

**COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF REQUEST FOR PROPOSALS**

**TO PROVIDE HEALTH SERVICES FOR MEDICALLY INDIGENT
CHILDREN AT THE MONMOUTH COUNTY HEALTH DEPARTMENT'S
PEDIATRIC CLINIC FOR THE PERIOD OF
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016,
AS A PROFESSIONAL SERVICE**

RFP #P-3-2016

The County of Monmouth invites the submission of written proposals from Consultants to provide Health Services for Medically Indigent Children at the Health Department's Pediatric Clinic for the period of January 1, 2016 through December 31, 2016.

Proposals must be delivered to the **Monmouth County Division of Purchasing, 300 Halls Mill Road, 2nd Floor, Freehold, New Jersey 07728, by 10:30 a.m., on Tuesday, November 24, 2015**, at which time the proposals will be opened and read in public, in the Purchasing Conference Room. Late proposals will not be accepted.

The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Consultants of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

Proposals should be in a sealed envelope, labeled with the project name, project number and the name and address of the Consultant.

Questions concerning the Request for Proposals should be directed to Elizabeth Mosolygo in the Monmouth County Health Department at 732-431-7456 ext. 7258 or via e-mail at elizabeth.mosolygo@co.monmouth.nj.us.

The successful Consultant(s) will be required to comply with the current requirements of *N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27)* (Equal Employment Opportunity), *N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration)* and *N.J.S.A. 52:15C-14(d) (N.J.A.C. 17:44-2.2)* (Records Retention).

The County reserves the right to reject any and all proposals, as allowed by law.

By Order of the Board of Chosen Freeholders of the County of Monmouth.

GARY J. RICH, SR., Director
MARION MASNICK, Clerk of the Board
CRAIG R. MARSHALL, Temporary Purchasing Agent

(Revised 8/2015)

PROPOSAL

TO PROVIDE HEALTH SERVICES FOR MEDICALLY INDIGENT CHILDREN AT THE MONMOUTH COUNTY HEALTH DEPARTMENT'S PEDIATRIC CLINIC FOR THE PERIOD OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

RFP #P-3-2016

The Monmouth County Health Department provides preventive healthcare services for children up to eighteen (18) years of age, at its Pediatric Clinic located at 3000 Kozloski Road, Freehold, New Jersey. The Department is seeking a Consultant to perform the following services, approximately six (6) hours per month for the period January 1, 2016 to December 31, 2016:

- Conduct physical examinations of children
- Administer immunizations
- Provide age appropriate anticipatory guidance
- Administer treatment of minor illnesses
- Referral to other healthcare providers as needed

Requirements

- Current license as a Physician in good standing, from the New Jersey Board of Medical Examiners;
- Have in force and effect, a liability insurance policy, providing protection from claims of malpractice in the amount of \$1,000,000.

Fee

Consultant fee for services rendered shall be quoted at a rate per hour for above service.

Questions concerning services to be provided should be directed to Elizabeth Mosolygo in the Monmouth County Health Department at 732-431-7456 ext. 7258 or via e-mail at elizabeth.mosolygo@co.monmouth.nj.us

GENERAL CONDITIONS

1. The attached RFP should be used and fully completed.
2. The award of contract shall be by resolution of the Board of Chosen Freeholders within sixty (60) days after receipt of proposal, unless otherwise extended at the request of the County with the consent of the Consultant.
3. The Consultant should indicate any variance to the specifications, terms and/or conditions. If variances are not shown in the RFP, the proposal will be evaluated based on full compliance with the specifications.
4. The County reserves the right to waive any informalities in the proposals.
5. The County of Monmouth is exempt from most Federal, State and Municipal excise, sales and other taxes.
6. The Consultant shall bill the County by submitting detailed invoices and certified vouchers to the County's Using Department(s). The County will make payment of amounts justly due and owing to the Consultant within sixty (60) days thereafter, unless a sooner payment is required under the New Jersey Prompt Payment Law (*N.J.S.A. 2A:30A-1, et seq.*).
7. In case of default by the Consultant, the County of Monmouth may procure the articles or services from other sources and hold the Consultant responsible for any excess cost occasioned thereby in addition to any other damages to the County of Monmouth.
8. The contract will contain the following provisions:
 - a. For Claims arising out of the Consultant's professional services, the Consultant will indemnify and hold the County harmless from and against any and all Claims, including counsel fees and costs of suit, caused by the negligent performance or non-performance by the Consultant, its employees, agents or subconsultants.
 - b. For all Claims other than those described in the subparagraph immediately above, the Consultant will indemnify and hold the County harmless for and from any and all losses, costs, damages, claims, suits and/or liabilities arising from any and all State or Federal actions of whatever kind, including Section 1983 claims, including counsel fees and costs of suit (collectively the "losses"), to which the County may be put by reason of any claim for damages of any kind to persons, business entities, or property due, in whole or in part, to the negligence or intentional acts of the Consultant.
 - c. The Consultant will also indemnify and hold the County harmless for and from any and all losses to which the County may be put by reason of the Consultant's failure to pay its workers, suppliers, or subconsultants for labor or materials provided to the County.

d. The Consultant further agrees that the County reserves its right to monitor and actively participate in the defense of any and all claims against the County, at its own expense, if, in its sole discretion, it chooses to do so.

e. For the purpose of subparagraphs a. through d. above, "County" shall include the County of Monmouth, its Board of Chosen Freeholders, its Constitutional Officers (Sheriff, County Clerk, Prosecutor and Surrogate), and their respective employees, volunteers, and agents.

9. The Consultant shall maintain the following insurance coverage, and provide proof of same upon award of a contract, in a form and with a company satisfactory to the County:

A. Worker's Compensation and Employer Liability

Covering all the Consultants engaged in the performance of the contract and in accordance with the requirements of the laws of the State of New Jersey, including a voluntary compensation/all State endorsement.

B. Commercial General Liability

For bodily injury and property damage, including coverage for: premises/operations; products/completed operations; broad form property damage; and independent Consultants. Limits of not less than \$1,000,000.00 for both bodily injury and property damage are required. A combined single limit of \$1,000,000.00 is acceptable. The Consultant shall maintain completed operations insurance for at least two years after final contract payment.

C. Business Automobile Liability

For bodily injury and property damage with limits for not less than \$1,000,000.00 per person or occurrence. A combined single limit or \$1,000,000.00 is acceptable. Coverage should include hired and non-owned vehicles.

D. Professional Liability/Errors & Omissions Insurance

\$500,000 Combined Single Limit

Note: The County reserves the right to waive or modify the above insurance requirements, if appropriate.

10. The documents required under heading A of the Proposal Checklist must be submitted with the proposal. The County shall set a deadline for the submission of any documents which are not submitted with the proposal and which are listed under the headings B and C on the Proposal Checklist. The County may in its discretion extend the deadline, upon request by the Consultant. If a document is not submitted by the deadline or the extended deadline, if any, the proposal will be rejected.
11. The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective

Consultants of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

12. A properly completed Statement of Ownership must be provided with the proposal.
13. The Non-Collusion Affidavit should be completed and included with the proposal.
14. The County reserves the right to accept any one of equal or tie proposals in accordance with *N.J.S.A. 40A:11-6.1(d)*.
15. Proposals may be hand delivered or mailed to the Monmouth County Division of Purchasing. The County assumes no responsibility for proposals received after the designated date and time and will return late proposals to the Consultant unopened.
16. Proposals should be enclosed in a sealed envelope bearing the name and address of the Consultant. THE NUMBER AND NAME OF THE RFP MUST BE DESIGNATED ON THE OUTSIDE OF THE ENVELOPE.
17. In order to comply with requirements of the Local Public Contracts Law, the County may cancel the contract whenever the dollar amount expended under the contract reaches or exceeds the initial total contract amount.
18. The successful Consultant will not assign or subcontract the work specified and covered under the terms of the contract or any part thereof, without the consent of the County, except for any subcontractors named in the RFP.
19. If the contract period extends beyond the County's current budget year, the contract shall be subject to the availability and appropriation annually of sufficient funds in any subsequent year(s).
20. The Iran Disclosure Form should be completed and included with the proposal.
21. The successful Consultant must comply with the attached requirements:
 - (a) Equal Employment Opportunity – Exhibit A
 - (b) Business Registration – Exhibit B

22. ADVISORY TO ALL CONSULTANTS

Notice of “Pay to Play” Disclosure Requirement

P.L. 2005, Chapter 271, Section 3 Reporting (*N.J.S.A. 19:44A – 20.27*)

Any business entity that has received \$50,000 or more cumulatively in contracts from New Jersey governmental entities in a calendar year is required to file an annual disclosure report with ELEC. These reports are due by March 31 following the year being reported. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at www.elec.state.nj.us.

If you have any questions please contact ELEC at 1-888-313-ELEC (toll free in NJ) or 1-609-292-8700.

23. Persons who receive advertisements, proposal documents, revisions or addenda to advertisements or proposal documents from a secondary source, such as a bidding service, do so at their own risk as to the timeliness, completeness and accuracy of the information they receive. The County is not responsible for sending notices of revisions or addenda to advertisements or proposal documents to anyone who receives the advertisements or proposal documents from a secondary source and of whom the County is not aware.
24. Responses to the RFP will be rated based on the following criteria: overall education/experience/qualifications, understanding the scope of work, and price reasonableness. The Consultant should include documentation with their proposals to address the evaluation criteria. The County may ask Consultants to clarify their proposals as part of the evaluation process.
25. If this is an on-call supply contract for a stated period of time or a service contract, whether or not for a stated period of time, **the County may cancel the contract or portions thereof, without cause, upon written notice to the Consultant.** If an on-call supply contract is cancelled or partially cancelled by the County under this provision, the Consultant shall be entitled to payment only for the goods called for by the County prior to the cancellation, at the contract rate(s), upon delivery of those goods to the County, but not for the overhead and profit associated goods not called for by the County. In the alternative, at its option, the County may also cancel any or all called for orders for goods, provided that the County will compensate the Consultant for the Consultant's reasonable overhead and profit related to such orders, but not for the overhead and profit associated with any other goods not called for by the County. Likewise, a service Consultant shall be entitled to payment for services duly requested by the County and rendered by the Consultant prior to the cancellation, also at the contract rate(s), but not for the overhead and profit associated with services not performed. If a contract is partially cancelled, the remainder of the contract shall continue in effect, subject to the reasonable adjustment to cover the Consultant's actual increased costs, if any, in supplying the remaining goods or services.
26. The contract will contain the following provision: "The Consultant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. (N.J.A.C. 17:44-2.2)"

(Revised 9/2015)

PROPOSAL CHECKLIST

RFP NO.: P-3-2016

Items required with proposal
(Owner's checkmarks)

Items submitted with proposal
(Consultant's **INITIALS**)

⇓	A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE PROPOSAL IS <u>MANDATORY</u> CAUSE FOR REJECTION	⇓
<u> X </u>	Proposal (unbound original) (four add'l copies requested)	_____
<u> X </u>	Acknowledgment of receipt of addenda or revisions (if any)	_____
<u> X </u>	Statement of Ownership	_____
<u> X </u>	Non-Collusion Affidavit	_____
_____	Other:	_____
	 B. ITEMS PREFERRED WITH THE PROPOSAL, BUT <u>MANDATORY</u> AT THE TIME INDICATED	
<u> X </u>	Copy of the N.J. Business Registration Certificate or other acceptable proof of N.J. Business Registration for Consultant – prior to award of contract	_____
<u> X </u>	Copy of the N.J. Business Registration Certificate or other acceptable proof of N.J. Business Registration for proposed <u>subconsultant(s)</u> – prior to commencement of work, if applicable	_____
<u> X </u>	Iran Disclosure Form – prior to award of contract	_____
<u> X </u>	References – deadline set by the County, on notice to the Consultant	_____
<u> X </u>	Resume(s) – deadline set by the County, on notice to the Consultant	_____
_____	Other: – deadline set by the County, on notice to the Consultant	_____
	 C. OPTIONAL ITEM	
<u> X </u>	Equal Employment Opportunity Questionnaire	_____

PRINT NAME OF CONSULTANT: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

COMPLETE & SUBMIT THIS CHECKLIST WITH THE PROPOSAL

Rev. 9/2015

COUNTY OF MONMOUTH

ADDENDUM NO. _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

acknowledgment is hereby made of the receipt of Addendum No. _____
containing information for the above referenced project.

CONSULTANT: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE:

**WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE
COMPLETED AND INCLUDED WITH THE PROPOSAL AT THE TIME OF RECEIPT.**

(Revised 9/2015)

STATEMENT OF OWNERSHIP

(N.J.S.A. 52:25-24.2)

The CONSULTANT is (check one):

☐ Individual ☐ Partnership ☐ P.A. ☐ P.C. ☐ L.L.C. ☐ L.L.P.

☐ Corporation ☐ Joint Venture ☐ Other (specify): _____

I certify that:

☐ No individual person or entity owns a 10% or greater interest in the Consultant.

OR

☐ The names and addresses of all persons and entities who own a 10% or greater interest in the Consultant or any listed entities are as follows:

NAMES:

ADDRESSES:

1.		
2.		
3.		
4.		
5.		

☐ Check here if additional sheets are attached.

I hereby certify that no person or entity, **except for those already listed above or on any attached sheets**, owns a 10% or greater interest in the Consultant or any listed entities.

NAME OF CONSULTANT: _____

SIGNED BY: X _____

PRINT NAME & TITLE: _____

DATE: _____

NOTE : If an entity owns a 10% or greater interest in the Consultant, list all owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each individual person who owns a 10% or greater interest in each listed entity has been disclosed.

(Revised 9/2015)

NON-COLLUSION AFFIDAVIT

(N.J.S.A. 52:34-15)

STATE OF _____)

ss:

COUNTY OF _____)

Re: Provide Health Services for Medically Indigent Children at the Health Department's
Pediatric Clinic for the period of January 1, 2016 through December 31, 2016.

I, _____ (name of signer) of
full age, being duly sworn according to law, on my oath depose and say:

I am the _____ (title)

of _____ (name of prospective
Consultant), a prospective Consultant for the above named project, and that I executed
the said proposal with full authority so to do; that the prospective Consultant has not,
directly or indirectly, entered into any agreement, participated in any collusion, or
otherwise taken any action in restraint of free, competitive bidding in connection with the
above named project; and that all statements contained in the proposal and in this
affidavit are true and correct, and made with full knowledge that the County of
Monmouth relies upon the truth of the statements contained in the proposal and in the
statements contained in this affidavit in awarding a contract for the project.

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 bona fide employees or
bona fide established commercial or selling agencies maintained by my firm for the
purpose of securing business.

Signed: X _____

Subscribed and sworn to
before me this _____ day
of _____, 20____.

Notary Public of

My commission expires _____, **20**_____.

(Revised 9/2015)

County of Monmouth, State of New Jersey
Division of Purchasing
DISCLOSURE OF ENERGY SECTOR INVESTMENT ACTIVITIES IN IRAN
New Jersey Public Law 2012, Chapter 25

Bidder / Respondent: _____

PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:

A. ☐ I certify that neither the Bidder / Respondent nor any of the Bidder's / Respondent's parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the "Chapter 25 List" created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

OR

B. ☐ The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: _____

Relationship to Bidder / Respondent: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder / Respondent Contact Name: _____ Contact Phone Number: _____

☐ Check here if additional pages are attached and state number of attached pages: _____ (Number of pages attached.)

CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2: I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) _____ Signature: _____

Title: _____ Date: _____

(Revised 8/2015)

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

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division of Purchase & Property, CCAU, EEO Monitoring Program and distributed to the public agency through the Division of Purchase & Property, CCAU, EEO Monitoring Program's website at 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 **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

(Revised 9/2015)

EQUAL EMPLOYMENT OPPORTUNITY
QUESTIONNAIRE ON
PROCUREMENT AND SERVICE CONTRACT

- | | |
|---|-------------------------|
| | <u>YES OR NO</u> |
| 1. Our Company has a current federal affirmative action plan approval.
If yes, please submit a copy of said approval. | _____ |
| 2. Our Company has a New Jersey State Certificate of Employee Information
Report. If yes, please include copy. | _____ |
| 3. We do not have a current Federal Plan Approval or State Certificate.
We will complete and file Form AA302 on line at
www.state.nj.us/treasury/contract_compliance and provide a "filed" copy
to the County. | _____ |

PLEASE NOTE:
ONE OF THE ABOVE MUST BE SUBMITTED. IF YOU ARE THE
SUCCESSFUL CONSULTANT AND RECEIVE THE AWARD. THIS IS
REGARDLESS OF THE NUMBER OF EMPLOYEES YOU HAVE.

NAME:_____

SIGNATURE: X_____

TITLE:_____

DATE:_____

THIS FORM SHOULD BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL.

(Revised 9/2015)

EXHIBIT B

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS NON-CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.


Sample Business Registration Certificates are attached. Certain other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** proof of business registration.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at:

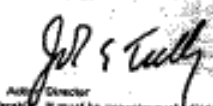
<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

(Revised 9/15)

THESE ARE SAMPLES OF BUSINESS REGISTRATION CERTIFICATES.

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	
Trade Name:	
Address:	
Certificate Number:	
Date of Issuance:	
For Office Use Only:	

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 282 TRENTON, N.J. 08646-0282
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

(Revised 9/15)

SIGNATURE PAGE

P-3-2016

To the Board of Chosen Freeholders of the County of Monmouth:

**THE UNDERSIGNED HEREBY DECLARES THAT
I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS.
I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE
WITH YOUR REQUIREMENTS.**

Company Name: _____
(PRINT)

Preparer's Name: _____
(PRINT)

Signature: _____
(DATE)

Address: _____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

FEIN: _____
(Federal Employee ID)

(Revised 9/2015)