

City of Trenton  
319 East State Street, Trenton, New Jersey

**SOLICITATION TO BID**

**SPECIFICATIONS**

**TO PROVIDE**

**LABORATORY ANALYSIS, TESTING, AND MONITORING SERVICES  
FOR THE UNIDIRECTIONAL FLUSHING AND SAMPLING PROGRAM  
FOR A PERIOD OF TWO (2) YEARS FROM THE DATE OF AWARD**

**FOR THE**

**CITY OF TRENTON**

**DEPARTMENT OF WATER AND SEWER**

**TRENTON WATER WORKS**

To be received on:



JULY 10, 2026, at 11:00AM

DIVISION OF PURCHASING

**BID2026-78**

**BID DOCUMENT CHECKLIST  
(REQUIRED WITH SUBMISSION OF PROPOSAL)**

The following checklist is provided as assistance to the development of the proposal Response. It in no way supersedes or replaces the requirements of the proposal. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your proposal.

**Must Read and Initial**

- A. CITY OF TRENTON ACKNOWLEDGMENT OF RECEIPT OF ADDENDA **(Mandatory)** \_\_\_\_\_
- B. STATEMENT OF OWNERSHIP DISCLOSURE **(Mandatory)** \_\_\_\_\_
- C. NON-COLLUSION AFFIDAVIT **(Mandatory)** \_\_\_\_\_
- D. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE EXHIBIT A **(Mandatory)** \_\_\_\_\_
- E. AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE **(Mandatory)** \_\_\_\_\_
- F. AMERICANS WITH DISABILITIES ACT OF 1990 **(Mandatory)** \_\_\_\_\_
- G. CERTIFICATION OF NON-DEBARMENT FOR FEDERAL GOVERNMENT CONTRACTS **(Mandatory)** \_\_\_\_\_
- H. DISCLOSURE INVESTED ACTIVITIES IN IRAN **(Prior to award)** \_\_\_\_\_
- I. PROHIBITED INVESTED ACTIVITIES IN RUSSIA AND BELARUS **(Prior to award)** \_\_\_\_\_
- J. CONTRACTOR'S BUSINESS REGISTRATION CERTIFICATE **(Prior to award)** \_\_\_\_\_
- K. CONTRACTOR'S LICENSES AND CERTIFICATIONS **(Prior to award)** \_\_\_\_\_
- L. NJDEP ANNUAL CERTIFIED PARAMETER LIST **(Required with Bid Submittal)** \_\_\_\_\_
- M. CURRENT NJDEP LABORATORY CERTIFICATION STATUS DOCUMENTATION **(Required with Bid Submittal)** \_\_\_\_\_
- N. THREE (3) REFERENCES REQUIRED \_\_\_\_\_
- O. ETHICS COMPLAINT DISCLOSURE \_\_\_\_\_
- P. CITY OF TRENTON RESIDENT EMPLOYMENT POLICY \_\_\_\_\_

**PAGES MUST BE ONE-SIDED – DO NOT BIND, BIDDERS DO NOT CHANGE ANY FORMS**

**Proposers may visit the City of Trenton's Procurement Website for bids, RFPs, CC's and prior to submitting sealed bid for any changes, addendums and cancellations at [www.trentonnj.org/bids](http://www.trentonnj.org/bids)**

**Legal advertisements are posted on the City's Procurement Website at [www.trentonnj.org/bids](http://www.trentonnj.org/bids)**

## TABLE OF CONTENT

- CHECK LIST
- TABLE OF CONTENT
- LEGAL ADVERTISEMENT
- PROCUREMENT FORMS

CITY OF TRENTON ACKNOWLEDGMENT OF RECEIPT OF ADDENDA  
STATEMENT OF OWNERSHIP DISCLOSURE  
NON-COLLUSION AFFIDAVIT  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY (EXHIBIT A)  
REQUIRED EVIDENCE AFFIRMATIVE ACTION REGULATIONS  
AMERICANS WITH DISABILITIES ACT OF 1990  
CERTIFICATION OF NON-DEBARMENT FOR FEDERAL GOVERNMENT CONTRACTS  
DISCLOSURE INVESTED ACTIVITIES IN IRAN  
DISCLOSURE OF INVESTMENT PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS  
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE  
NEW JERSEY PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATE  
LICENSES AND CERTIFICATIONS  
PROVIDE THREE (3) REFERENCES

- INSTRUCTIONS TO BIDDERS
- CITY OF TRENTON RESIDENT EMPLOYMENT POLICY
- ETHICS COMPLAINT DISCLOSURE
- SPECIFICATIONS
- PROPOSAL FORM

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

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

Authorized Representative: \_\_\_\_\_

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

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

**CITY OF TRENTON  
NOTICE TO BIDDERS**

BID2026-78

Sealed bids shall be received by Isabel C. Garcia, QPA, Purchasing Agent, for the City of Trenton, County of Mercer, State of New Jersey on **JULY 10, 2026, at 11:00 A.M.** prevailing time in the Division of Purchasing, 1<sup>st</sup>. Floor, City Hall Annex, 319 East State Street, Trenton, New Jersey, for:

**LABORATORY ANALYSIS, TESTING, AND MONITORING SERVICES  
FOR THE UNIDIRECTIONAL FLUSHING AND SAMPLING PROGRAM  
TRENTON WATER WORKS**

**BIDDER MAY LOG ON TO A VIRTUAL BID OPENING ON JULY 10, 2026, AT 11:00AM TO:**

<https://www.zoomgov.com/j/1655713884?pwd=EDnbsGDKMN5t0zkBAfGUXV0Se3mp7S.>

1

Questions must be submitted in writing seven (7) days prior to the bid opening date to [igarcia@trentonnj.org](mailto:igarcia@trentonnj.org).

Specifications and other bid information, such as addendums, cancellations and notices prior to the bid opening date and time may be obtained on the City's Purchasing Website at [www.trentonnj.org/bids](http://www.trentonnj.org/bids), Failure to do so shall result in the rejection of your bid submission.

Legal advertisements will be posted on the City of Trenton procurement website [www.trentonn.org/bids](http://www.trentonn.org/bids) per LFN202601.

Proposers are required to comply with the requirements of P.L. 1975, c127(N.J.A.C.17:27 et seq).

City of Trenton - (609)-989-3139  
Isabel C. Garcia, Purchasing Agent, QPA

**CITY OF TRENTON**  
**ACKNOWLEDGMENT OF RECEIPT**  
**OF ADDENDA**  
**(MANDATORY)**

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>
_____	_____ (ICG)
_____	_____
_____	_____
_____	_____

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

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

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

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

**(MANDATORY)**

**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 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 (LLP)
- 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	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 parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, 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 address 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 #'s

**Please list the names and addresses of each stockholder, partner or member owning a 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 noncorporate 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	Address

**Part IV Certification**

I, being duly sworn upon my 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 **<name of contracting unit>** 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 **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, 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 **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**NON-COLLUSION AFFIDAVIT - MANDATORY**

STATE OF NEW JERSEY CITY OF TRENTON, COUNTY OF MERCER SS:

I, \_\_\_\_\_ of the City of \_\_\_\_\_,  
in the County of \_\_\_\_\_, and the State of \_\_\_\_\_,

of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm

of \_\_\_\_\_ bidder making the proposal for the above-named Contract, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participate in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Contract; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Trenton, County of Mercer relied upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for the said proposal.

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

\_\_\_\_\_  
(Name of Vendor)

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Signature of Notary Public)  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_\_, 20

**(REVISED 4/10)**

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

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

**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, affection-al or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunities shall include, but not be limited to the following: employment, up-grading, 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 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.

## **EXHIBIT A (Cont)**

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, col-or, 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.

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

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

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

**REQUIRED EVIDENCE  
AFFIRMATIVE ACTION REGULATIONS  
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27  
MANDATORY**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).  
OR
2. A photocopy of the approved Certificate of Employee Information Report.  
OR
3. An Affirmative Action Employee Information Report (Form AA302)  
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127 (N.J.A.C. 17:27)

---

The following questions must be answered by all bidders:

1. Do you have a federally approved or sanctioned Affirmative Action Program?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, please submit a copy of such a certificate.

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.

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

COMPANY \_\_\_\_\_

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

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

**Note: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c.127, within the time frame.**

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability - MANDATORY**

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.

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

\_\_\_\_\_  
COMPANY NAME

SIGNATURE:

<b>STANDARD BID DOCUMENT REFERENCE</b>	
Name of Form:	<b>FEDERAL NON-DEBARMENT CERTIFICATION</b>
Statutory Reference:	N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)
Description:	Meets statutory criteria for certification of non-debarment by a federal government agency.

**Summary of the Certification Requirements under N.J.S.A. 52:32-44.1**

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local units must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill in the boilerplate information in the certification sections of Parts II through IV regarding their name and type of contracting unit before using the form.

**CERTIFICATION OF NON-DEBARMENT  
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

**This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.**

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

- Sole Proprietorship (skip Parts III and IV)   
 Non-Profit Corporation (skip Parts III and IV)  
 For-Profit Corporation (any type)   
 Limited Liability Company (LLC)   
 Partnership  
 Limited Partnership                     
 Limited Liability Partnership (LLP)  
 Other (be specific): \_\_\_\_\_

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
<p>I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>&lt;name of contracting unit&gt;</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>&lt;type of contracting unit&gt;</b> to notify the <b>&lt;type of contracting unit&gt;</b> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, 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 <b>&lt;type of contracting unit&gt;</b>, permitting the <b>&lt;type of contracting unit&gt;</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

**PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization**

**Section A (Check the Box that applies)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
--------------------------	---

<b>Name of Individual or Organization</b>	
---	--

<b>Physical Address</b>	
-------------------------	--

**OR**

<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
--------------------------	---

**Section B (Skip if no Business entity is listed in Section A above)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization’s parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization’s parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization’s parent entity, as the case may be.
--------------------------	---

<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>	
---	--

<b>Physical Address</b>	
-------------------------	--

**OR**

<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
--------------------------	--

--	--

**Section C – Part III Certification**

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, 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 **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities**

**Section A**



Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity	Physical Address

**\*\*Add additional sheets if necessary\*\***

**OR**



The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

**Section B (skip if no business entities are listed in Section A of Part IV)**

<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).
--------------------------	---

Name of Business Entity Controlled by Entity Listed in Section A of Part IV	Physical Address

**\*\*Add additional Sheets if necessary\*\***

**OR**

<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.
--------------------------	--

**Section C – Part IV Certification**

I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, 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 **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

STANDARD BID DOCUMENT REFERENCE						
<b>Name of Form</b>	<b>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	<b>LPCL</b>	<b>Y</b>	Goods and Services	<b>X</b>		
	<b>PSCL</b>	<b>Y</b>	Construction			<b>X</b>
<b>Instructions Reference</b>						
<b>Description</b>	P.L. 2012, c.25 prohibits the awarding of State and local public contracts for goods and services with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Prior to contract award, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey 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").					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

## Disclosure of Investment Activities in Iran

**Person or Entity**

### Part 1: Certification

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

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.

*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof 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 person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*

## 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 person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

## Part 3: Certification of True and Complete Information

*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 **Name of Contracting Unit** 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 **Reference to Contracting Unit** to notify the **Reference to Contracting Unit** 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 **Name of Contracting Unit** and that the **Reference to Contracting Unit** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <http://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

- A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

---

---

---

---

---

---

---

---

*(Attach Additional Sheets If Necessary.)*


Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

<sup>1</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: <b>TAX REGISTRATION TEST ACCOUNT</b>	TRADE NAME: <b>CLIENT REGISTRATION</b>	
TAXPAYER IDENTIFICATION#: <b>970-097-382/500</b>	SEQUENCE NUMBER: <b>0107330</b>	
ADDRESS: <b>847 ROEBLING AVE TRENTON NJ 08611</b>	ISSUANCE DATE: <b>07/14/04</b>	
EFFECTIVE DATE: <b>01/01/01</b>		
FORM-BRC(08-01)		

*John S. Tully*  
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 <b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>	
<b>Taxpayer Name:</b>	TAX REG TEST ACCOUNT
<b>Trade Name:</b>	
<b>Address:</b>	847 ROEBLING AVE TRENTON, NJ 08611
<b>Certificate Number:</b>	1093907
<b>Date of Issuance:</b>	October 14, 2004
<b>For Office Use Only:</b>	
20041014112823533	



## **REGISTER TO DO BUSINESS WITH THE CITY OF TRENTON**

An e-notification and/or text message will be sent to all vendors currently registered with the City of Trenton, directing them to bidding opportunities, notices, cancellations, postponements, bid results, awarded contract information and addendums on the City of Trenton Division of Purchasing website. It is highly recommended that interested Respondents register on the **City of Trenton's Purchasing website. Proposers may visit the City of Trenton's Procurement Website prior to submitting their sealed proposal for any changes, addendums and cancellations.**

### **REGISTER AT:**

<https://nj-trenton.civicplus.com/list.aspx>

### **SUBSCRIBE & UNSUBSCRIBE**

1. You can SUBSCRIBE or UNSUBSCRIBE to any of the E-Mailing Lists displayed below.
2. Type your email address in the box and select Sign In.
3. If you want to receive text messages enter your phone number and select Save.
4. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.
5. Please remember to set your spam blocker to allow mail from [listserv@civicplus.com](mailto:listserv@civicplus.com).

**CONTRACT AWARD**

Upon opening bids, pricing shall remain firm for a period of sixty (60) calendar days. If the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

Check here if you are willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Check here if you are not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

---

**AUTHORIZED SIGNATURE**

**EMERGENCY SERVICES**

In the event of an emergency, Vendor will provide priority service for the City of Trenton.

**VENDOR EMERGENCY COMPLIANCE**

**YES**

**NO**

In the event of an emergency, identify your company procedure for emergency delivery of services should your facility be affected by a critical disruption:

---

---

---

---

---



**PROVIDE THREE (3) REFERENCES  
(REQUIRED)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

DESCRIPTION OF WORK: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City of Trenton Division of Purchasing  
319 East State Street Trenton, New Jersey**

**INSTRUCTIONS TO BIDDERS**

**I. SUBMISSION OF BIDS**

A. City of Trenton, Mercer County, New Jersey (hereinafter referred to as "OWNER") invites sealed bids pursuant to the Notice to Bidders.

B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such times and place will be publicly opened and read aloud.

C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the OWNER as follows: City of Trenton, Division of Purchasing, City Hall Annex, First Floor, 319 East State Street, Trenton, NJ 08608 (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.

D. It is the bidder's responsibility to see that bids are presented to the OWNER on the hour 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. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. 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 principal involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.

F. 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 OWNER. Any changes, whiteouts, strikeouts, etc. on the proposal page must be initiated in ink by the person responsible for signing the bid.

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 set, including any charges for packing, creating, containers, etc. All transportation charges shall be fully prepaid by the contractor F.O.B. destination and placement at locations specified by the OWNER. 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 bidder shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the bidder. In case of rejected materials, the bidder will be responsible for returning freight charges.

## **II. INTERPRETATION 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 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. In the event the bidder fails to notify the OWNER of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the OWNER'S representative stipulated in the bid. In order to be given consideration and timely issuance of addenda, if any, for all bids other than construction and municipal solid waste collection and disposal service, written requests for interpretation must be received at least seven (7) days prior to the date fixed for the opening of the bids Saturdays, Sundays, and holidays excepted; and for construction work bids, written requests for interpretation must be received at least nine (9) days, Saturdays, Sundays and holidays excepted prior to the date fixed for the opening of the bids. 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 N.J.S.A. 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 OWNER'S interpretations or corrections thereof shall be final.

## **D. DISCREPANCIES IN BIDS**

1. 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.

2. 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.

## **III. BRAND NAMES, PATENTS AND STANDARDS OF QUALITY (NOT APPLICABLE)**

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. Bidder'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 items 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 damage 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 OWNER, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.

#### **IV. INSURANCE AND INDEMNIFICATION**

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

###### **1. Worker's Compensation and Employer's Liability Insurance**

This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in the performance of this contract in accordance with the applicable statute. Minimum Employer's Liability is \$500,000.

###### **2. General Liability Insurance**

This insurance shall have limits of not less than \$1,000,000, combined single limit and \$2,000,000 aggregate and shall be maintained in force during the life of this contract by the bidder.

###### **3. Automobile Liability Insurance**

This insurance covers a bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000. Limits shall be maintained in force during the life of this contract by the bidder.

##### **B. Certificates of the Required Insurance**

Certificates as listed above shall be submitted along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the OWNER as an additional insured.

##### **C. Indemnification**

Successful bidder will indemnify and hold harmless the OWNER from all claims, suits or actions and damages or 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 bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

#### **V. PREPARATION OF BIDS**

A. The OWNER is exempt from any local, state or federal sales, use or excise tax.

##### **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. 5:34-4.9. **NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.**

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 this cost in the bid price agreement.

## **VI. 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 N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

i. the date of the letter), or

ii. A photocopy of an approved Certificate of Employee Information Report, or

iii. If the bidder has none of the above, the public agency is required to provide the bidder with an initial Affirmative Action Employee Information Report (AA-302).

### **B. Americans with Disabilities Act of 1990 - Mandatory**

Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful bidder is required to read Americans with Disabilities language that is part of this specification and 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 OWNER harmless.

### **C. Statement of Ownership Disclosure - Mandatory**

Chapter 33 of the Public Laws of 1977 provides 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 % (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten% (10) percent or greater interest therein.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

For a publicly traded direct or indirect parent entity:

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 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.

#### **D. The New Jersey Worker and Community Right to Know Act**

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 7:1G-1.1 et seq.). Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all the components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) and hazardous substance fact sheets must be furnished. 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). (N.J.A.C. 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the **Federal Register** / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as **adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, [Docket No. OSHA-H022K- 2006-0062, (formerly Docket No. H022K)], RIN 1218-AC20, Hazard Communication.**

#### **E. Non-Collusion Affidavit - Mandatory**

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

#### **F. Bid Document Checklist**

Pursuant to NJSA 40A:11-23.1, the bid document checklist must be completed and submitted with your bid.

#### **BUSINESS REGISTRATION**

Pursuant to N.J.S.A. 52:32-44, The City of Trenton (“Contracting Agency”) 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:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.
- (2) 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.
- (3) 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 <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.

#### **C.40A:11-13 SPECIFICATIONS**

No Financial Statement shall be required of bidders if either a guarantee, by the certified check, cashier's check, or bid bond, or surety company certificate is also required to be furnished by the bidder, unless any law or regulation of the United States imposes a condition upon the awarding of a monetary grant to be used for the purchase, which condition requires that a financial statement be submitted.

#### **J. CONFLICT OF INTEREST**

In accordance with 40:69A-163 no officer or employee elected or appointed in any municipality shall be interested directly or indirectly in any contract or job for work or materials, or the profits thereof, to be furnished or performed for the municipality.

#### **VII. METHODS OF AWARD**

A. All contracts shall be for 12 consecutive months unless otherwise noted in technical or supplemental specifications.

B. The OWNER may award the work on the basis of the Base Bid, combined with such Alternates as selected, until a net amount is reached which is within the funds available.

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

D. The OWNER may also elect to award the work on the basis of line items or unit prices.

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 OWNER.

F. Pursuant to NJSA 40A:11-13(b), the OWNER reserves the right to consider the bidder's physical proximity to Trenton City Hall, 319 East State Street, Trenton, NJ, in awarding the contract when it is determined that the location of the bidder's business is a requisite to the efficient and economical performance of said contract.

G. Pursuant to NJSA 40A:11-24, the OWNER shall award the contract or reject all bids within the time as may be specified, but in no case more than 60 days, except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for a longer period as may be agreed.

H. The OWNER may reward the work as a whole or in part whichever is most advantageous to the OWNER.

## **VIII. 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 or 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 therefore, or who have performed prior work for the OWNER in an unacceptable manner, may be rejected.

### **E. Failure to Enter Contract**

Should the bidder to whom the contract is awarded fail to enter a contract within 21 days, Sundays and holidays excepted, the OWNER may then, at its option, accept the bid of the next lowest responsible bidder.

F. The lowest bid substantially exceeds the estimates for goods and services.

G. The OWNER decides to abandon the project.

H. The OWNER decides to substantially review the specifications.

I. The purposes or provisions of both P.L. 1971, c.198 (D.40A:11-1 et seq) are being violated.

J. The OWNER decides to utilize the State authorized contract pursuant to section 12 of P.L.1971, c.198(C.40A:11-12).

## **IX. TERMINATION OF CONTRACT**

A. If, through any cause, the successful bidder fails to fulfill in a timely and proper manner obligations under this contract or if the contractor violates any of the requirements of this contract, the OWNER shall there upon 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 OWNER 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 OWNER for damages sustained by the OWNER by virtue of any breach of 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 damage due to 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 successful bidder, the OWNER 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 the availability of funds in the following year's budget. In the event of unavailability of such funds, the OWNER reserves the right to cancel this contract.

#### **X. CONTRACT EXTENSION FOR SERVICE CONTRACTS**

The contracting unit at its sole discretion and pursuant to the authority granted to it in accordance with N.J.S.A. 40A:11-15 may extend any contract for services other than professional services; the statutory length of which contract is for three years or less. Such contracts should be limited to no more than one two-year extension or two one-year extensions and shall be subject to the limitations contained in this section. All multi-year contracts entered into pursuant to this section, including any two year or one year extensions, with the exception of those contracts identified in subsections (1),(9),(12),(16),(17),(18), (19),(24),(30),(31),(34),(35),(36)and (37) of N.J.S.A.40A:11-15, shall be subject to the availability and annual appropriation of sufficient funds as may be required to meet the extended obligation and are subject to annual cancellation if said funds become unavailable.

**N.J.A.S.40A:11-13(e)** 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.

#### **P.L. 2012 BID OR PROPOSAL PROHIBITED**

C.52:32-57 "p.l.2012, C.25 PROHIBITS State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran."

#### **AMERICAN GOODS AND PRODUCTS TO BE USED WHERE POSSIBLE (NOT APPLICABLE)**

Pursuant to N.J.S.A.40A:11-18, Each local unit shall provide, the specifications for all contracts for county or municipal work or for work for which it will pay any part of the cost, or work which by contract or ordinance it will ultimately own and maintain, that only manufactured and farm products of the United States, wherever available.

#### **40A:11-23.2. REQUIRED MANDATORY ITEMS FOR BID PLANS, SPECIFICATION**

When required by the bid plans and specifications, the following requirements shall be considered mandatory items to be submitted at the time specified by the contracting unit for the receipt of the bids; the failure to submit any one of the mandatory items shall be deemed a fatal defect that shall render the bid proposal unresponsive and that cannot be cured by the governing body:

- a. A guarantee to accompany the bid pursuant to section 21 of P.L.1971, c.198 (C.40A:11-21);
- b. A certificate from a surety company pursuant to section 22 of P.L.1971, c.198 (C.40A:11-22);
- c. A statement of corporate ownership pursuant to section 1 of P.L.1977, c.33 (C.52:25-24.2);
- d. A listing of subcontractors pursuant to section 16 of P.L.1971, c.198 (C.40A:11-16);

- e. A document provided by the contracting agent in the bid plans, specifications, or bid proposal documents for the bidder to acknowledge the bidder's receipt of any notice or revisions or addenda to the advertisement or bid documents; and
- f. (Deleted by amendment, P.L.2009, c.. )

**N.J.A.S.40A:11-13(e) CHALLENGES**

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.

## QUESTIONS

Questions **must** be submitted in writing to [igarcia@trentonnj.org](mailto:igarcia@trentonnj.org).

## ACKNOWLEDGEMENT OF ADDENDA

If changes are made to the Request for Proposal, an Addendum will be advertised in the Trenton Times and on the City's Purchasing Website in Bidding Opportunities at [www.trentonnj.org/bids](http://www.trentonnj.org/bids)

Proposer shall visit the City of Trenton's Purchasing website for any addenda/notices issued prior to the request for bid opening date and time at [www.trentonnj.org/bids](http://www.trentonnj.org/bids).

Legal advertisements will be posted on the City of Trenton procurement website [www.trentonn.org/bids](http://www.trentonn.org/bids) per LFN202601.

## BID SUBMITTAL INSTRUCTIONS

Proposer shall provide one (1) copy of original bid (**with original signature**), labeled "**Original**," and two (2) identical additional copies of the full bid package in a sealed envelope. Bid **must** be clearly identified on the outside of the sealed envelope with the firm's name, "**BID2026-78**" and "**PROVIDE LABORATORY ANALYSIS, TESTING, AND MONITORING SERVICES FOR THE UNIDIRECTIONAL FLUSHING AND SAMPLING PROGRAM**"

The Sealed bids **must** be submitted to Ms. Isabel Garcia, QPA, Purchasing Agent, City of Trenton, City Hall, 319 East State Street, Trenton, Division of Purchasing, 1<sup>st</sup> floor NJ 08608 on or before **JULY 10, 2026, PRIOR TO 11:00AM**. The City of Trenton will not assume responsibility for any bids received after the required due date.

Bidders are required to complete, sign (**original signature**), date, and notarize (**as required**) all forms in the Request for Bid.

**N.J.A.S.40A:11-13(e)** Any prospective bidder who wishes to challenge a bid specification/scope of services 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.

**CITY OF TRENTON ETHICS COMPLAINT DISCLOSURE**

I affirm that neither I nor other members of my firm have any prior or pending ethical complaints.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

OR

I am disclosing the following prior or pending ethic complaints against me or my firm

Listing:

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

THIS STATEMENT MUST BE INCLUDED WITH THE REPONSE TO THE REQUEST FOR PROPOSAL SOLICITATION

Subscribed and sworn before me \_\_\_\_\_ this \_\_\_ day of , 20\_(Affiant)

\_\_\_\_\_  
(Notary Public) (Print Name & Title Affiant)

My Commission expires:

(Corporate Seal)

**CITY OF TRENTON RESIDENT EMPLOYMENT POLICY**

**In order for the City of Trenton to keep accurate reporting of community involvement and support in local development projects, the following is required by City of Trenton Ordinance 14-43 to be completed by each Contractor and Sub-Contractor.**

NAME \_\_\_\_\_ OF \_\_\_\_\_ BUSINESS \_\_\_\_\_

CONTACT \_\_\_\_\_ PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

1. Number of Trenton residents hired as well as the number of Trenton residents currently employed on this project \_\_\_\_\_

2. The number of training positions, if any, and the number of positions that will be filled by Trenton residents. \_\_\_\_\_

3. The necessary level of job skills required of Trenton residents to plan and implement the work to be done \_\_\_\_\_ on \_\_\_\_\_ the \_\_\_\_\_ job.

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

4. Please describe all "good faith" efforts to hire Trenton residents (e.g. copies of hiring ads, list of residents who applied for positions, letters informing community groups of job opportunities)

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

**Trenton Water Works City of Trenton  
(Mercer County, New Jersey)**



**LABORATORY ANALYSIS, TESTING, AND MONITORING SERVICES  
FOR THE UNIDIRECTIONAL FLUSHING AND SAMPLING PROGRAM**

## 1.0 Introduction

The City of Trenton, Department of Water and Sewer, Trenton Water Works (TWW), is soliciting sealed bids from qualified laboratories to provide analytical services in support of the Unidirectional Flushing and Sampling Program. The selected vendor shall perform laboratory analyses of drinking water samples collected throughout the TWW distribution system.

The intent of this contract is to procure qualified laboratory services to analyze drinking water samples collected from hydrants in the distribution system to characterize baseline water quality in transmission and distribution lines as flushing operations begin in each pipe section. All work shall be performed in accordance with approved analytical methods and holding times. The vendor shall adhere to all requirements of this contract unless otherwise agreed upon by both TWW and the vendor.

The contract term shall be awarded for a period of twenty-four (24) months from the date of the award.

## 2.0 Scope of Work

The vendor shall provide all materials, logistics, and analytical capabilities required for full compliance with this specification. Drinking water samples will be collected by Trenton Water Works personnel.

### 2.1 The contract laboratory shall:

- Provide all required sampling procedures, properly labeled sampling bottles, filters, syringes, neutralizing agents, preservatives, coolers, labels, and chain-of-custody forms.
- Provide pre-paid shipping or arrange for courier pickup as coordinated with TWW.
- Ensure compliance with all applicable holding times.
- Perform all required analyses using approved analytical methods.
- Provide complete QA/QC documentation and timely reporting.

### 2.2 Sampling Frequency

- One (1) flushing sequence per week will be selected for testing of all five (5) analytes specified in this specification.
- Additional samples for all five analytes will be collected for any flushing sequence where turbidity exceeds 15 NTU after five (5) minutes of flushing.
- Flushing sequences requiring Legionella sampling at or near the start of flushing will also receive Legionella sampling at the end of flushing, just before the hydrant is closed.
- Samples are expected to be collected continuously throughout the year, weather permitting.

### **2.3 Materials and Services to Be Provided by the Vendor**

- Sampling bottles, preservatives, coolers, filters, syringes, and labeling materials
- Chain-of-custody forms and sampling instruction
- Pre-paid shipping materials or courier services
- Compliance with all required holding times
- NJDEP-certified laboratory analysis (or certified subcontract laboratories)
- Complete reporting, QA/QC data, and documentation

### **3.0 Tests to Be Performed**

#### **1. Legionella pneumophila**

The laboratory shall perform quantitative, culture-based enumeration of Legionella pneumophila using ASTM D8429 (IDEXX Legiolert®) or an equivalent validated culture method.

Presence/absence-only methods and molecular (PCR-only) methods are not acceptable.

#### **2. Adenosine Triphosphate (ATP)**

ATP testing shall be performed on water samples as a field-based, quantitative indicator of total microbial activity.

Results shall be reported in units consistent with the field instrument used.

ATP testing is for operational monitoring purposes only and does **not** require NJDEP laboratory certification.

#### **3. Total Iron**

Total iron shall be analyzed using an approved analytical method consistent with NJDEP certification requirements.

#### **4. Dissolved Iron**

Dissolved iron samples shall be filtered and analyzed using an approved analytical method consistent with NJDEP certification requirements.

#### **5. Nitrite**

Nitrite shall be analyzed using an approved analytical method consistent with NJDEP certification requirements.

### **4.0 Laboratory Certification**

The laboratory performing the analyses shall meet the following requirements:

- Be certified by the New Jersey Department of Environmental Protection (NJDEP) for all applicable parameters, **or**
- Utilize an NJDEP-certified subcontract laboratory for any parameters requiring New Jersey-specific certification.

### **Required Bid Submittals**

Bidders shall include the following documentation with their proposal:

- NJDEP Annual Certified Parameter List
- Current NJDEP Laboratory Certification status documentation

### 5.0 Analytical Results and Reporting

All analytical results shall be reported in clearly identified units consistent with applicable regulatory standards. Each result shall include the analytical method used, method detection limit, QA/QC results, data qualifiers, and any other pertinent information. All results shall have a maximum turnaround time of **no more than 14 days** from sample receipt.

Any **positive detection of Legionella pneumophila** shall be reported to **TWW within 24 hours** of confirmation.

For every week that results are late after the third week, Trenton Water Works reserves the right to apply a **5% deduction in payment**. TWW further reserves the right to terminate this contract if results are not submitted in accordance with this specification and applicable requirements of N.J.A.C.

The contract laboratory shall notify TWW immediately of any issues with internal instrumentation or equipment and advise whether recollection of samples is required to ensure regulatory deadlines are met.

If the contract laboratory utilizes an outsourced or subcontract laboratory for any analysis, TWW must be notified prior to use. The primary analysis laboratory shall be responsible for any penalties associated with violations resulting from non-reporting or delayed reporting by any subcontract laboratory.

### 6.0 Contract Cancellation

Trenton Water Works reserves the right to cancel this contract or reduce the sampling requirements at any time if deemed necessary. The contract may be terminated if the contract laboratory fails to perform the work satisfactorily or fails to comply with the requirements outlined in this specification.

### 7.0 Contract Terms

The term of this contract shall be for a period of twenty-four (24) months from the date of award. All prices submitted shall remain firm and unchanged for the full duration of the contract.

### 8.0 Pricing Tables (Required for Bid Submission)

#### A. Routine and End-of-Flush Sampling (24-Month Contract)

Estimated quantities:

Legionella pneumophila (beginning & end)	208
ATP	104
Total Iron	104
Dissolved Iron	104
Nitrite	104

Bidders shall provide unit prices and extended totals.

## B. Contingency – Turbidity-Triggered Sampling

Estimated quantities (up to 20 events):

Legionella pneumophila (beginning & end)	40
ATP	20
Total Iron	20
Dissolved Iron	20
Nitrite	20

Actual billing shall be based on actual quantities analyzed.

### Note on Sample Quantities:

Routine sample quantities are based on one flushing sequence per week for a 24-month period (approximately 104 weeks). Legionella samples are collected at both the beginning and end of each routine flushing sequence, resulting in 208 samples. Contingency quantities are based on an allowance of up to 20 turbidity-triggered events; actual billing is based on actual samples analyzed.

## 9.0 Bidder Certification

Bidders must certify that they have reviewed the specifications and agree to comply with all contract requirements.

### 10.0 Submission Requirements

Bidders must submit:

- Completed pricing tables
- Required NJDEP laboratory certification documents
- Subcontractor information (if applicable)
- Bidder certification statement

### BIDDER CHECKLIST

Mandatory Items to Be Submitted With Bid Proposal

Bidders must include all items listed below for their bid to be considered responsive. Failure to submit any required document may result in rejection of the bid.

#### 1. Required Documentation

- Completed Bid Pricing Tables (Routine + Contingency Sampling)
- NJDEP Annual Certified Parameter List
- Current NJDEP Laboratory Certification Status Documentation
- Identification of any NJDEP-certified subcontract laboratories (if applicable)
- Bidder Certification Statement (signed and dated)
- Company contact information and authorized representative details

## 2. Technical Requirements

- Acknowledgment of the 24-month contract term
- Confirmation that all analytical methods meet specification requirements
- Confirmation of ability to meet 14-day turnaround time
- Confirmation of ability to report positive Legionella pneumophila results within 24 hours
- Confirmation of ability to provide all required sampling materials and logistics
- Confirmation of ability to comply with all holding times

## 3. Administrative Requirements

- All pages of the bid package reviewed and understood
- Any exceptions or deviations clearly identified (if applicable)
- All corrections initialed and signed by the authorized representative
- Bid package submitted in the required format and by the required deadline

## 4. Additional (If Applicable)

- Proof of insurance (if required by city procurement rules)
- Any addenda issued by TWW acknowledged and included
- List of prior experience or relevant contracts (if requested)

The **sample quantities** in the Bid Item Form are **based on estimated sampling frequency over the 24-month contract period**, following the specifications in the Unidirectional Flushing and Sampling Program.

Here's how each quantity is derived:

### 1. Routine Sampling (Once per week for 24 months)

There are approximately **104 weeks** in 24 months.

#### Adenosine Triphosphate (ATP)

- 1 sample per week × 104 weeks = **104 samples**

#### Total Iron

- 1 sample per week × 104 weeks = **104 samples**

#### Dissolved Iron

- 1 sample per week × 104 weeks = **104 samples**

#### Nitrite

- 1 sample per week × 104 weeks = **104 samples**

## **Legionella pneumophila**

This analyte is collected **twice per event** (beginning and end of flushing).

- 2 samples × 104 weeks = **208 samples**

So, the routine sampling numbers are simply **weekly sampling multiplied by 24 months**.

### **2. Contingency Sampling – Turbidity Triggered**

The specification includes an estimated allowance for up to **20 turbidity-triggered events**.

Each event includes:

- 1 sample of ATP → 20
- 1 sample of Total Iron → 20
- 1 sample of Dissolved Iron → 20
- 1 sample of Nitrite → 20
- 2 samples of Legionella (beginning & end) → 40

These are not guaranteed numbers — they are **pre-set estimates for bidding purposes only**.

#### **In summary:**

Routine quantities = **weekly sampling × 24 months**

Contingency quantities = **estimated allowance for up to 20 additional events**

## **APPENDIX – A (Bid Form)**

**CITY OF TRENTON  
 BID ITEM FORM  
 LABORATORY ANALYSIS, TESTING, AND MONITORING SERVICES  
 UNIDIRECTIONAL FLUSHING AND SAMPLING PROGRAM FOR A PERIOD OF TWENTY-FOUR MONTHS**

**BID PROPOSAL NUMBER: BID2026-78**

Vendor Name:			
Address:			
Primary Contact:			
Phone:		Email:	

**BID ITEMS AND COST PROPOSAL FOR A PERIOD OF TWO (2) YEARS**

**A. Routine and End-of-Flush Sampling (24-Month Contract)**

Bidders shall provide unit prices and extended totals for each analyte listed below.

Legionella pneumophila (beginning & end of flush)		
Unit Price:	Quantity: 208	Total \$ _____
Adenosine Triphosphate (ATP)		
Unit Price:	Quantity: 104	Total \$ _____
Total Iron		
Unit Price:	Quantity: 104	Total \$ _____
Dissolved Iron		
Unit Price:	Quantity: 104	Total \$ _____
Nitrite		
Unit Price:	Quantity: 104	Total \$ _____
Total for Section A \$ _____		

**B. Contingency – Turbidity-Triggered Sampling**

Quantities below are for bidding purposes only; actual payment is based on actual samples analyzed.

Legionella pneumophila (beginning & end of flush)		
Unit Price:	Quantity: 40	Total \$ _____
Adenosine Triphosphate (ATP)		
Unit Price:	Quantity: 20	Total \$ _____
Total Iron		
Unit Price:	Quantity: 20	Total \$ _____
Dissolved Iron		
Unit Price:	Quantity: 20	Total \$ _____
Nitrite		
Unit Price:	Quantity: 20	Total \$ _____
Total for Section B \$ _____		

GRAND TOTAL (Section A + B)
\$

(Write Total Propose Cost)

**VENDOR CERTIFICATIONS**

By signing below, the vendor certifies that:

- All terms of the BID have been reviewed and accepted.
- The vendor agrees to comply with all applicable federal, state, and local requirements.

Authorized Signatory:			
Title:		Date	

**PROPOSAL FORM**  
**PROPOSER MUST COMPLETE**  
**(MANDATORY)**  
**BID2026-78**

---

**(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)**

The undersigned is a Corporation, Partnership or Individual under the laws of the State of

\_\_\_\_\_ having its principal office

at \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

FED. ID # \_\_\_\_\_

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**IF AWARDED A CONTRACT, PLEASE PROVIDE CONTACT, ADDRESSES FOR PURCHASE ORDERS AND CHECK REMIT TO INFORMATION, COPY OF YOUR W9 AND UPON AWARD, FORWARD TO THE CITY OF TRENTON, ACCOUNTS AND CONTROL DEPARTMENT, 319 EAST STATE STREET, TRENTON, NJ 08608 (609) 989-3043.**

CONTRACT

---

COMPANY

---

PURCHASE ORDER MAILED TO:

---

---

---

CHECK REMIT TO:

---

---

---

TELEPHONE:

---

FAX:

---