each claim/annual aggregate

**B. Certificates of Required Insurance**

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

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

**A. Indemnification**

The contractor shall indemnify and hold harmless the owner, its officers, agents, servants, and employees from all claims, suits or actions, and damages or costs (including but not limited to reasonable attorney's fees, court and/or arbitrator costs) of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from:

- negligent acts or omissions on the part of the contractor, the contractor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract; and,
- the use of any copyrighted or copyrighted composition, valid trademark, secret process, patented or unpatented invention or article furnished or used in the performance of this contract.

**CHANGED CONDITIONS CLAUSES FOR CONSTRUCTION CONTRACTS (Bid Document Checklist Item 21)**

All construction contracts entered into between the owner and contractor shall include changed conditions provisions language as set forth pursuant to N.J.S.A.40A:11-16.7.

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY (Bid Document Checklist Item 22)**

**AMERICANS WITH DISABILITIES ACT OF 1990 (Bid Document Checklist Item 23)**



Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. If awarded the contract, the contractor is required to comply with requirements related to the Americans with Disabilities Act as outlined on Exhibit D in this specification. The contractor is obligated to comply with the Act and to hold the owner harmless for any violations committed under the contract.

**AGREEMENT/CONTRACT (Bid Document Checklist Item 24)**

**Exhibit A (Bid Document Checklist Item 22)**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) and N.J.A.C. 17:27 et seq.

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

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the

basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**Exhibit B (Bid Document Checklist Item 21)**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) and N.J.A.C. 17:27-1.1 et seq.

**CONSTRUCTION CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program, may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B, and C, as long as the Dept. of LWD, Construction EEO

Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active “card carrying” members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- (A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under
- (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter. (B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:
  - (1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
  - (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
  - (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

- (4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
- (5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and nondiscrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;
- (6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:
  - (i) The contractor or subcontractor shall interview the referred minority or women worker.
  - (ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.
  - (iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.
  - (iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.
- (7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the

Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

- (C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA-201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program, and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

- (D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**Exhibit C (Bid Document Checklist Item 14)**

**NEW JERSEY ANTIDISCRIMINATION PROVISIONS N.J.S.A. 10:2-1 ET SEQ.**

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

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



**Exhibit D (Bid Document Checklist Item 23)**

**AMERICANS WITH DISABILITIES ACT OF 1990**

**Equal Opportunity for Individuals with Disability**

The contractor and the owner do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

## BID DOCUMENT CHECKLIST

	Checked if Required for this bid	Submission Requirement	Bidder to Initial below acknowledging each item required
1	<b>X</b>	BID Proposal Form(s)	
2	<b>X</b>	Corporation Statement	
3	<b>X</b>	Non-Collusion Affidavit	
4	<b>X</b>	Acknowledgement of Receipt of Revisions or Addenda	
5		Bid Guarantee (with Power of Attorney for full amount of Bid Bond)	
6		Consent of Surety for Performance Bond (with Power of Attorney for full amount of Bid Price)	
7	<b>X</b>	Prohibited Activities in Russia-Belarus and Iran*	
8	<b>X</b>	References*	
9		Professional License(s)*	
10		Public Works Contractor Registration Certificate* for Contractor and Sub-Contractors listed	
11		Subcontractor Listing	
12		Prevailing Wage Rate Determination*	
13	<b>X</b>	Debarred, Suspended and Disqualified Affidavit*	
14	<b>X</b>	New Jersey Anti-Discrimination Provisions*	
15		Equipment Certification*	
16	<b>X</b>	Exceptions	
17	<b>X</b>	Evidence of Affirmative Action Compliance*	
18	<b>X</b>	Business Registration Certificate for Contractor and Sub-Contractors listed*	
19	<b>X</b>	W-9 Form*	
20	<b>X</b>	Insurance Documentation*	
21		Changed Conditions Clauses*	
22	<b>X</b>	Equal Employment Certification*	
23	<b>X</b>	American with Disabilities Act*	
24	<b>X</b>	Agreement/Contract*	

*\*Allowed to be provided with BID OR prior to execution of contract.*

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

Name/Title of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# CONTACT INFORMATION

Contact Person \_\_\_\_\_

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_

Tax ID# \_\_\_\_\_

Email Address \_\_\_\_\_

Please cut out and place the following on the OUTSIDE sealed envelope that is sent to the Township for BID submission for the referenced project.

**TOWNSHIP OF NORTH BRUNSWICK**  
710 Hermann Road  
North Brunswick, NJ 08902

**BID24010 : Municipal Complex  
Furniture**

Reception Date : August 6, 2024

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

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

# PROPOSAL SHEET

North Brunswick Township  
Municipal Building  
710 Hermann Road  
North Brunswick, New Jersey 08902

Attn: Justine Progebin, Qualified Purchasing Agent

**Sealed Bids: BID24010**

**Bid Title: Municipal Complex Furniture**

Grand Total Amount BID: \$ \_\_\_\_\_

Grand Total Amount BID in words: \_\_\_\_\_

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The undersigned herein states that he or an authorized member of his firm has studied all the bid documents and conditions and we are thoroughly familiar with the items to be provided and the delivery provisions. We further agree to enter into a contract if awarded.

It is certified that the below named is authorized to make such a proposal.

Vendor Name: \_\_\_\_\_  
(type)

Address: \_\_\_\_\_  
(type)

\_\_\_\_\_  
(type)

\_\_\_\_\_  
(signature)

# STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for the automatic rejection of the bid or proposal.**

Name of Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

**Part I: CHECK THE BOX THAT REPRESENTS THE TYPE OF BUSINESS ORGANIZATION:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership                       Limited Partnership               Limited Liability Partnership
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed)

*Name of Individual or Business Entity*

*Home Address (for Individuals) or Business Address*


**Part III – DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded part entity as of the last annual federal Security and Exchange Commission (SEC) or the foreign equivalent, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and addresses of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page Numbers
_____	_____
_____	_____
_____	_____
_____	_____

Please list the names and addresses of each stockholder, partner or member owning 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
_____	_____
_____	_____
_____	_____
_____	_____

**Part IV – CERTIFICATION**

I, being duly sworn upon y oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Township of North Brunswick is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with local government contracting units to notify the local agency 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 the certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Township to declare any contract(s) resulting from this certification, void and unenforceable.

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



# NON-COLLUSION AFFIDAVIT

STATE of NEW JERSEY, )  
)  
COUNTY of )

I, \_\_\_\_\_ residing in \_\_\_\_\_, in the County  
*name of Affiant* *name of Municipality*  
of \_\_\_\_\_ and the State of \_\_\_\_\_ of full age, being duly  
sworn according to law on my oath depose and say:

I am \_\_\_\_\_ of the firm \_\_\_\_\_,  
*title or position* *name of firm*

the bidder making this proposal for the bid entitled \_\_\_\_\_,  
*title of bid proposal*

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

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

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon 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

\_\_\_\_\_  
*name of firm*

Subscribed and sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Seal Notary Public of New Jersey

My Commission Expires:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print name of above

\_\_\_\_\_  
Print title of above

# NORTH BRUNSWICK TOWNSHIP

## Acknowledgement of Receipt of Changes to Contract Documents

Pursuant to N.J.S.A. 40A:11-23 the undersigned vendor hereby acknowledges receipt of the following notices, revisions, or addenda to the proposal advertisement, specifications or contract documents. By indicating date of receipt, the vendor acknowledges the submitted proposal and takes into account the provisions of the notice, revisions or addenda. Note that the Township's record of Request for Proposals shall take precedence and that failure to include provisions of changes in a proposal may be subject for rejection of the proposal.

Township Reference Number or Title of Addendum	How Received	Date Received

 No Addenda Issued

### Acknowledgement by Vendor:

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Date

# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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

## **Part 1: Certification**

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>

A Respondent must review this list prior to completing the below certification. Failure to complete the certification may render a respondent's proposal non-responsive. If the Township finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### **CHECK THE APPROPRIATE BOX**

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

**OR**

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

## **Part 2: Additional Information**

**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 on additional sheets provided by you.

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## **Part 3: Certification**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 Township of North Brunswick 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 Township of North Brunswick to notify the Township 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 Township of North Brunswick and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

## **Reference List**

I \_\_\_\_\_ hereby certify that \_\_\_\_\_  
(Respondent) has performed the following work relevant to this BID within the last three (3) years.

<b>Year(s)</b>	<b>Type of Work</b>	<b>Contract Amount</b>	<b>Name &amp; Address of Owner</b>

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

Representative \_\_\_\_\_  
print

\_\_\_\_\_  
signature

**NEW JERSEY**  
**ANTI-DISCRIMINATION PROVISIONS**

N.J.S.A 10:2-1 et seq.

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

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

Name of Bidder \_\_\_\_\_

Name/Title of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# EXCEPTIONS TO SPECIFICATIONS

Specifications shall be regarded as **minimum**. All exceptions shall be explained in detail on this “Exceptions to Specifications” page.

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 No Exception(s) Taken

**Acknowledgement by Vendor:**

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Date

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

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

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

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

- a. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the Public Agency and the Division. This approval letter is valid for one year from the date of issuance.

**OR**

- b. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public Agency as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.

**OR**

- c. The successful bidder shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of NJ" and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

The successful vendor may obtain the Equal Opportunity Employment Information Report (AA302) from the contracting unit during normal business hours.

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

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence. [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)

The undersigned vendor further understands they are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Company \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**AMERICANS WITH DISABILITIES ACT OF 1990**

**Equal Opportunity for Individuals with Disability**

The contractor and the owner do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner’s grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Company \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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





**Contract Title:** Municipal Complex Furniture

**Contract Number:** BID24010

**Authorizing Resolution:** \_\_\_\_\_

**Authorizing Amount:** \_\_\_\_\_

**Notice of Award Date:** \_\_\_\_\_

**Notice to Proceed Date:** \_\_\_\_\_  
*(Contract Start Date)*

**Contract Term:** August 1, 2024 – August 1, 2025  
*(Number of Years)*

**Optional Extension Period:** N/A

**Municipal Representative:** Justine Progebin, Business Administrator  
*(Name)*  
(732) 247-0922 x 435  
[jprogebin@northbrunswicknj.gov](mailto:jprogebin@northbrunswicknj.gov)  
*(Number/Email)*

**Contractor Representative:** \_\_\_\_\_  
*(Name)*  
\_\_\_\_\_  
*(Number/Email)*

THIS AGREEMENT, including all Sections which are incorporated herein and made a part hereof, dated on August \_\_\_\_\_, 2024 is made between the Township of North Brunswick with offices located at 710 Hermann Road, North Brunswick, New Jersey 08902 hereinafter referred to as "Township" or "Owner"; and ( *vendor* ) with offices at ( *address* ) hereinafter referred to as "Contractor" and identified individually and collectively as the "Party" or "Parties".

Witnesseth: that Owner and Contractor in consideration of the promises and mutual covenants hereafter set forth, agree as follows:

**WORK:** The Contractor shall perform all Work in accordance with the Specifications.

**CONTRACT DOCUMENTS:** The Contract Documents which comprise this Agreement between the Owner and Contractor are attached hereto and made a part hereof and consist of the following Sections:

1. This Agreement (Contract)
2. Bid Documents - including Instructions and Specifications
3. Contractor's Bid Submission - including any Manufacture Material
4. Agreed Clarification Statements / Drawings
5. Resolution of the Township Authorizing Award of Contract
6. Notice of Award
7. Executed Checklist Documents
8. Notice to Proceed
9. Correspondence Relating to Contract Terms
10. Change Orders / Amendments

## **CONTRACTOR'S RESPONSIBILITIES:**

1. To furnish all material, to fully and faithfully perform and execute all work in accordance with the Contract Specifications, and to furnish all labor, tools, implements, machinery, forms and transportation necessary and proper for the completion of printed forms in accordance with the Bid Specifications at the prices listed in the proposal submitted.
2. The contractor represents that it has or will secure at its own expense all personnel, equipment, materials, books, secretarial services, utilities and other materials in providing services under this contract. Such personnel shall not be employees of or have any contractual relationship with the owner. All services required hereunder will be performed by the contractor or under the contractor's supervision where a subcontractor is so authorized.
3. To designate a person to act as the "Contractor Representative" with respect to the work to be performed under this contract with such individual to have full authority to act on behalf of the contractor.
4. To stand ready to explain and defend, under the terms of this contract, the compensation presented and all work completed.
5. To provide, at the request of the owner, such supplementary proposals as may be requested.
6. To arrange for the Township to examine all cost records relating to the work provided.

## **TOWNSHIP RESPONSIBILITIES:**

1. To provide the Contractor with full information as to North Brunswick's requirements and with full access to information, records, and location(s) as necessary to complete the work provided under the terms of this contract.
2. To designate a person to act as the "Municipal Representative" with respect to the work to be performed under this contract with such individual to have full authority to act on behalf of the Township.
3. To authorize and direct committees, employees, and agents of the Township to consult with the contractor upon the request of the contractor as to any and all matters relating to the work under the terms of this contract.
4. In general, all goods and/or services provided under this Agreement are expected to be performed in a professional and timely manner. If any deficiency from this standard is noted, the Municipal Representative shall communicate to the contractor in writing and work towards necessary action to cure such deficiency, up to presenting findings to the governing body that may lead to termination of the contract.

## **OWNERSHIP OF DOCUMENTS:**

All plans, specifications, reports and other documents provided and submitted to the Township under this contract shall remain with the Township for use in current or future programs. Unless the owner directs otherwise, the contractor shall provide one (1) reproducible record set of reports and documents. At the completion of work or in the event of termination, all work sheets and internal office communications of the contractor, including drawing, calculations, field notes and memoranda are and shall remain the property of the contractor, as instruments of work

provided. The owner, at its expense, may obtain reproducible record prints of any reports, drawings and copies of any and all documents. The contractor will provide the owner, or its representatives, access to files during normal working hours for the purpose of determining the extent of necessary duplication.

**CHANGES AND AMENDMENTS:**

The contractor or owner may recommend, from time to time, changes in quantities, work performed, services rendered, materials, supplies or equipment delivered or provided under the terms of the contract. Such changes shall be authorized and follow the procedures established under the Local Public Contracts Law Application of N.J.A.C. 5:30-11.1 et seq. "Change Orders and Open-End Contracts". No amendment which increases contract quantities or changes the amount authorized shall be valid or binding upon the owner until duly authorized by formal action of the governing body. The governing body shall be required to authorize all change orders, except that minor modifications that result in no increase to the authorization may be negotiated with the municipal representative.

**CONTRACT EXTENSION:**

Any contract for services other than professional services and other contracts awarded pursuant to New Jersey Public Contract Law N.J.S.A. 40A:11-15 et seq., the statutory length of which contract is for three years or less, may include provisions for no more than one two-year, or two one-year, extensions, subject to the following limitations: a. The contract shall be awarded by resolution of the governing body upon a finding by the governing body that the services are being performed in an effective and efficient manner; b. No such contract shall be extended so that it runs for more than a total of five consecutive years; c. Any price change included as part of an extension shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and d. The terms and conditions of the contract remain substantially the same. The index rate for this contract shall mean the rate of annual percentage increase, rounded to the nearest half-percent, in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, computed and published quarterly by the United States Department of Commerce, Bureau of Economic Analysis.

**TERMINATION FOR CAUSE:**

Either Party may terminate this Agreement with cause upon providing ninety (90) days' prior written notice to the other Party. Cause for termination shall be defined as the repeated and persistent failure of one Party to address any deficiency in expected services and after a public presentation to the Governing Body, and the Governing Body's inability to resolve such deficiency. Notices relating to termination shall be sent by certified mail, return receipt requested, to the attention of the Township Business Administrator – Purchasing Division and Contractor, respectively, as the addresses set forth hereinbelow.

**FORMAL NOTICES:**

All formal notices issued under the terms of this instrument shall be given and shall be complete by mailing such notices by certified or registered mail, to the address of the following parties as shown:

Township of North Brunswick  
710 Hermann Road  
North Brunswick, NJ 08902  
Attn: Justine Progebin, Assistant Business Administrator

With a copy to: Ronald H. Gordon, Esq.  
Decotiis, Fitzpatrick, Cole & Giblin, LLP  
500 Frank W. Burr Blvd.  
Teaneck, NJ 07666

AND

Contractor  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLIANCE WITH THE LAWS:**

Each party hereto covenants and agrees to comply with local, State and Federal laws, rules and regulations applicable to this Agreement. In addition, it is agreed and understood that each party shall be governed by the rights and obligations contained within this Agreement as required in accordance with the laws of the State of New Jersey. The terms as used in this Agreement can be further defined pursuant to the Local Public Contract Law N.J.S.A. 40A:11-2 et seq., unless the context otherwise indicates.

**OTHER REPRESENTATIONS:**

1. The Contract Documents constitute the entire agreement between owner and contractor and may only be altered, amended or repealed by a duly executed written instrument.
2. Neither the owner nor contractor shall, without prior written consent of the other, assign or sublet in whole or in part his interest under any of the contract documents; and specifically, contractor shall not assign any moneys due or to become due without the prior written consent of owner.
3. The owner and contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.
4. The terms and conditions outlined within the Township’s bid documents shall prevail over any conflicts set forth in the contractor’s proposal submission.
5. Partial Invalidity. If any provision of this Agreement shall be adjudicated by a court of competent jurisdiction as invalid, unenforceable or inapplicable with respect to any party herein, the remainder of this Agreement or the application of such provision to persons other than those as to which it is held invalid or

unenforceable, shall not be affected and each provision of this Agreement shall be valid and be endorsed to the fullest extent permitted by Law.

- 6. Survival of Obligations. Each party's obligations shall survive the expiration or earlier termination of this Agreement.

**ORAL MODIFICATION:**

This Contract may not be modified or changed orally.

**AUTHORIZATION OF CONTRACT:**

This Contract has been authorized by Resolution of the governing body of North Brunswick adopted at a meeting of the Mayor and Township Council of the Township of North Brunswick held on \_\_\_\_\_, 2024.

ATTEST:

**TOWNSHIP OF NORTH BRUNSWICK**

\_\_\_\_\_  
*Lisa Russo, Clerk*

\_\_\_\_\_  
*Mayor Francis "Mac" Womack, III*

ATTEST:

**CONTRACTOR**

\_\_\_\_\_  
Witness

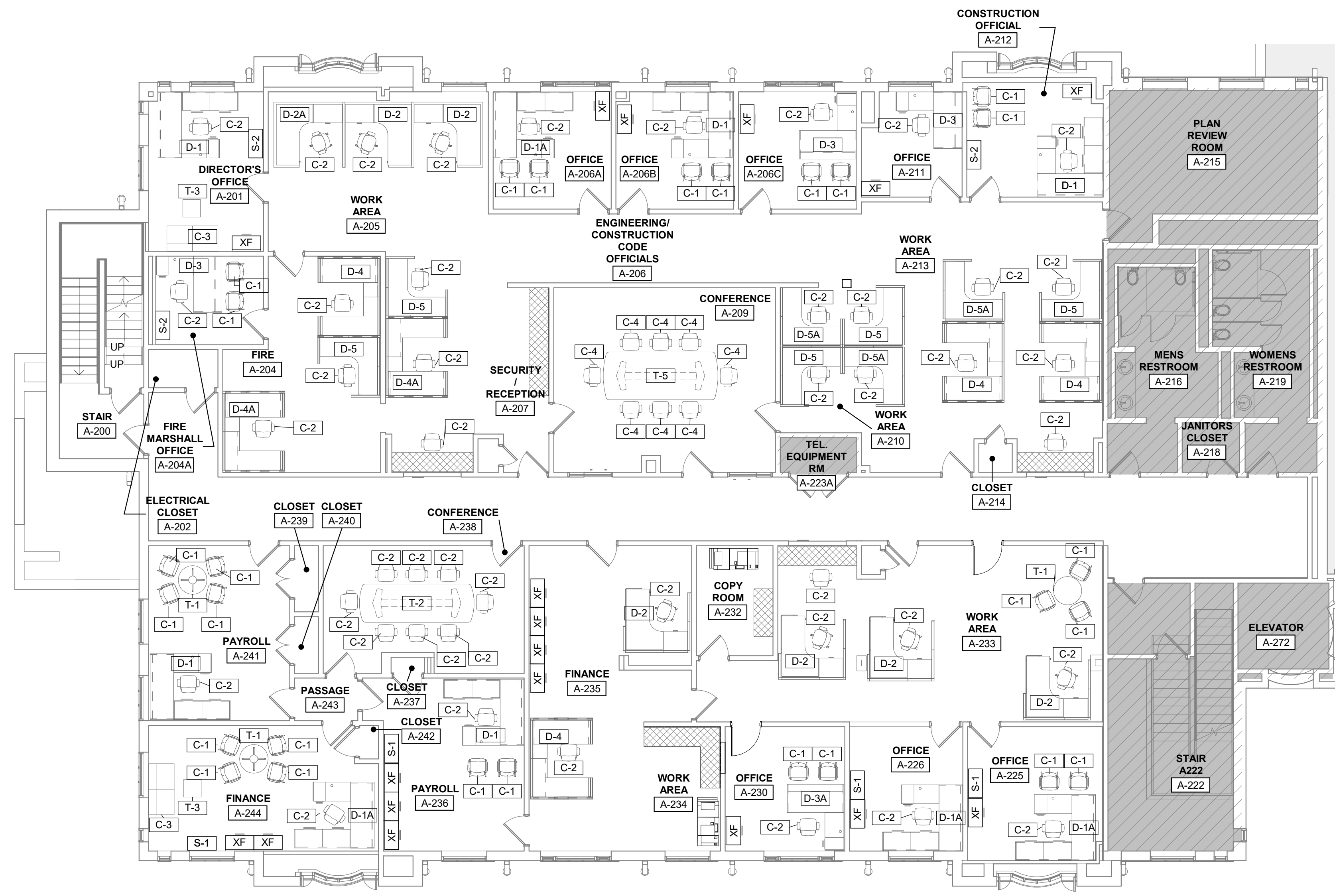
\_\_\_\_\_



20 N. Doughty Avenue  
Somerville, NJ 08876  
t 908.722.2300  
f 908.722.7201

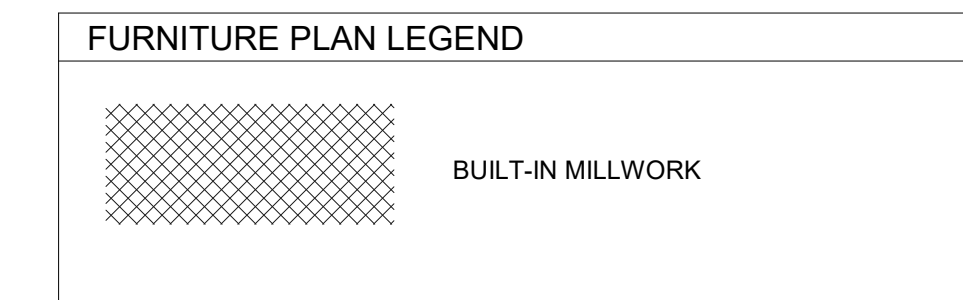
usaarchitects.com

Paul R. Swartz, AIA Susan M. DeHart, AIA  
Armand T. Christopher Jr., AIA James McAuliffe, AIA  
Peter C. Campiano, AIA Marlene Borruso, AIA  
Andrew P. Adamo, AIA

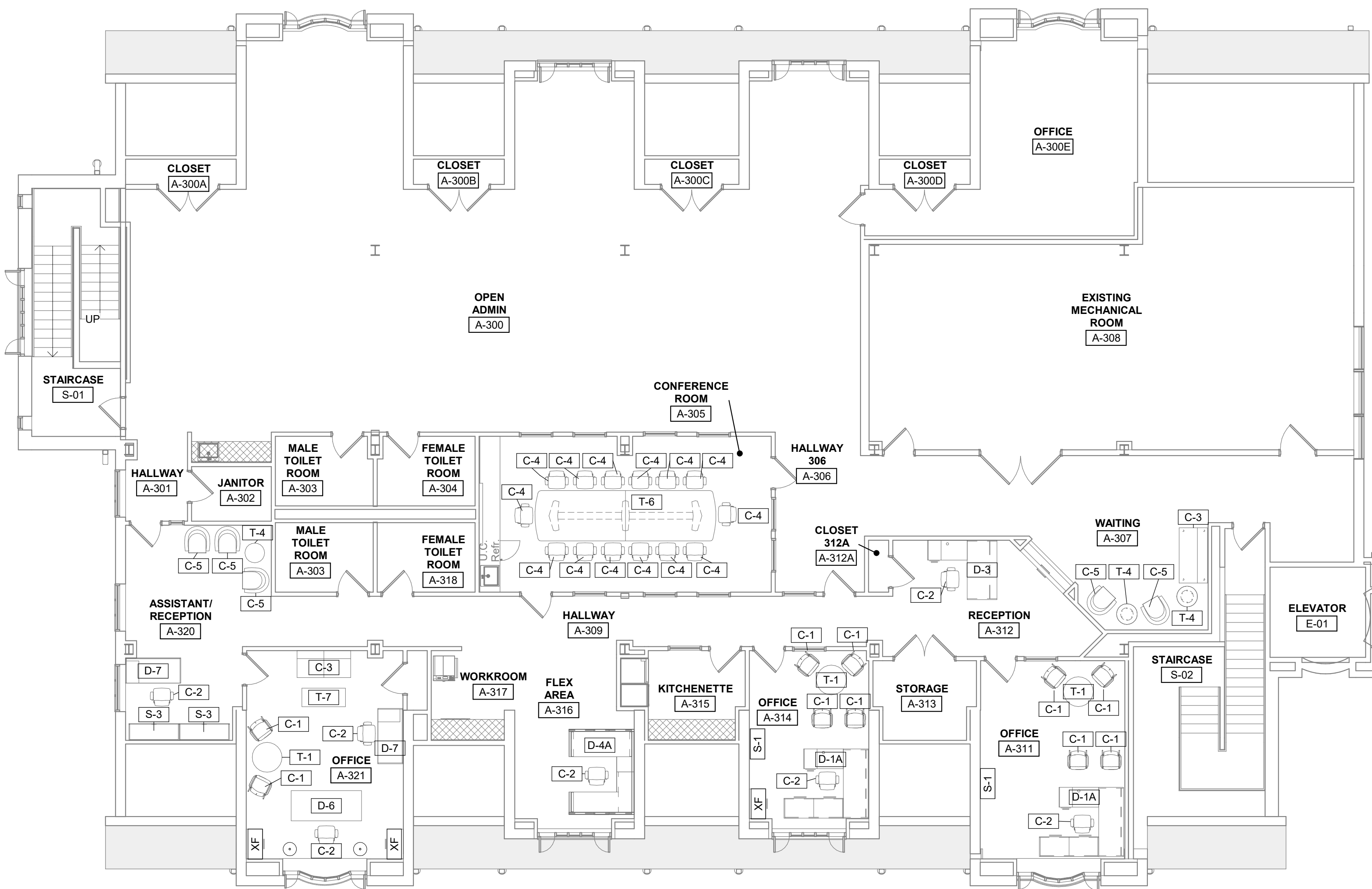


FURNITURE SCHEDULE  
(REFER TO MATRIX FOR ADDITIONAL INFORMATION)

TAG	ITEM
<b>CHAIRS</b>	
C1	GUEST CHAIR
C2	TASK CHAIR
C3	LOUNGE SOFA
C4	CONFERENCE CHAIR
C5	GUEST CHAIR
<b>TABLES</b>	
T1	ROUNDTABLE
T2	CONFERENCE TABLE
T3	OCCASIONAL TABLE
T4	ROUND OCCASIONAL TABLE
T5	CONFERENCE TABLE
T6	CONFERENCE TABLE
T7	OCCASIONAL TABLE
<b>DESKS</b>	
D1	DESK WITH LEFT RETURN, BACK CREDENZA
D1A	DESK WITH RIGHT RETURN, BACK CREDENZA
D2	WORKSTATION WITH LEFT RETURN
D2A	WORKSTATION WITH RIGHT RETURN
D3	DESK WITH LEFT RETURN
D3A	DESK WITH RIGHT RETURN
D4	WORKSTATION WITH LEFT RETURN, BACK CREDENZA
D4A	WORKSTATION WITH RIGHT RETURN, BACK CREDENZA
D5	WORKSTATION WITH LEFT RETURN
D5A	WORKSTATION WITH RIGHT RETURN
D6	DOUBLE PEDESTAL DESK
D7	SINGLE PEDESTAL DESK
<b>STORAGE</b>	
S1	BOOKCASE 5' H
S2	BOOKCASE 3' H
S3	STORAGE CREDENZA
XF	EXISTING FILE



1 SECOND FLOOR PARTIAL FURNITURE PLAN - ADMIN SIDE  
SCALE: 1/8" = 1'-0"



2 THIRD FLOOR PARTIAL FURNITURE PLAN FOR BID  
SCALE: 1/8" = 1'-0"

DRAFT - NOT FOR CONSTRUCTION

USA Architects, Planners and Interior Designers, LTD.  
NJ: 21AC00116300 PA: A00016021 DE: 57-000564 MD: 17644  
This Document is the property and copyright of USA Architects for the specified project and shall not be used or reproduced without authorization.

**RESTORATIONS**  
AT THE  
**MUNICIPAL BUILDING**  
FOR THE  
**TOWNSHIP OF NORTH BRUNSWICK**  
710 HERMANN ROAD, NORTH BRUNSWICK,  
MIDDLESEX COUNTY, NJ 08902  
BLOCK 213, LOT 7

No. Date Issue or Revision

Drawing Title  
**FURNITURE PLANS FOR BID**

Scale: As indicated USA Project No. 2023.0040.00

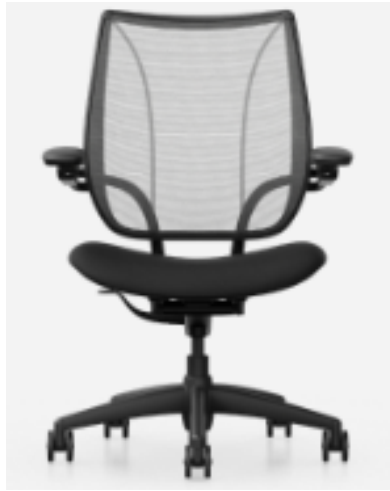
Drawing Date: 07/25/2024 Drawing No.

Drawn By: JT Checked By: MML FFE-1

NORTH BRUNSWICK FURNITURE REFERENCE IMAGES ONLY - NOT FOR FINISH



C1



C2



C-3



C-4



C-5



S-1



S-2  
(3 SHELF)



S-3



D-1, D-1A



D-3, D-3A



D-2, D-2A, D-5 + D-5A (42" PANELS)  
D-4 + D-4A (60" PANELS)



T-2, T-5, T-6



T-1



T-3



T-4



T-7



**Notes:**

1. All items below shall be used/refurbished.
2. All items shall be free of imperfections and of sound construction.
3. Items shall be re-finished where required to meet the desired aesthetic and provide a "like new" appearance.
4. All furniture/systems finishes shall be coordinated and consistent throughout all open plan areas.
5. All furniture finishes shall be consistent within the private offices.
6. Use Basis of Design and Image Reference as an aesthetic reference.
7. Quantities listed on the furniture list are subject to change and the Township may add/delete items prior to the final order being confirmed.

Code	Item	Manufacturer Basis of Design	Style Basis of Design	Description Basis of Design	Size / Notes	Power / AV	Finishes Basis of Design	List	Discount Off List	Unit Price	Qty	Installation	Total
C1	GUEST CHAIR	KNOLL	ROCCHIO	WOOD ARMS + FRAME, UPHOLSTERED SEAT	21.75" W X 23.5" D X 32.25" H		WOOD FRAME UPHOLSTERY: BLUES, GRAYS				37		
C2	TASK CHAIR	HUMAN SCALE	LIBERTY	ADJUSTABLE ARMS, STAR BASE, CASTERS, UPHOLSTERED/MESH BACK	26.5" W		BLACK				52		
C3	LOUNGE SOFA	KNOLL	AVIO	LEG BASE, UPHOLSTERED	67" W X 33" D X 28" H		UPHOLSTERY: BLUES, GRAYS				4		
C4	CONFERENCE CHAIR	STEELCASE	TURNSTONE	ADJUSTABLE ARMS, STAR BASE, CASTERS, UPHOLSTERED/MESH BACK	19.66" W X 19.66" D X 31.88" H		BLACK				22		
C5	GUEST CHAIR	KNOLL	KRUSIN	WOOD ARMS + FRAME, UPHOLSTERED SEAT	21.75" W X 23.5" D X 32.25" H		WOOD FRAME UPHOLSTERY: BLUES, GRAYS				5		
D1	DESK	JSI	VISION	LAMINATE DESK, B/B/F, OPEN LEFT RETURN, EXTENDED STORAGE CREDENZA	DESK: 84" W X 30" D X 28" H RETURN: 48" W X 24" D X 28" H CREDENZA: 72" W X 24" D X 28" H		LAMINATE - WOOD GRAIN - TBD				5		
D1A	DESK	JSI	VISION	LAMINATE DESK, B/B/F, OPEN RIGHT RETURN, EXTENDED STORAGE CREDENZA	DESK: 84" W X 30" D X 28" H RETURN: 48" W X 24" D X 28" H CREDENZA: 72" W X 24" D X 28" H		LAMINATE - WOOD GRAIN - TBD				6		
D2	WORKSTATION	ALLSTEEL	STRIDE	WORKSTATION WITH LEFT RETURN, 42" FABRIC WRAPPED PRIVACY PANELS, (1) B/B/F, (1) F/F, ABOVE WORKSURFACE POWER/DATA	6'X6' FOOTPRINT		GRAY TONE METAL + TRIM, GRAY PANEL FABRIC, LAMINATE WORKSURFACE				6		
D2A	WORKSTATION	ALLSTEEL	STRIDE	WORKSTATION WITH RIGHT RETURN, 42" FABRIC WRAPPED PRIVACY PANELS, (1) B/B/F, (1) F/F, ABOVE WORKSURFACE POWER/DATA	6'X6' FOOTPRINT		GRAY TONE METAL + TRIM, GRAY PANEL FABRIC, LAMINATE WORKSURFACE				1		
D3	DESK	JSI	VISION	LAMINATE DESK, B/B/F, LEFT RETURN, F/F	DESK: 72" W X 36" D X 28" H RETURN: 48" W X 24" D X 28" H		LAMINATE - WOOD GRAIN - TBD				4		
D3A	DESK	JSI	VISION	LAMINATE DESK, B/B/F, RIGHT RETURN, F/F	DESK: 72" W X 36" D X 28" H RETURN: 48" W X 24" D X 28" H		LAMINATE - WOOD GRAIN - TBD				1		
D4	WORKSTATION	ALLSTEEL	STRIDE	WORKSTATION, OPEN LEFT RETURN, BACK WORKSURFACE, 60" FABRIC WRAPPED PRIVACY PANELS, (1) B/B/F, (1) F/F, ABOVE WORKSURFACE POWER/DATA	6'X8' FOOTPRINT		WOOD; COORDINATE FINISHES FABRIC WRAPPED PANELS				4		
D4A	WORKSTATION	ALLSTEEL	STRIDE	WORKSTATION, OPEN RIGHT RETURN, BACK WORKSURFACE, 60" FABRIC WRAPPED PRIVACY PANELS, (1) B/B/F, (1) F/F, ABOVE WORKSURFACE POWER/DATA	6'X8' FOOTPRINT		WOOD; COORDINATE FINISHES FABRIC WRAPPED PANELS				3		
D5	WORKSTATION	ALLSTEEL	STRIDE	WORKSTATION WITH LEFT RETURN, 42" FABRIC WRAPPED PRIVACY PANELS, (1) B/B/F, (1) F/F, ABOVE WORKSURFACE POWER/DATA	6'X6' FOOTPRINT		WOOD; COORDINATE FINISHES FABRIC WRAPPED PANELS				5		
D5A	WORKSTATION	ALLSTEEL	STRIDE	WORKSTATION WITH RIGHT RETURN, 42" FABRIC WRAPPED PRIVACY PANELS, (1) B/B/F, (1) F/F, ABOVE WORKSURFACE POWER/DATA	6'X6' FOOTPRINT		WOOD; COORDINATE FINISHES FABRIC WRAPPED PANELS				3		
D6	DOUBLE PEDESTAL DESK	JSI	VISION	LAMINATE DOUBLE PEDESTAL DESK, B/B/F, F/F	81" W X 36" D X 30" H		LAMINATE - WOOD GRAIN - TBD				1		
D7	DOUBLE PEDESTAL DESK	JSI	VISION	LAMINATE DOUBLE PEDESTAL DESK, B/B/F, F/F	66" W X 30" D		LAMINATE - WOOD GRAIN - TBD				2		
T1	WORK TABLE	AIS	MULTIPURPOSE	ROUND TOP, X BASE	23" W X 35" D X 12" H		LAMINATE - TBD				6		
T2	CONFERENCE TABLE	AIS	CALIBRATE CONFERENCE	LAMINATE BOAT TOP, KNIFE EDGE, POWERED THROUGH LEG WITH SURFACE OUTLETS	48" W X 144" X 29" H		LAMINATE - WOOD GRAIN - TBD				1		
T3	OCCASIONAL TABLE	ALLSTEEL	PARALLEL TABLE	SQUARE SIDE TABLE	22" W X 22" D X 21.5" H		TBD				2		
T4	OCCASIONAL TABLE	JSI	INDIE TABLE	ROUND SIDE TABLE	19" DIA X 16" H		LAMINATE - TBD				3		
T5	CONFERENCE TABLE	AIS	CALIBRATE CONFERENCE	LAMINATE BOAT TOP, KNIFE EDGE, POWERED THROUGH LEG WITH SURFACE OUTLETS	144" W X 24" D X 29" H		LAMINATE - WOOD GRAIN - TBD				1		
T6	CONFERENCE TABLE	AIS	CALIBRATE CONFERENCE	LAMINATE BOAT TOP, KNIFE EDGE, POWERED THROUGH LEG WITH SURFACE OUTLETS	216" W X 60" D X 29" H		LAMINATE - WOOD GRAIN - TBD				1		
T7	OCCASIONAL TABLE	ALLSTEEL	PARALLEL TABLE	RECTANGLE SIDE TABLE	52" W X 22" D X 21.5" H		TBD				1		
F1	LATERAL FILE	STEELCASE	UNIVERSAL STORAGE	3 DRAWER	36" W X 20" D X 29" H		GRAY				0		
S1	BOOKCASE 5' H	STEELCASE	UNIVERSAL STORAGE	5 SHELF	36" W X 18" D X 60" H		GRAY				6		
S2	BOOKCASE 3' H	STEELCASE	UNIVERSAL STORAGE	3 SHELF	36" W X 18" D X 36" H		GRAY				3		
S3	STORAGE CREDENZA	JSI	VISION	PLASTIC LAMINATE, CLOSED, LOCKABLE STORAGE	60" W X 20" D X 29" H		LAMINATE - TBD				2		