

**REQUEST FOR PROPOSALS (RFP)**

**GENERATOR MAINTENANCE**



**433 JOHN F. KENNEDY WAY**

**WILLINGBORO, NEW JERSEY 08046-2119**

**Bid Opening:  
March 1, 2019  
11:00 am**



## TABLE OF CONTENTS

NOTICE TO BIDDERS	NB-1
INSTRUCTION TO BIDDERS	IB-1 TO IB-10
SPECIFICATIONS	S-1 TO S-2
PROPOSAL	P-1 to P-6
CONTRACT DOCUMENTS	

Notice is hereby given that sealed bids will be received by the Willingboro Municipal Utilities Authority at its office located at 433 John F. Kennedy Way, Willingboro, New Jersey 08046-2119 for Generator Maintenance. Bids will be opened and read in public on March 1, 2019 at 11:00 A.M., prevailing time.

The work includes the furnishing of all labor, material and equipment necessary or required to complete all work set forth in these specifications.

Documents are available for purchase at the Authority's office on or after the date of this notice, for a non-refundable charge of \$25.00 for each set of documents requested during the regular business hours, 9:00 am - 4:30 pm (M-F) or by visiting the Authority's website at [www.wmua.info](http://www.wmua.info).

Bids must be made on the standard proposal form in the manner designated therein and must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the project on the outside. A bid bond addressed to the Willingboro Municipal Utilities Authority for ten percent (10%) of the total amount bid, provided said security need not be more than \$20,000.00.

The signed proposal forms and bid security must be delivered to the place and on or before the hour named above. The accepted bidder must sign the contract within ten (10) days after the Notice of Award or forfeit his/her bid security. Bid securities will be returned to all but three (3) apparent lowest responsible bidders. All other bid securities will be returned after awarding and signing of the contract.

The right is reserved to reject any and/or all proposals in whole or in part or to make award to such bidder who, in the judgment of the Authority makes the most advantageous bids and to waive any informalities as may be permitted by law.

BY ORDER OF THE WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Andrew Weber  
Executive Director

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
1.	FAMILIARITY WITH SPECIFICATIONS	1
2.	QUESTIONS	1
3.	BIDDERS QUALIFICATIONS	1
4.	BID SECURITY	1
5.	PREPARATION OF BIDS	2
6.	SUBMISSION OF BIDS	3
7.	BRAND NAMES, PATENTS AND STANDARDS OF QUALITY	4
8.	AWARD OF CONTRACT	4
9.	REJECTION OF BIDS	5
10.	TERMINATION OF CONTRACT	5
11.	STATUTORY AND OTHER REQUIREMENTS	6
12.	REMEDIES	7
13.	PUBLIC LIABILITY, PROPERTY AND AUTOMOBILE INSURANCE	8
14.	SOCIAL SECURITY ACT	10

I. **FAMILIARITY WITH SPECIFICATIONS** The bidder understands and agrees that its bid is submitted based on the specifications prepared by the AUTHORITY. The bidder accepts the obligation to become familiar with these specifications. Bidders are expected to examine the specifications and related documents with care and observe all the requirements. Ambiguities, errors or omissions noted by the bidders should be promptly reported in writing to the appropriate official. In the event that the bidder fails to notify the AUTHORITY of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

2. **QUESTIONS** No oral interpretation shall be made to any bidder as to the meaning of any of the specifications. All questions shall be submitted in writing to the Authority's representative stipulated in the bid in order to be given consideration, written requests for interpretation must be received at least five (5) days before the established date for bid opening. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with NJSA 40A; 11-23. All addenda so issued shall become part of the contract documents and shall be acknowledged by the bidder in the bid. The AUTHORITY's interpretations or corrections thereof shall be final; in the event that the bidder does not acknowledge receipt of any or all addenda, the bidder shall be bound to comply with said addenda. **BIDDERS DOWNLOADING BID DOCUMENTS FROM WEBSITE SHALL REGISTER AS A PROSPECTIVE BIDDER IN ORDER TO RECEIVE NOTICE OF ADDENDA BY EMAILING AUTHORITY AT [estuppard@wmua.info](mailto:estuppard@wmua.info).**

3. **BIDDER'S QUALIFICATIONS** Before a bid is considered for award, the bidder may be requested by the Authority to submit a statement of facts in detail as to his previous experience in performing similar or comparable work and of his business and technical organization and financial resources and plant available to be used in performing the contemplated work.

4. **BID SECURITY** The following provisions if indicated by an (X), shall be applicable to this bid and be made a part of the bidding documents:

A  BID GUARANTEE

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the AUTHORITY. 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 AUTHORITY. The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A 40A: 11-21. **Failure to submit this shall be cause for rejection of the bid.**

B.  CONSENT OF SURETY

Bidder' shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the AUTHORITY 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 ail subcontractor's 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 NJ.SA 40A: 11-22. **Failure to submit this shall be cause for rejection of the bid.**

C.  PERFORMANCE BOND

Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract. **Failure to deliver this with the executed contract shall be cause for declaring the contract null and void.**

D.  LABOR AND MATERIAL (PAYMENT) BOND

Successful bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and contractors for the labor and material used in the work performed under the contract. **Failure to deliver this with the performance bond shall be cause for declaring the contract null and void.**

E.  MAINTENANCE BOND

Successful bidder shall upon acceptance of the work submit a maintenance bond in the amount of 100% guaranteeing against defective quality of work or materials for the period of:

1 year

2 years

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 and any maintenance bonds required have been executed and approved by the AUTHORITY. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey NJ.SA. 17:31-5. **Failure to submit security with the bid may be cause for rejection.**

The bidder, at his option, may furnish a bid bond, postal money order, certified check or cashier's check as security in the amount required. Checks are to be made payable to the Willingboro Municipal Utilities Authority.

5. PREPARATION OF BIDS

- A. The AUTHORITY is exempt from local, state or federal sales, use or excise tax.
- B. The AUTHORITY has attempted to identify the item(s) and the estimated amount 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 NJAC 5:34-4.9.
- C. Successful bidders shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include the cost on the bid price agreement.
- D. Bids shall be submitted on the forms furnished or copies thereof and must be manually signed. If erasures or other changes appear on the forms, the person signing the bid must initial each such erasure or change.
- E. Alternate bids will not be considered unless called for.
- F. The prices quoted on the attached Form of Proposal must remain firm for the duration of the contract.

**6. SUBMISSION OF BIDS**

- A. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders and at such time and place will be publicly opened and read aloud.
- B. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the AUTHORITY, (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 # being bid.
- C. It is the bidder's responsibility to see that bids are presented to the AUTHORITY on the hour and at the place designated. Bids may be hand delivered or mailed: however, the AUTHORITY disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section 6.B above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- D. Sealed bids forwarded to the AUTHORITY 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 must remain firm for a period of sixty (60) calendar days.



E. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the AUTHORITY. Any changes, whiteouts, strikeouts, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.

F. Discrepancies in Bids:

1. If the amount shown in words and its equivalent figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

G. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

H. Bidders must insert prices for furnishing all of the materials and/or labor 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 AUTHORITY. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience.

I. The Contractor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the Contractor. In cases of rejected materials, the Contractor will be responsible for return freight charges.

## **7. BRAND NAMES, PATENTS AND STANDARDS OF QUALITY**

A. Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Contractor's literature WILL NOT suffice in explaining

exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.

B. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The OWNER reserves the right to evaluate the equivalency of an item(s), which, in its deliberations, meets its requirements.

C. In submitting its bid, the bidder certifies that the merchandise 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. Only manufactured and farm products of the United States, wherever available, shall be used on this contract pursuant to N.J.S.A. 40A: 11-18.

E. Wherever practical and economical to the AUTHORITY, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.

## **8. AWARD OF CONTRACT**

1. All contracts shall be for 12 consecutive months unless otherwise noted in the specifications with two one-year extension held at the same price specified in the contract documents.

B. The AUTHORITY may award the work based on the Base Bid, combined with such alternates as selected, until a net amount is reached that is within the funds available,

C. If the award is made based on Base Bids only, it will be made to that responsible bidder whose Base Bid, therefore, is the lowest. If the award is to be made based on a combination of a Base Bid with Options, it will be made to that responsible bidder whose net bid on such combination is the lowest.

D. The AUTHORITY may also elect to award the work based on line items or unit prices, whichever results in the lowest total amount.

E. The successful bidder will not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the AUTHORITY.

F. The Authority reserves the right to waive any informality in bids received when such waiver is in the interest of the Authority.

## **9. REJECTION OF BIDS**

A. Availability of Funds -Pursuant to statutory requirements, any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually.

B. Multiple bids not allowed. - More than one bid from an individual, a firm of partnership, a corporation or association under the same or different names shall not be considered.

C. Unbalanced Bids - Bids, which are obviously unbalanced, may be rejected.

D. Unsatisfactory Past Performance- Bids received from bidders who have previously failed to complete contracts within the time scheduled therefor, or who have performed work for the AUTHORITY in an unacceptable manner, may be rejected.

E. Failure to Enter Contract - Should the bidder, to whom the contract is awarded, fail to enter into a contract within twenty-one (21) days, Sundays and holidays excepted, the AUTHORITY may then, at its option, accept the bid of the next lowest. responsible bidder.

#### **10. TERMINATION OF CONTRACT**

A. If; through any cause, the successful bidder shall fail to fulfill in a timely and proper manner, the obligations/under this contract or if the contractor shall violate any of the requirements of this contract, the AUTHORITY shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the AUTHORITY of any obligation for balances to the contractor of any sum or sums set forth in the contract.

B. Notwithstanding the above, the contractor shall not be relieved of liability to the AUTHORITY for damages sustained by the AUTHORITY by virtue of any breach of the contract by the contractor and the AUTHORITY may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the AUTHORITY from the contractor is determined.

C. The contractor agrees to indemnify and hold the AUTHORITY harmless from any liability to subcontractors/contractors concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the AUTHORITY under this provision.

D. In case of default by the successful bidder, the AUTHORITY may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.

E. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following years budget. In the event of unavailability of such funds, the AUTHORITY reserves the right to cancel this contract.

## **11. STATUTORY AND OTHER REQUIREMENTS**

A. Mandatory Affirmative Action Certification. No firm may be issued a contract unless it complies with the affirmative action regulations of **NJSA 10:5-31** et seq. (PL 1975, c. 127)

1. Procurement, Professional and Service Contracts All successful Contractors must submit within seven (7) days after receipt of the notice of intent to award the contract or the receipt of the contract, one of the following:

- a. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one (1) year from the date of the letter), or
- b. A photocopy of an approved Certificate of Employee Information Report, or
- c. If the Contractor has none of the above, the public agency is required to provide the Contractor with an initial Affirmative Action Employee Information Report (AA-302)

2. Construction Contracts - All successful contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (AA-201-available from the AUTHORITY) for any contract award that meets or exceeds the bidding threshold.

B. Americans with Disabilities Act of 1990 Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful bidder agrees that the provisions of Title II of the Act are made a part of the contract. The successful bidder is obligated to comply with the Act and to hold the AUTHORITY harmless.

C. Prevailing Wage Act. (When applicable) Pursuant to NJSA 34:11-56.25 et seq., successful bidders on projects for public works shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll to the AUTHORITY within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in NJAC 12:60-6.1(c). It will be the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the Office of Administrative Law, CN) 49, Trenton, New Jersey 08625 pr the New Jersey Department of Labor,

## Division of Workplace Standards.

D. Stockholder Disclosure. Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. Form of statement shall be completed and attached to the bid proposal.

E. New Jersey Worker and Community Right to Know Act. The manufacturer or contractor of any substance or mixture shall supply the Chemical Abstract Service Number of all the components of the mixture or substance and the chemical name. The manufacturer and contractor must properly label each container. Further all applicable Material Safety Data Sheets (MSDS) – HAZARDOUS SUBSTANCE FACT SHEETS – MUST BE FURNISHED.

F. Non-Collusion Affidavit. The non-collusion affidavit, which is part of these specifications, shall be properly executed and submitted with the bid proposal.

## 12. REMEDIES

A. In compliance with N.J.S.A. 40A: 11-50, any and all disputes arising under this Contract shall be submitted to non-binding mediation. This non-binding mediation procedure is the process of resolution and the alternative dispute resolution procedure agreed to be the parties to this Contract pursuant to N.J.S.A. 40A: 11-50, and disputes arising under this Contract shall be submitted to such non-binding mediation prior to being submitted to a Court for adjudication. Any such mediation shall be governed by the Construction Arbitration Rules of Procedure if the American Arbitration Association insofar as they are not inconsistent with this Contract. Any mediator shall be expressly bound by the New Jersey substantive law in the mediation process and shall be guided by the New Jersey Rules of Evidence.

B. Nothing herein shall prevent or be deemed to prevent the contracting unit from seeking injunctive or Declaratory relief in a Court of competent jurisdiction at any time. In addition, the Alternative Dispute Resolution Practices required hereunder shall not apply to disputes concerning the bid solicitation or award process, or to the formation of contracts or subcontracts to be entered into pursuant to N.J.S.A 40A: 11-1 et seq.

C. The request for mediation in the event of a dispute shall be submitted to the other interested parties. The request shall include a statement of the specific claims that the complaining party has against the other party relating to these disputes. Within a reasonable time thereafter, the party being served with the notice of mediation shall provide to the complaining party a statement of its specific claims and/or defenses that it has against the

complaining party relating to the dispute. The mediation proceedings shall commence within thirty (30) days of the submission of a request and shall continue for a period not greater than fifteen (15) days or such longer period as the parties may agree. In the event of an emergency situation, the mediation process shall be accelerated.

D. The Consulting Engineer for the AUTHORITY shall have the authority, with the approval of both parties to select the mediator. The mediator shall proceed to attempt to mediate and resolve the dispute pursuant to industry standards.

E. The contract unit ("AUTHORITY") and contracting party ("CONTRACTOR") shall divide equally and be equally responsible for all costs of such mediator and the mediation proceedings. Each party shall pay its own costs and fees and other costs incurred by the party in connection with its preparation for and participation in such mediation proceedings

### **13. PUBLIC LIABILITY, PROPERTY AND AUTOMOBILE INSURANCE**

A. Required Insurance: The Contractor shall take out and maintain during the life of this contract the various types and amounts of insurance as required to protect the Contractor, the AUTHORITY, and any subcontractor performing work covered by this contract from claims for damages or personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly employed by either of them. All policies shall name the AUTHORITY as additional insured and be primary to any to any insurance provided by the AUTHORITY.

B. Without restricting the obligations and liabilities assumed under the Contract Documents, the Contractor shall, at his own cost and expense, purchase and maintain in force until final acceptance of his work, the below listed forms of insurance coverage.

C. Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed with the AUTHORITY before operations are begun. Such certificates shall not merely name the types of policy provided but shall specifically refer to this Contract and shall contain a separate express statement of compliance with each of the requirements as set forth in this section. However, the original policies of AUTHORITY's Protective Bodily Injury (Item F) and Property Damage (Item G) as well as Builder's Risk Fire Insurance (Item J) shall at this time be delivered to the AUTHORITY for its possession.

D. All policies as hereinafter required shall be so written that the AUTHORITY will be notified of cancellation or restrictive amendment at least ten (10) days prior to the effective date of such cancellation of amendment.

1. Worker's Compensation and/or Employer's Liability Insurance as required or specified by State Law.

2. Contractor's Direct Bodily Injury Liability Insurance.
3. Contractor's Direct Property Damage Liability Insurance.
4. Contractors Protective Bodily Injury Liability Insurance.
5. Contractor's Protective Property Damage Liability Insurance.
6. AUTHORITY's Protective Bodily Injury Liability Insurance naming the AUTHORITY as additional insured.
7. AUTHORITY's Protective Property Damage Liability Insurance naming the AUTHORITY as additional insured.
8. Bodily Injury Liability Insurance covering motor vehicles either owned by the Contractor or being used in connection with the prosecution of the work embraced under this contract.
9. Property Damage Liability Insurance covering motor vehicles either owned by the Contractor or being used in connection with the prosecution of the work embraced under this contract.
10. Builder's Risk Fire and Extended Coverage Insurance for the full amount of this contract on a "Complete Value" form naming as insured the AUTHORITY and the Contractor as their respective interests may appear. Coverage shall apply to perils of fire, windstorm, hail, explosion, riot, strike, civil commotion, aircraft and vehicle damage, smoke, vandalism, and malicious mischief or those perils normally insurable by State Law. Property insured is to be the work under construction including all foundations as well as permanent fixtures and all underground pipes and wiring; also, all materials, equipment and supplies incidental to the construction work and any temporary structures.

E. The following special hazards shall be included in the above stated insurance coverage:

1. Contractor's Direct Property Damage Liability Insurance (Item C) shall contain an endorsement to include coverage for damage due to:
  - a. Explosion and Blasting
  - b. Collapse or injury to structures
  - c. Damage to underground structures or conduits

F. If any part of the work is sublet, insurance of the same types and limits as required by above items 1, 2, 3, 4, 5, 8 and 9 shall be provided by or on behalf of the subcontractor to cover that part of the work they have contracted to perform including Property Damage Liability and Special Hazards Coverage if so required by this contract.

**G. The required extent and limits of the types of insurance required from the Contractor for this contract are as follows:**

1. All Bodily Injury Insurance required by Items B, D, and F in the amount of \$1,000,000 each occurrence, \$2,000,000 in the aggregate. By Item H in the amount of \$ 1,000,000 combined single limit each occurrence.
2. All Property Damage Liability Insurance required by Items C, E and G shall be in the amount of \$ 1,000,000 each occurrence, \$2,000,000 in the aggregate. By Item 1 in the amount of \$ 1,000,000 combined single limit each occurrence.
3. Builder's Risk, Fire and Extended Coverage Insurance required by Item J shall be written in the full amount of this contract.

**14. SOCIAL SECURITY ACT.**

The Contractor shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full liability for the payment of any and all contributions or taxes for social security, unemployment insurance, federal withholding tax or old age retirement benefits, pensions or annuities, nor or hereafter imposed under any state or federal law which are measured by the wages, salaries, or other remuneration paid to persons employed by the Contractor on work performed under the terms of this contract, and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by any duly authorized state or federal officials; and said Contractor also agrees to indemnify and save harmless the AUTHORITY from any such contributions or taxes or liability thereof.



## WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

### PURCHASE OF ONE GENERATOR MAINTENANCE AGREEMENT.

#### 1. GENERAL

Regular maintenance is a key component to our generator's longevity and functionality. Along with the automatic weekly exercise this is the best way to insure our generator will be ready when needed.

The Contractor shall perform (1) annual service visit per year for the term of this contract.

Generator Maintenance visits will be performed during normal business hours (Monday through Friday 8:00 am- 4:00 pm). The Contractor is responsible for scheduling appointments and the Authority will be present during visits.

Equipment or parts in need of replacement or repairs will be brought to the Authority's attention and billed separately on a time and material basis if the Authority elects to move forward with the Contractor to make repairs.

The Authority will receive priority scheduling in the event of an unscheduled emergency.

This Service Agreement does not warrant parts or labor – It allows for maintenance of the unit (generator and transfer switch) only.

Bidder is also responsible coordinate with the Authority to visit site locations to collect data.

#### **Scope of Service**

During the annual service visit the Contractor will perform the following services:

- Change engine oil
- Change engine oil filter
- Check valves (adjust if needed)
- Check coolant levels
- Pressure test radiator
- Test circuit alarms for proper operation
- Inspect air filter (replace if needed)
- Inspect spark plugs (replace if needed)
- Inspect fuel system
- Inspect exhaust system
- Inspect enclosure and insure all openings are unobstructed
- Check battery (terminations, connections and water level)
- Check all connections (electrical and mechanical)

- Check operation of battery charging equipment
- Simulate temporary loss of power from utility company and observe proper operation (generator start, power transfer and shutdown)
- Check generator voltage and Hz (adjust if needed)

**Bidder shall provide product literature supporting compliance with above specifications, including manufacturer, model and upgrades thereto. Any deviation from minimum specifications shall be documented by Bidder as part of the bid submission.**

**Municipal Utility Generators**

1.	Size 30 kw	Model # 9076318	Serial # Qt03015GNSX
2.	Size 150 kw	Model # 150 GFPA	Serial # M15G303514
3.	Size 192.1 kw	Model # GGPC-1516121	Serial # G150855138
4.	Size 788 kw	Model # GGDB-5561861	Serial # E020371627
5.	Size 500 kw	Model # DFEK-9192845	Serial #
6.	Size 250 kw	Model # 250RE0ZJD	Serial # 2241708
7.	Size 350 kw	Model # 350REZXB	Serial # SGM32HPSM
8.	Size 350 kw	Model # 350GFEB	Serial # M15G303578
9.	Size 150 kw	Model # 150GFPA	Serial # M15F249380
10.	Size 150 kw	Model # 150GFPA	Serial # MF15F249379
11.	Size 250 kw	Model # 250GFBC	Serial # M15G281516
12.	Size 500 kw	Model # DFEK-9192845	Serial # L110280781
13.	Size 263 kw	Model # 432PSL6210	Serial # MT-0024904-0715
14.	Size 263 kw	Model # 432PSL6210	Serial # MT-0023926-7/2015

**Willingboro Municipal Utilities Authority**

Contract Name: **PROVIDE ONE (1) GENERATOR MAINTENANCE AGREEMENT**

**A. Failure to submit the following documents is a mandatory cause for the bid to be rejected.**

(N.J.S.A. 40A:11-23.2)

Required With Submission of Bid (Owner's checkmarks)	Initial Each Item Submitted With Bid (Bidder's initials)
X Bid Schedule	
X Bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or bid document(s) as required by N.J.S.A. 40A:11-23.2	
X A Bid Guarantee as required by N.J.S.A. 40A:11-21 (Bid Bond with Power of Attorney, Certified Check or Cashier's Check)	
X An Agreement of Surety, pursuant to N.J.S.A. 40A:11-22 & Contract Specifications, Instruction to Bidders, Item Number 16.0 Agreement of Surety.	
X A statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2 (Stockholders Statement).	
X A listing of subcontractors and certificate, as required by N.J.S.A. 40A:11-16 (Sub-Contractor's Declaration).	
X Disclosure of Investment Activities in Iran certification, pursuant to N.J.S.A. 40A:11-2.1	

**B. The following Forms, Certifications and other Documents should be submitted at the time of the bid and are required prior to contract award.**

(N.J.S.A. 40A:11-23.1b)

Authority Submissions (Owner's checkmarks)	Initial Each Item Submitted with Bid (Bidder's initials)	Authority Submissions Submitted with Bid (Owner's checkmarks)	Initial Each Items Submitted with Bid (Bidder's initials)
X Corporate Resolution allowing the signature of the Corporate Officer.		X Certificate of Equal Employment Opportunity.	
X Contractor's Experience Statement.		X Affirmative Action Certification.	
X Certification of Bidder showing that Bidder owns, leases or controls any necessary equipment.		X Copy of Public Works Certification of Registration for General Contractor & all listed sub-contractors.	

X	Submission of a Non-Collusion Affidavit (this form must be Notarized).	
X	Affidavit regarding State Treasurer's list of debarred, suspended and disqualified bidders.	
X	Affirmative Action Affidavit.	

X	Copy of State of New Jersey Business Registration Certificate.	
X	Copy of W-9.	

**C. SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements.**

Name of Bidder:

By Authorized Representative:

Signature:

Print Name and Title:

Date:

**The Willingboro Municipal Utilities Authority reserves the right to reject any or all bids**

**PROVIDE ONE (1) GENERATOR MAINTENANCE AGREEMENT**

**TO THE WILLINGBORO MUNICIPAL UTILITIES AUTHORITY:**

The Undersigned hereby declares that \_\_\_\_\_ ha\_\_\_ carefully examined the specifications, plans and form of contract for the item named above; and that \_\_\_\_\_ will contract to carry out and complete said project as specified and delineated at the price per unit measure for each scheduled item stated in the Schedule of Prices following.

It is further understood that the following procedure will be used to correct numerical discrepancies found in the Schedule of Prices following:

1. All Unit Prices for the entire contract shall be expressed in both words and figures, and in case of discrepancy, the written price shall govern over the price stated in figures.

The undersigned proposes to furnish all labor, materials and equipment required to complete the work in every detail, in accordance with plans, specifications and other contract documents, at and for the following Unit Prices:

ITEM	UNIT PRICE
One (1) generator maintenance agreement	_____

**UNIT PRICE IN WORDS:**

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

There is enclosed herewith the required bid security (bid bond) to the order of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) and a duly executed consent from an approved surety company, licensed to conduct business in the State of New Jersey agreeing to furnish the required bid bond upon the award of the contract.

Name and business address of bidder to whom all formal notices are to be sent:

-----  
-----  
-----

The undersigned states that the names and addresses of persons interested as principals in this Proposal are as follows:

(Write first name in full):

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-----	-----
-----	-----
-----	-----

If a corporation, the bidder shall name the date and State in which corporation was incorporated:

DATE \_\_\_\_\_ STATE \_\_\_\_\_

If a partnership or corporation, give the names of all partners, or all officers of the corporation with the addresses of each:

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-----	-----
-----	-----
-----	-----

The undersigned bidder submitting this proposal or bid certifies and affirms that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid, or that such other persons shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of said bidder or any other bidder or fix any overhead, profit or cost element of said

bid against the OWNER or any person interested in the proposed contract; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof; and, that no member of the OWNER's Officials or Employees of said OWNER is interested directly or indirectly in the bid or in any portion of the bid, nor in the Contract or in any part of the Contract which may be awarded the undersigned on the basis of such bid.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Bidder

By \_\_\_\_\_  
(Signature of Individual, Partner  
or Officer Signing the Proposal)

(SEAL)

(Seal is required if Bidder  
is a corporation)

\_\_\_\_\_  
Title

The undersigned states that the names and addresses of all persons owning a ten-percent (10%) or greater interest therein in this proposal, in compliance with P.L. 1977, Chapter 33, effective March 8, 1977, are as follows:

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

If a corporation, the bidder shall name the date and State in which incorporated.

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

State: \_\_\_\_\_

\_\_\_\_\_  
Affiant

**BIDDER'S AFFIDAVIT**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ being duly sworn, depose and says that he/she resides at \_\_\_\_\_ and that he/she is the \_\_\_\_\_ of \_\_\_\_\_

who signed the above Proposal or Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief.

He/she further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a ten percent (10%) or greater interest therein in compliance with P.L. 1977, Chapter 33, effective March 8, 1977.

\_\_\_\_\_  
Affiant

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**AFFIRMATIVE ACTION REQUIREMENTS**

A. This contract is subject to and all bidders are required to comply with the requirements of P.L. 1975, C. 127 an act relating to Affirmative Action and NJAC 17:27.

B. All successful Contractors must submit within seven days of the notice of intent to award or the signing of the contract one of the following.

- a. A photo copy of their Federal Letter of Affirmative Action Plan Approval.
- b. A photo copy of their Certificate of Employee Information Report.
- c. A completed Affirmative Action Employee Information Report (AA302). This form will be provided to the contractor with Notification of Award.

C. The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C 127 and agrees to furnish the required documentation pursuant to the Law.

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

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

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

NOTE: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, C 127.





**THIS AGREEMENT** made and executed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY, a public body corporate and politic created pursuant to N.J.S.A.40:14B-1 et. seq., hereinafter referred to as "The Authority", and \_\_\_\_\_, hereinafter referred to as "The Contractor",

**WITNESSETH:**

1. The contractor, having been designated by the Authority as the lowest, responsible bidder subsequent to the Authority's receipt of sealed bids on (date) \_\_\_\_\_ herewith covenants to furnish and deliver to the Authority the following material and quantities as contained in the Public Notice to Bidder and/or these specifications:

**ONE (1) GENERATOR MAINTENANCE AGREEMENT**

2. In consideration of the receipt of said material, the Authority agrees to pay the Contractor for the same at the following rates. \$ \_\_\_\_\_.

3. Payment by the Authority shall be made after delivery and upon receipt by the Authority of an itemized statement and voucher from the Contractor for the materials delivered.

The contractor recognizes that said payments will require the Authority approval at a public meeting and therefore agrees to submit his statement and voucher at least five days in advance of the next regular meeting of the Authority and to expect payment thereof within five days after said meeting.

4. The Authority meets on the third Wednesday of each month and the Contractor may rely thereon in submitting for payment unless otherwise notified by the Authority.

5. The Contractor specifically covenants and warrants that the material in question is of good and merchantable quality and is fit for use by the Authority in its utility operation.

6. The Contractor and the Authority mutually agree that all the terms and conditions set forth in the Notice to Bidders including but not limited to, the instructions to bidders and the specifications are hereby incorporated by reference and made a part of this Agreement as if fully set forth at length herein.

7. The Contractor covenants that in making delivery of the material it will comply with any existing governmental regulations.

8. This Agreement and the documents specifically incorporated by reference contain the entire understanding between the parties hereto with respect to this transaction and shall not be altered, modified or supplemented by the parties except by a subsequent writing, signed and sealed by them.

9. This Agreement shall be binding upon the respective parties hereto and their respective successors or heirs.

10. This Agreement shall not be assigned by either party without the prior written consent of the other.

11. Affirmative Action. The provisions of Exhibit "A" with respect to MANDATORY

AFFIRMATIVE ACTION LANGUAGE IN PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS are specifically incorporated herein as a material provision of this contract.

IN WITNESS WHEREOF, the parties hereto have set their respective hands and seals the day and year first above written.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

By:-----

Seal:

ATTEST:

-----  
Andrew Weber, Executive Director

CONTRACTOR NAME

By:-----  
(President, Partner or Sole Proprietor)

Seal:

ATTEST:

-----  
Secretary

**EXHIBIT A**  
**P.L. 1975, C. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE 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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting 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, rate, creed, color, national origin, ancestry, marital status or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the labor union or worker's 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate based on age, creed, color, national origin, ancestry, marital status 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.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

**ACKNOWLEDGMENT OF CONTRACTOR, IF A CORPORATION**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_ to me known, who, being by me duly sworn, did depose and say that he/she is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the seals affixed to said instrument is such seal, that it was so affixed by order of the directors of said corporation; and that he signed his name thereto by like order.

-----  
Notary Public

(SEAL)

**ACKNOWLEDGMENT OF CONTRACTOR, IF A FIRM OR PARTNERSHIP**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_ to me known to be one of the members of the firm of

\_\_\_\_\_, described in and who executed the foregoing instrument, and he acknowledged to me that he executed the same as and for the act and deed of said firm.

\_\_\_\_\_  
Notary Public

(SEAL)

**ACKNOWLEDGMENT OF CONTRACTOR, IF AN INDIVIDUAL**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_, to me known to be the person

described in and who executed the foregoing instrument and acknowledged that he executed the same.

-----  
Notary Public

**(SEAL)**

**EXHIBIT "B"**

**AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability  
42 U.S.C. S12101 et seq.)**

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 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 thereunto, 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 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 proceedings 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.