

**Hamilton Township Fire District No. 3
Hamilton, New Jersey 08610**

**HEADQUARTERS:
RUSLING HOSE COMPANY
13 RENNIE STREET**

**TELEPHONE: (609) 392-1710
FAX: (609) 392-3403**

Request for Bids

SUPPLY AND DELIVERY OF ELECTRICITY

NOTICE IS HEREBY GIVEN that the Board of Fire Commissioners of Hamilton Township Fire District No. 3 will receive sealed bids until 2:00 PM on Thursday June 5, 2014 at which time all bids shall be opened and read.

All bids are to be delivered to the office of the Board Secretary, Hamilton Township Fire District No. 3, 13 Rennie Street Hamilton Township New Jersey 08610.

Bid Package is for Supply and Delivery of Electricity

BID SPECIFICATIONS AND OTHER INFORMATION may be obtained from Hamilton Township Fire District No. 3 headquarters by calling 609-392-1710 during regular business hours.

The Board of Fire Commissioners of Hamilton Township Fire District No. 3 reserves the right to reject any and all bids; to waive any defects or informalities in bid; to accept such bids as they deem to be in the best interest of the Board, and to reject any and all items that do not meet specifications designed or agreed upon. Any company or firm interested in bidding will be required to comply with the requirements of P.L. 1975 c 127 and the State of New Jersey Treasury Regulations promulgating hereunder.



Fire District No. 3
 Township of Hamilton
 Mercer County
 13 Rennie Street
 Hamilton, NJ 08610-5446

ADVERTISED BID

THIS BID PROPOSAL WILL BE PUBLICLY OPENED AND READ AT 2:00 P.M. ON →	DATE OF BID OPENING June 5, 2014
--	--

VENDOR NAME AND ADDRESS SHIP TO: FIRE DISTRICT NO. 3 TOWNSHIP OF HAMILTON SECRETARY OF THE BOARD 13 RENNIE STREET HAMILTON, NJ 08610-5446	INSTRUCTIONS PROPOSALS MUST BE RECEIVED ON OR BEFORE THE ABOVE TIME AND DATE. LATE BIDS WILL NOT BE ACCEPTED. BIDS MAY BE MAILED OR DELIVERED IN PERSON TO THE: FIRE DISTRICT NO. 3 TOWNSHIP OF HAMILTON SECRETARY OF THE BOARD 13 RENNIE STREET HAMILTON, NJ 08610-5446 1. ALL PRICES MUST BE F.O.B. HAMILTON, NJ
--	---

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
			<u>SUPPLY AND DELIVERY OF ELECTRICITY</u> <u>FOR FIRE DISTRICT NO. 3</u> <u>TOWNSHIP OF HAMILTON</u> <u>MERCER COUNTY</u> <u>AS PER SPECIFICATIONS</u> PLEASE SEE ENCLOSED ATTACHMENT A FOR PRICING. NO BID DEPOSIT REQUIRED ANY QUESTIONS REGARDING THIS BID, PLEASE CONTACT, THOMAS GRIBBIN AT 609-392-1710. THIS COVER SHEET MUST BE SIGNED TO BE CONSIDERED VALID.		

CASH DISCOUNT TERMS		DELIVERY REQUIRED		GRAND TOTAL
DELIVERY, UNLESS OTHERWISE SPECIFIED IN THE PROPOSAL CAN BE MADE →	DAYS WEEKS	PRICES QUOTED FIRM TO ISSUE PURCHASE ORDER UNTIL FOLLOWING DATE	TELEPHONE NUMBER	
SIGNATURE OF BIDDER (BID MUST BE SIGNED)		TITLE		DATE

Instructions and Requirements

1. The intent of this bid is for the Fire District No. 3 in the Township of Hamilton, Mercer County, to enter into a contract for supply and delivery of Electricity for the Fire District No. 3 as per specifications.
2. Bids must be submitted in ink or typewritten only. Bids offered by telephone, telefacsimile, and/or telegraph will not be accepted.
3. The proposal cover sheet must be completed and signed by a company official in order to be accepted by the Fire District No. 3 as a valid bid. Bids may be hand delivered. The Fire District No. 3 disclaims any responsibility for bids forwarded by U. S. Mail and/or Overnight Mail Carriers that are received after the bid opening deadline. If a bidder chooses to use overnight services the address at the Fire District is Secretary of the Board, 13 Rennie Street, Hamilton, NJ 08610-5446. When returning the bid, the Company name and address should be included on the envelope.
4. The Stockholder Disclosure Certification **must** be submitted with the bid. The bidder shall check the box appropriate to his or her business. Please be advised that **one** of the five boxes must be checked. If Box 1 is checked list the information required on the form. **Failure to meet this requirement will result in bid rejection.**
5. A bid cannot be withdrawn after the expiration of the time set for receiving bids, nor can any changes be made by letter, telegram, or verbal statement.
6. The successful contractor shall fully sign and return the contract to the Secretary of the Board, Fire District No. 3 in the Township of Hamilton, Mercer County within ten (10) days of the award.
7. Any brand of equipment specified is not to restrict the bidding, but to provide the bidders with accurate examples that will perform the necessary work.
8. Payment will be made by the Fire District upon delivery and acceptance of the items and the submission of a properly completed Fire District voucher.
9. In accordance with N.J.S.A. 40 A: 11-18 only American made goods and products, whenever available, are to be used in this project.

10. **Bidders are required to comply with the requirements of “P.L. 1975. C. 127. (NJAC17:27)”.**
11. The Fire District reserves the right to reject any and all bids.
12. **The Non-Collusion Affidavit must be completed and notarized. Failure to meet this requirement will result in bid rejection.**
13. Bidders are required to comply with the requirements of “P.L. 2005, c.271, 3 (Pay-to-Play Law)”.
14. Bidders are required to comply with the requirements of “P.L. 2004 Chapter 57”, and supply a New Jersey Business Registration Certificate.
15. Starting in 2007 business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
16. The Fire District reserves the right to award in part or on whole to one or more vendors.

BID PROPOSAL

SUPPLY AND DELIVERY OF ELECTRICITY FOR FIRE DISTRICT NO. 3 TOWNSHIP OF HAMILTON MERCER COUNTY

**PROPOSALS MUST BE SUBMITTED BY:
JUNE 5, 2014 @ 2:00 PM**

**Fire District No. 3
Secretary of the Board
13 Rennie Street
Hamilton, NJ 08610-5446**

Statement of Intent

Fire District No. 3 in the Township of Hamilton, Mercer County, is soliciting proposals to supply Electricity the Fire District. Our facility is located in Hamilton Township, Mercer County, NJ in PSE&G's service territory.

Proposals received from Bidders in response to this BID will be used to aid the Fire District in its efforts to provide continued reliable service at the lowest reasonable cost.

Pricing

We are requesting fixed pricing for the following terms:

12 Months 24 Months 36 Months

Summary of Requested Terms

Term: 12, 24, and/or 36 Months

Delivery Quantity: Firm Full Requirements (a signed usage release form for your use to obtain data from PSEG)

Right of Decision/Rejection

The Fire District No. 3 reserves the right to make all decisions regarding this Bid and the proposals received as a result of this Bid, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of or meet the objectives of this Bid.

The Fire District No. 3 reserves the right to reject any or all proposals received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in "Statement of Intent" above.

Form of Proposal

Proposals submitted must be submitted on the form provided. (Attachment A)

All proposals must be received no later than 2:00 PM on Thursday June 5, 2014.
Proposals received after this deadline will not be accepted or considered.

All Procedural questions should be directed to Thomas Gribbin, Fire Chief,
13 Rennie Street, Hamilton, NJ 08610-5446 (609) 392-1710.

ATTACHMENT A

Fire District No. 3 Account Information

SEE ATTACHED

SUPPLIER NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

FAX: _____

EMAIL: _____

WEB SITE: _____

PRICING

Fixed Full Requirements

TERM

July 2014 meter read to June 2015 meter read Fixed Price of \$_____kW

July 2015 meter read to June 2016 meter read Fixed Price of \$_____kW

July 2016 meter read to June 2017 meter read Fixed Price of \$_____kW

OTHER REQUIREMENTS:

Define Credit Requirements

Payment Terms, no less than 30 days

All Pricing should include all Tax's

Alternative Pricing and Supply options will be considered

**Commissioners Fire District #3
13 Rennie St
Hamilton, NJ 08610-5446**

PSE&G Account:

PE000011463330820772

**CUSTOMER USAGE INFORMATION AUTHORIZATION
(Non-Residential)**

I hereby authorize my electric utility to act in my behalf for the purpose of obtaining information about my historical energy usage and billing information and consent to the release of same so that the Company named herein may evaluate my energy usage patterns and make me an offer to supply energy. The utility considers all customer usage information to be confidential. This authorization in no way binds me to the purchase of any service or product from the Company named herein and is to be used for the sole purpose of determining my offer price of electricity service or the provision of other energy-related services.

Supplier/Consultant Information (please print):

_____ representing _____
(Individual) (Company)
Address _____
Email Address _____ Phone Number () _____

Type of Data Requested (select one):

- Sixty (60) minute interval data (if available) provided in ASCII text file
- Monthly billing information (will be provided if 60 minute interval data is unavailable)

NOTE: Billing information will typically cover the most recent twelve-month period.

Company Information (please print):

My Utility PSE&G
Company Name Commissioners of Fire District #3
Address 13 Rennie Street
City Hamilton State NJ Zip 08610-5446
Business Contact Name Thomas Gribbin Telephone Number () 609-392-1710
Party other than customer to be Billed, if allowed by your utility: N/A
Tom Gribbin 05/12/2014
Business Representative's Signature Date

This authorization is valid for 90 days from the above date, unless otherwise indicated.
I wish to have this authorization valid until _____ (date & initial)

65 545 661 04 Account Number(s) (As shown on Latest Bill)

PLEASE FAX THIS AUTHORIZATION

Atlantic City Electric	1-800-967-7044	JCP&L	732-695-5400
PSEG	908-931-9179	Rockland Electric	914-577-3602

Each utility has specific rules for releasing information, and this service may be subject to a charge by the utility.

ADDITIONAL TERMS AND CONDITIONS

1. F.O.B. Destination does not cover “spotting” but does include delivery on the receiving platform of the ordering agency. No additional charges will be allowed for any transportation cost resulting from partial shipments made at vendor’s convenience when a single shipment is ordered. Institution or department weights and measures govern.
2. Prices listed are firm for complete deliveries of quantities specified.
3. All goods are to be filled at the prices listed. Purchase Order in duplicate together with original B/L, express receipt and other related papers must be sent to the delivery point on the date of each delivery.
4. Materials delivered against this order are not subject to Federal Excise Taxes or New Jersey Sales Tax. Exemption Certificate will be submitted upon request.
5. The parties to this contract do hereby agree that the provisions on N.J.S.A. 10:2-1 through 10:2-4 and Chapter 127, P.L. 1975, dealing with discrimination in employment on public contracts, and Rules and Regulations promulgated pursuant thereunto, are hereby made a part of this contract and are binding upon them.
6. The vendor shall hold and save Fire District No. 3 in the Township of Hamilton, Mercer County, its Officers, Agents, Servants, and employees harmless from liability of any nature or kind for or on account of the use of any copyrighted or un-copyrighted composition, secret process, patented, or unpatented invention, article or appliance furnished or used in the performance of this contract.
7. If it becomes necessary for the Vendor, either as principal or by agent or employee, to enter upon the premises or property of the Fire District in order to construct, erect, inspect, make delivery or remove property hereunder, the Vendor hereby covenants and agrees to take, use, provide and make proper, necessary and sufficient precautions, safeguards and protections against the occurrences of happening of any accident, injuries, damages or hurt to any person or property during the process of the work herein covered, and to be responsible for, and to indemnify and save harmless the Fire District from the payment of all sums of money by reason of all, or any, such accidents, injuries, damages or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any Township ordinance regulation, or the law of the State, or United States, while the said work is in progress. Contractor will carry insurance to indemnify the Fire District against any claim or loss, damage or injury to property or persons arising out of the performance of the Contractor or his/her employees and agents of the services covered by the contract and the use, misuse or failure of any

ADDITIONAL TERMS AND CONDITIONS

equipment used by the Contractor or his/her employees or agents, and shall provide certificates of insurance to the Fire District.

8. It is understood by all parties that if, during the life of the contract, the contractor disposes of his business by sale, transfer or by any means to another party; all obligations are transferred to such purchaser.
9. Time, in connection with discount offered, will be computed on the following basis: date of delivery of the supplies to the using agency; date properly executed contract (where required) is received or date materials are approved in the event laboratory or other tests are required, whichever is the latest.
10. The Vendor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done hereunder.
11. The Fire District reserves the right to waive any informality in the bidding, to reject any or all bids and to award in whole or in part, if deemed in the best interest of the Fire District.
12. Where applicable, the New Jersey Prevailing Wage Act, P.L. 1963 Ch. 150, is hereby made part of every contract entered into by the Fire District.

STOCKHOLDER DISCLOSURE CERTIFICATION

The following form **must** be completed by all bidders. **Failure to submit this form with your bid will cause rejection of your bid.** See item 4 of Instructions and Requirements.

COMPANY NAME: _____

COMPANY ADDRESS: _____

- 1. - I CERTIFY THAT THE LIST BELOW CONTAINS THE NAME AND HOME ADDRESSES OF ALL STOCKHOLDERS HOLDING 10% OR MORE OF THE ISSUED AND OUTSTANDING STOCK OF THE UNDERSIGNED.

- 2. - I CERTIFY THAT NO ONE STOCKHOLDER OWNS 10% OR MORE OF THE ISSUED AND OUTSTANDING STOCK OF THE UNDERSIGNED.

- 3. - NO INDIVIDUAL IN THIS CORPORATION OWNS 10% OR MORE OF THE STOCK.

- 4. - NO INDIVIDUAL IN THIS PARTNERSHIP OWNS 10% OR MORE OF THE STOCK.

- 5. - THIS COMPANY IS SOLELY OWNED BY: _____
NAME OF OWNER

STOCKHOLDERS OWNING 10% OR MORE:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

OFFICIAL TITLE: _____

REMINDER: THIS FORM MUST BE COMPLETED AND RETURNED WITH THIS BID.

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All Successful bidders are required to submit evidence of appropriate affirmative action compliance to the Fire District and the Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

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

**Do you have a federally approved or sanctioned EEO/AA program?
If yes, please submit a photo static copy of such approval.**

Yes No

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.S.A. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Fire District as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?
If yes, please submit a photo static copy of such approval.**

Yes No

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 fee and forward a copy of the form to the Fire District. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website http://www.state.nj.us/treasury/contract_compliance/.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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 applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

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

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

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

_____.

Subscribed and sworn to

before me this day

Signature

_____, 2_____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

Documents and Informational Forms Check List

The following documents and forms are to be submitted with the bid. Please initial in the space provided that the item has been included with the bid or the direction has been followed

Item	Initials verifying Inclusion	Required for this bid
1. Bid guarantee pursuant to Section 21 of P.L. 1971 c.198; N.J.S.A. 40A:11-21	_____	_____
2. A certificate to a surety company pursuant to Section 22 of P.L. 1971, c.198; N.J.S.A. 40A:11-22	_____	_____
3. A Stockholder Disclosure Certification pursuant to Section 1 of P.L.1977, c.33; N.J.S.A. 52:25-24.2	_____	_____X_____
4. A list of subcontractors pursuant to Section 16 of P.L. 1971, c.198; N.J.S.A. 40A:11-16	_____	_____
5. List of references	_____	_____
6. Surety Disclosure Statement and Certification consistent with the requirements of N.J.S.A. 2A:44-143.	_____	_____
7. Signature on form certifying the bidder is aware of the commitment to comply with the requirements of P.L. 19756, c.127	_____	_____X_____
8. Completion of information required on proposal page and signature of bidder on the page in the space provided.	_____	_____X_____
9. Completion of Non-Collusion Affidavit.	_____	_____X_____
10. Certificate Pursuant to Public Law 1999 Chapter 238 Contractor Registration Act	_____	_____
11. Certificate Pursuant to Public Law 2004 Chapter 57 Business Registration Certificate	_____	_____X_____

Acknowledgement of Addenda

<u>Addendum No.</u>	<u>Date Received</u>	<u>Addendum No.</u>	<u>Date Received</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Company: _____

Name of Signer: _____
(Please print or type)

Signature: _____