



REQUEST FOR PROPOSAL
FOR THE
PROVISION OF TITLE INSURANCE
AND
RELATED TITLE SEARCH SERVICES
FOR THE COUNTY OF ATLANTIC

IN CONNECTION WITH ACQUISITION OF VARIOUS PROPERTIES OR
INTERESTS THEREIN, FOR HIGHWAY IMPROVEMENTS, FARMLAND AND
OPEN SPACE PRESERVATION, AND OTHER PROPERTY TRANSACTIONS

CONTACT PERSON: Kathy Arrington, Director
Office of Budget & Purchasing

MAILING ADDRESS: Atlantic County Government
Division of Budget & Purchasing
6th Floor
1333 Atlantic Ave.
Atlantic City, NJ 08401

PROPOSAL DUE: 11:00 am **February 20, 2013**

REQUEST FOR PROPOSALS

Public Notice is hereby given that **SEALED PROPOSALS** will be received by the Purchasing Agent of the County of Atlantic, New Jersey at 11:00am prevailing time on **February 20, 2013** in the 3rd Floor Conference Room; 1333 Atlantic Avenue; Atlantic City, New Jersey for :

RFP- 201304.3 REQUEST FOR PROPOSALS FOR PROVISION OF TITLE INSURANCE AND RELATED TITLE SEARCH SERVICES TO THE COUNTY OF ATLANTIC IN CONNECTION WITH ACQUISITION OF VARIOUS PROPERTIES OR INTERESTS THEREIN, FOR HIGHWAY IMPROVEMENTS, FARMLAND AND OPEN SPACE PRESERVATION, AND OTHER PROPERTY TRANSACTIONS

Specifications and blank Bid Forms may be obtained online at the following web address <http://bids.aclink.org>

Any questions concerning this specification must be directed to the Office of Budget & Purchasing, telephone (609) 343-2268 or fax (609) 343-2193

Proposers are required to comply with requirements of NJSA 10:5-31 et seq. and N.J.A.C. 17:27

Proposers must abide by the New Jersey Prevailing Wage Act, P.L. 1963, Chapter 150.

The Contractor must comply with the applicable special "Pay to Play" restrictions adopted by the Board of Chosen Freeholders

The County of Atlantic reserves the right to reject any or all proposals

By order of the County Executive of the County of Atlantic

Kathy Arrington; Director,
Budget & Purchasing
County of Atlantic, New Jersey

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**REQUEST FOR PROPOSALS FOR
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OTHER PROPERTY TRANSACTIONS**

PART I - INTRODUCTION

The County of Atlantic is requesting proposals for TITLE INSURANCE AND TITLE SEARCH SERVICES for Atlantic County From the **Notice of Award through December 31, 2013**. Proposals may be mailed and delivered to:

Kathy Arrington, Director of Budget & Purchasing
Atlantic County Government
1333 Atlantic Ave.; 6th Floor
Atlantic City, NJ 08401

Proposals must be submitted on or before **February 20, 2013** by 11:00 a.m. Late submissions will not be entertained.

PART II - GENERAL CONDITIONS

A. Instructions

All questions must be answered. All forms and required certifications, which are located at the end of the RFP, (Affirmative Action, Political Contribution Form, Non-Collusion Affidavit, Recycling and Insurance Certificate) must be completed and submitted with your proposal.

Each proposal shall include a Letter of Transmittal which bears the original signature of an authorized representative of the vendor and which also includes the name of individuals authorized to negotiate with the County of Atlantic.

Each proposal shall include a full explanation of the services that will be provided.

Proposals shall be in sufficient detail to determine and evaluate the services provided.

One original and one electronic PDF file format copy of the completed proposal must be delivered by February 20, 2013 to the Atlantic County Office of Budget and Purchasing, 6th Floor - 1333 Atlantic Avenue, Atlantic City, New Jersey 08401 by **11:00 a.m.** EDT on that date. Late proposals will not be eligible for review.

Each proposal must be submitted in a sealed envelope bearing on the outside the name and address of the preparer and the name of the subject of the proposal.

Proposal prices are to remain firm for a period of not less than sixty (60) days to allow the County to determine the best proposal that shall most economically serve the intentions of this proposal.

B. Proposer Qualifications

The proposal must include: the company history, a list of vendor credentials, and experience statement to include but not limited to any experience with similar projects.

The preparer shall furnish to the County of Atlantic any and all such information, documentation and data for this purpose, as the County of Atlantic may request.

The County of Atlantic reserves the right to reject any proposal should the information submitted by or investigation of such vendor fail to satisfy the County of Atlantic.

Proposals must specify any deviations from the requirements.

The County reserves the right to reject any or all items covered in the proposal request, or any portion(s) thereof, waive informalities, re-advertise and/or take such other actions decreed necessary and in the best interest of the County of Atlantic.

Failure or inability to meet any of the requirements set forth in this RFP will be sufficient reason to disqualify prepares.

The County of Atlantic reserves the right not to consider any proposal that is incomplete or that does not meet the specification requirements.

C. Statutory Requirements

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Section 1 of P.L. 2001,c.134 is amended to read as follows:

An act concerning business registration for providers of goods and services to the State, State colleges and universities, county colleges, local contracting units, boards of educations, water and wastewater contractors and casinos, supplementing Title 54 of the revised Statues and amending P.L.1977,c.110.

No contract shall be entered into by any contracting agency unless the contractor provides a copy of its business registration

All non governmental entities SHOULD submit a copy of their Business Registration Certificate or a copy of their 501(c) designation with their proposal. Proposer must submit a copy of their NJ Business Registration or 501(c) designation prior to award of the contract.

All proposals must comply with the provisions mandated by applicable Federal Law and New Jersey Statutes.

Any provision in the RFP which may be in conflict with any New Jersey statute are amended to conform to the minimum requirement of such statute.

D. Terms

The contract will be for the term effective **Notice of Award to December 31, 2013**

E. Cancellation

Proposals are subject to :

1. Right of the County to cancel the contracts upon ninety (90) days written notice to the contractor.
2. The County of Atlantic reserves the right to reject any and all proposals and any part thereof and to waive any informalities, formalities, irregularities and errors in the proposals.

F. Questions

Please submit all questions in writing to :

Attn.: Kathy Arrington, Director of Budget & Purchasing

1333 Atlantic Ave.

Atlantic City, NJ 08401

or Fax to (609) 343-2193.

Responses will be forwarded to all vendors who have picked up RFP packages.

No firm intending to submit a proposal or any employee of any firm intending to submit a proposal shall contact any County employee for any reason either directly or indirectly related to this Request for Proposal. Any firm found violating this policy will be automatically disqualified from submitting a proposal.

G. Contract

The Contractor will be required to sign the standard County Contract, a copy of which is attached hereto as Attachment CT. If the contractor desires to make any modifications to the County's contract language, or has another contract form that he/she desired the County to sign, in lieu of or in addition to the County Contract form, a sample copy of the contractor's proposed language modifications or contract form must be submitted with the proposal, or it shall be assumed that the contract documents will consist exclusively of the County's form contract. Modifications or additions to the County's form contract will not be entertained after contract award. The County will not agree to sign a contract which includes a provision for dispute resolution by arbitration.

H. Insurance

Provider must supply with their proposals proof of insurance as detailed in Attachment INS. An insurance certificate must be submitted prior to contract execution.

I. Recycling

The contractor must provide the County with information regarding their recycling program. The County of Atlantic has, pursuant to P.L. 1987, CH 102, adopted the Atlantic County Recycling Plan and Ordinance # 7 of 1988, which designates the following commercial and institutional materials as recyclable and mandates the recycling thereof.

- * Glass Food & Beverage containers: Clear, Amber, Green
- * Newspapers
- * Aluminum Beverage Cans
- * Office Paper (White, Non-Colored)
- * Computer Paper

The attached recycling affidavit will need to be completed and submitted with your proposal. (Attachment R)

J. Affirmative Action

The Contractor shall be required to comply with the requirements of N.J.S.A. 10:5-31at seq. and N.J.A.C. 17:27.

Each successful contractor is required to submit one of the following documents **PRIOR TO EXECUTION OF A CONTRACT:**

1. A copy of the contractor's Letter of Federal Approval indicating the contractor has an existing Federally approved affirmative action program , or
2. A copy of the contractor's Certificate of Employee Information Report , or
3. Contractor's initial Affirmative Action Employee Information Report (Form AA 302)

K. Attachments

The provider must include all of the following with their proposal:

- A. Non-Collusion Affidavit must be notarized
- B. Political Contribution Form
- C. Recycling Agreement must be notarized
- D. Insurance Endorsement as described
- E. Affirmative Action requirement
- F. A Copy of their NJ Business Registration Certificate

L. Reservations

The County of Atlantic reserves the right to reject any and all proposals, and any part and to waive any formalities, informalities, irregularities and errors in proposals.

A written request for the withdrawal of a proposal, or any party thereof, will be granted if the request is received by the County Purchasing Agent prior to the specified time of the proposal opening.

M. Interview

The County reserves the right to interview proposers, request clarification of proposals, request additional information, request modification or proposals and negotiate contract terms with the successful prepares.

Bidders may be asked to explain and/or clarify their proposal to a selection committee.

N. Ordinance # 10 - 2007 Public Contracting (Pay -To - Play) Reform

Professional Business Entity - a “professional business entity” means an individual including the individual’s spouse, if any, and child living at home ; person; firm , corporation; professional corporation; partnership; organization; or association. The definition of a professional business entity includes all principals who own 10% or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the entity as well as any subsidiaries directly controlled by the professional business entity. This definition exclude non-profits corporations under Internal Revenue Code (IRC), Section 501(c) (3) and their officers and board members.

Prohibits Atlantic County from entering into a agreement or otherwise contract to procure professional , banking , insurance coverage services or any other consulting services provided by a licensed professional , including those awarded pursuant to any process including a fair and open process, if such professional business entity has solicited or made any contribution of money or pledge of a contribution, including in-kind contributions to (i) any campaign committee of any candidate for elective County Office or the current holders of any elective County office, or (ii) to any Atlantic County party committees, (iii) to any municipal party committee within Atlantic County , or (iv) to any candidate committee, state or county political party or any Political Action Committee (PAC) that is engaged in the financial or in kind support of candidates for elective Atlantic County offices, County elections and/or Atlantic County political parties in excess of the annual maximum of \$ 300 each or up to the amount of reportable contributions as may from time to time be established by the Election Law Enforcement Commission (ELEC) for any purpose to any candidate for elective County Office or current office holder, or \$500 to any Atlantic County party committee, or municipal party committee within Atlantic County , or to a single or joint campaign account of a candidate committee, state or County political party or PAC. Additionally, no business entity , which may include principals, partners, and officers of the entity in the aggregate , may not annually contribute for any purpose in excess of \$ 2500 to all candidates for elective County offices and to office holders with the responsibility for the award of the contract, who are the County Executive and the members of the County Board of Freeholders. The Ordinance does not cover contributions made prior to October 22, 2007

The Proposer must complete a Political Contribution Form ,see attachment (PC), certifying that it has not knowingly made a contribution in violation of the ordinance and has not made or solicited contributions through intermediaries , third parties, immediate relatives, or Political Action Committee (PAC) for the purpose of concealing the source of the contribution. A Contractor that files an incorrect Political Disclosure Statement will have its contract with the County declared null and void and will be disqualified from being awarded any contract for a period of Four (4) years.

- O This RFP requires certain documents be provided to the County as required by law. Some of the documents shall **REQUIRE** original signatures at the time of the Vendor's submission of its bid proposal to the County, while other documents shall not. Below is a list of these documents:

A. ORIGINAL SIGNATURES REQUIRED AT THE TIME OF SUBMISSION OF THE VENDOR'S BID PROPOSAL. These documents shall **REQUIRE ORIGINAL SIGNATURES AT THE TIME OF THE BID SUBMISSION BY THE VENDOR TO THE COUNTY.** FACSIMILE, COPY OR RUBBER STAMP SIGNATURES **WILL NOT BE ACCEPTED AND SHALL BE CAUSE FOR AN AUTOMATIC REJECTION OF THE BIDDER'S PROPOSAL.** Any bid price showing any erasure or alteration must be initialed by the bidder in **INK.**

1. Proposal Page.

B. ORIGINAL SIGNATURES NOT REQUIRED AT THE TIME OF SUBMISSION OF THE VENDOR'S BID PROPOSAL. These documents shall **NOT** require original signatures **at the time of the bid submission** by the Vendor. However, **THESE ORIGINAL DOCUMENTS WITH THE ORIGINAL SIGNATURES** shall be required by the County. This requirement is explained more fully in Section C, below.

1. Disclosure Statement;
2. Non-Collusion Affidavit;
3. Recycling Affidavit;
4. Plumbing Affidavit;
5. Subcontractor's Affidavit;
6. Bid bond;
7. Consent of Surety;
8. Employee Benefits Affidavit.

C. ORIGINAL SIGNATURES REQUIREMENTS CLARIFICATION. In order for the County to prepare and sign a contract with the Vendor who is being recommended for the award of the contract, the County must have the original signatures on **ALL** of the documents listed in Sections A and B above, but at various times. The Proposal Page listed in Section A must have the original signature at the time that the Vendor submits his proposal to the County.

At the time of the submission of the proposal to the County, the items listed in Section B may be copies and do not need to have the original signatures. However, the Vendor must submit the originals of all the items in Section B **WITHIN FIVE (5) BUSINESS DAYS** after the date of the written Notice of the Recommendation of the award by the County to the Vendor. **THERE ARE NO EXCEPTIONS TO THESE RULES; FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL RESULT IN AN AUTOMATIC DISQUALIFICATION OF THE VENDOR,** and the County shall have the right to award the contract to the next lowest responsible vendor. There will be no negotiation of this requirement.

SCOPE OF SERVICES

**REQUEST FOR PROPOSALS FOR
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1. INTRODUCTION

Atlantic County requires the services of a qualified title insurance agency to provide title insurance, together with related title search and settlement services, in connection with the following project:

The County of Atlantic improves intersections and widens roads. The improvements may include, traffic signals, road widening, or stormwater drainage basins. The improvements may require the County to acquire additional right of way easements and fee-simple title to various parcels of land. Properties will be acquired for various sums depending on appraisals and negotiations.

The County additionally acquires fee simple title, easements and other interests in various parcel of land for public parks, recreation, conservation, wetland mitigation and other Open Space Preservation purposes. Such acquisitions must be performed in accordance with and subject to the New Jersey Green Acres Program. The County may also acquire rights and interest in agricultural properties, in accordance with the New Jersey Farmlands Preservation program. These interests typically involve consideration that may range from \$50,000 to \$500,000, and occasionally in excess of one million dollars.

2. DETAILED SCOPE OF SERVICE

The County will not direct or oversee production of the title insurance and services related thereto. The Proposer shall be solely responsible for performing the following minimum requirements:

- A. The company must issue a written commitment to the County that complies with this scope of services, no later than 21 days after the County's notice to proceed
- B. The title company shall maintain and provide an office with adequate facilities and support staff to conduct settlements, including but not limited to, an experienced settlement officer, word processing, photocopying, check dispersal, and record keeping. Moreover, full settlement services must be held at a title office conveniently situated for Atlantic County staff and property owners of interest, or in the alternative, at an Atlantic County facility.
- C. All exceptions regarding outstanding interest, liens, encumbrances and tax as listed in the title commitment must be removed at closing. The policy must show that the local government unit has clear title to the property.
- D. Schedule A of the Title Commitment must reference the description of the parcel to be insured, along with the correct municipal tax block and lot numbers.
- E. The Title Commitment must include a photocopy of the latest recorded Deed, in its entirety, along with a copy of all recorded easements, rights of way, drainage easements, restrictions or conditions of record, all of which shall appear in Schedule B.
- F. Title searches shall cover not less than the preceding 60 years

- G. The title company shall determine and identify all persons and entities that appear to have an interest of record in title to the subject premises and shall document the nature and extent of each such interest. Each mortgage, UCC, and other documents appearing to create an interest of record in title shall be listed in the Title Commitment and a copy thereof shall be attached.

The commitment shall be accompanied by a judgment search for all persons having an interest in title to the premises.

The title company must contact any lenders of record for payoff statements prior to settlement.

The title company must secure tidelands searches for all properties that are in the vicinity of tidal waters.

- H. The title company shall have in-house staff that is experienced with review of conditions affecting title, including but not limited to matters relating to estates, partnerships, corporations, mortgages, judgments and other interests in title.

- I. The final title commitment shall include a survey endorsement that insures title to the area within the metes and bounds description. The final title policy shall remove the survey exception.

The title company shall have in-house staff that is experienced with review of surveys, descriptions and conditions that appear to affect the boundary or title to the subject premises. The title company shall review the survey to determine what actions must be reasonably taken to replace the survey exception of the title commitment with a survey endorsement.

- J. The description of the insured premises shall be the metes and bounds description prepared as part of the survey package and shall be the same description that appears in the Deed or Easement recorded in favor of the County.

- K. The title company shall verify whether any taxes or other municipal charge as assessments are due and owing, and must otherwise be apportioned at settlement

- L. The Title Company shall prepare a seller's affidavit of title, based upon the results of the title search and judgment search.

- M. At least 2 weeks prior to closing, the title company shall provide the County with a full settlement sheet setting forth all proposed costs, charges and adjustments for each property.

- N. A bring down search shall be performed for each parcel within 24 hours of scheduled settlement.

- O. The title company shall review and make recommendations regarding the sufficiency of each document or other instrument offered to remove or otherwise satisfy each exception to title, including those related to persons or entities that may have a claim or interest in title to the premises.
- P. The title insurance policy shall be an amount that is equal to the purchase price.
- Q. All acquisitions involving Green Acres funds shall additionally comply with Green Acres requirements (see, NJ Green Acres web site for specific title search and insurance requirements). Schedule B, Section 2 of the final title insurance policy must identify that the premises has been acquired by the County subject to Green Acres Rules and Regulations.
- R. All acquisitions involving the New Jersey Farmlands Preservation Program shall additionally comply with that program's current requirements. The title search shall include the entire tract, including the proposed easement areas and exception areas. Schedule B, Section 2 of the final title insurance policy must identify that the property is subject to the requirements of the New Jersey Farmlands Preservation Program.
- S. The Title Company and its principals shall be lawfully permitted and authorized to engage in title search and title insurance services within the State of New Jersey. The company and its principals shall not be debarred or otherwise subject to any order, directive or other legal restriction against performing title search and insurance services for public agencies.
- T. On occasion, funds may be placed in escrow, pending satisfaction of all sale conditions. The title company shall provide escrow agent services, at no charge to the County.
- U. It is anticipated that settlements will typically be conducted at the office of the title company. The Proposer shall provide settlement accommodations and supplies on an as needed basis for each acquisition.
- V. The Proposer shall be responsible for ensuring that all settlement documents are recorded as necessary to comply with title policy requirements. The Proposer shall supply the County with a copy of the recorded deed, easements and title policy as soon as is practical after settlement.
- W. In the event that a voluntary settlement does not occur within 6 months after the notice to proceed date, the County may either: abandon the acquisition, or, proceed with acquisition by eminent domain.

In the event that a settlement does not occur, the County will notify the title company and the company shall be entitled to payment of the title insurance commitment search fee, as specified by the proposal.

3.0 GENERAL RESPONSIBILITIES

- 3.1 Certifications and Licenses. The Proposer and its designated personnel assigned to the Contract shall possess and maintain all certifications, licenses and other qualifications required by law and by prudent professional practices for the performance of all work and services contemplated herein.
- 3.2 Trained Personnel. The Proposer shall be responsible for supplying personnel who are sufficiently trained to perform the work and services contemplated herein.
- 3.3 Conflict of Interest. At no time during the existence of the Contract to be awarded, hereunder, shall the Proposer or any officer, director, general or limited partner or employee of the Proposer (A) hold an equity or other economic interest in; (B) have a contractual or other business relationship with; or (C) be an officer, director, general or limited partner or employee of the subject Property Owner, its parent or subsidiary corporations or any general or limited partnership involving the Property Owner , and vice versa. The Proposer shall have an affirmative obligation to advise the County of any potential or actual conflict of interest that may arise with respect to its obligations under the Contract
- 3.4 Indemnification and Direct Liability. The Proposer shall indemnify, defend and hold harmless the County, its employees, officers and agents from and against all claims, damages, losses, suits, actions judgments, costs and expenses, including reasonable attorneys' fees, sustained by third parties to the extent such damage or injury is attributable in whole or in part to any negligent acts or omissions of the Proposer in the performances of its services hereunder or that of any testing laboratory retained by the Proposer, and shall or that of any testing laboratory or sub-consultant retained by the Proposer, and shall procure and maintain contractual liability insurance covering the obligations herein.
- The Proposer shall be liable to the County, its employees, officers and agents for any actual or consequential losses and any injury including bodily injury, death, damages to or destruction of physical property resulting in whole or in part for any negligent act or omissions of the Proposer in the performance of its services hereunder, or that of any testing laboratory, or sub-consultant retained by the Proposer.
- 3.5 Methods and Materials. The Proposer shall provide all materials and labor, and shall be solely responsible for the means and methods of performance as may be necessary to provide the County with the title search and insurance services contemplated by this request for proposals. The Proposer shall, in addition to providing printed copies of the requisite documents, must have the ability to provide copies in digital format at the direction of the County.

- 3.6 Additional Responsibilities. The Proposer shall be responsible for assuring that it and its employees and agents comply with all Federal, State and local laws, regulations and ordinances.

The Proposer shall not transfer, assign or otherwise dispose of the Contract or Contract funds, due or to become due, or claims of any nature it has against the County to any other party except upon the express written approval of the County.

4.0 COMPENSATION

- 4.1 The Proposer shall be compensated for all services contemplated herein based upon a lump-sum fee, which shall be paid at the sooner of the following: settlement upon the subject property, or filing of a complaint in condemnation.

NOTE: The County will not accept billings for mileage, travel time and expenses meals, lodging, accommodations, equipment rental or other expenses. All prices shall be inclusive of all field and home office overhead and expenses, and other incidental services, including typing and clerical work. The proposal price shall include such amount(s) as the Proposer shall deem appropriate for profit and overhead. No separate payments shall be made.

5.0 ADDITIONAL INFORMATION REQUIRED TO BE SUPPLIED WITH THE PROPOSAL

- 5.1 Description of the Firm. A description of the firm, number of employees and the number of years the firm has in this field. Include the names and credential of personnel to be assigned to this contract. Also, include:
- A. A description and location of relevant projects in which the firm has been involved in the last two (2) years and the firm's role in each project.
 - B. A statement as to whether the Proposer has experience with settlements and insurance involving Green Acres and similar Open Space Preservation Programs.

6.0 PROPOSAL SUBMITTAL

- 6.1 Price Submission Format. All proposals must be packaged and delivered together in a single sealed envelope containing the Technical and Price Submissions. The envelope shall be clearly labeled "PROPOSAL FOR TITLE INSURANCE AND RELATED SERVICES".
- 6.2 Political Contribution Statement. This statement must be completed and returned with the proposal submission.
- 6.3 General Requirements:
 - A. The Proposal must be addressed to: Atlantic County Division of Purchasing, 1333 Atlantic Avenue, 6th Floor, Atlantic City, NJ 08401
 - B. No Proposal will be accepted any later than **February 20, 2013** at 11:00 a.m. at the above address:
 - C. The Proposal must be signed by the corporate officer able to obligate the corporation in the matter at hand. No faxed Proposal will be accepted.
 - D. All Proposals shall become the property of the County of Atlantic.

7.0 EVALUATION PROCESS

The final proposal evaluation will be conducted by a team of County staff. The following criteria shall be utilized by the County's evaluation team:

The merits of the technical response including:

Qualifications of all individuals who will be assigned to perform specific tasks;

Firm's experience in providing the service(s) requested;

The Proposer's willingness to agree to the terms of the contract as set forth in the RFP and in the County's Form of Agreement.

Cost

PROPOSAL PRICING PAGE

DATE _____

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services and supplies per the attached schedule of fees for the following:

Description	Cost	Unit
Examination charge		Per lot
Municipal Tax/ Assessment Search		Per lot
Flood Search		Per lot
Tideland Claim Search		Per lot
Patriot Act Searches		Per name
Corporate Status Searches		Per name
Franchise Tax Searches		Per name
Chancery Searches		Per action
Upper Court Judgment Search & Continuations		Per name
Certificate of Formation & Good Standing		Per name
State UCC Search		Per name
Search of other Policy Endorsement		Per Activity
Notice of Settlement Filing		Per Activity
Settlement Fee		Per Activity
Transaction Maintenance Fee / Closing Service Letter		Per Activity
Title / Insurance	Attach Schedule	Per Thousand
Survey Endorsement		Per Activity
TOTAL		

Signature _____

Authorization Page

The undersigned is a ☐ Partnership
Corporation under the laws of the State of _____
☐ Individual

having Principal Offices at: _____,

and is authorized to conduct business in the State of New Jersey.

NAME OF BIDDER

Person Firm or Corporation

BY: _____
Signature

Print Name

Street Address City/State Zip Code

Telephone No. _____ Fax No _____

Email address _____

CONTRACT FORMS

PART I: CERTIFICATION

I hereby certify as follows:

1. On or after October 22, 2007, the below-named person or entity has not solicited or made any contribution of money, pledge of contribution, including in-kind contributions, company or organization contributions, as set forth below that would bar the award of a contract to the "professional business entity", pursuant to the terms (Pay-to-Play Reform Ordinance #10).

- a) Within the 12 months immediately preceding the date of the contract or agreement (exclusive of any contributions made prior to October 22, 2007), the below-named person or organization has not made a contribution to:
 - (i) any campaign committee of any candidate for elective County office or to the current holders of any elective County office, or
 - (ii) any Atlantic County party committee, or
 - (iii) any municipal party committee within Atlantic County, or
 - (iv) any candidate committee, state, or county political party or any Political Action Committee (PAC) that is engaged in the financial or in kind support of candidates for elective Atlantic County offices, County elections and/or Atlantic County political parties, or
 - (v) any intermediary on the condition or with the agreement that it will be contributed to a campaign committee for elective County office or to the current holders of any elective County office.
 - (vi) any intermediary directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of the (Pay-to-Play Reform Ordinance #10).
- b) Between the time of first communication between that professional business entity and Atlantic County regarding a specific professional services agreement or goods and services agreement, as the case may be, and the latter of the termination of negotiations or rejection of any proposal or the completion of the contract or agreement (exclusive of any contributions made prior to October 22, 2007), the below-named person or organization has not made a Contribution to:
 - (i) any campaign committee or any candidate for elective County office or to the current holders of any elective County office, or
 - (ii) any Atlantic County party committee, or
 - (iii) any municipal party committee within Atlantic County, or
 - (iv) any candidate committee, state, or county political party or any Political Action Committee (PAC) that is engaged in the financial or in kind support of candidates for elective Atlantic County offices, County elections and/or Atlantic County political parties, or
 - (v) any intermediary on the condition or with the agreement that it will be contributed to a campaign committee for elective County office or to the current holders of any elective County office
 - (vi) any intermediary directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of the (Pay-to-Play Reform Ordinance #10).

2. If the **“professional business entity”** is awarded a contract pursuant to the solicitation for this contract proposal, the below-named person or organization will, on a continuing basis, continue to report any contributions it makes during the term of the contract, and any extension(s) thereof.

**CERTIFICATION ON BEHALF OF A COMPANY OR ORGANIZATION FOR A:
CORPORATION OR PARTNERSHIP**

I certify as an officer or authorized representative of the company or organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Company or Organization: _____

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____

The above individual is signing on behalf of the company in the following capacity.

_____ as Officer or Executive _____ Principal(more than 10% ownership or control)

_____ Subsidiary _____ Political Organization (PAC)

Check one: _____no contributions made or _____list of contributions attached.

CERTIFICATION BY SOLE PROPRIETORSHIP

I certify that , to the best of my knowledge and belief , that foregoing statements by me are true. I am award that if any of the statements are willfully false, I am subject to punishment.

Print Name: _____

Signature: _____ **Date:** _____

Check one: _____no contributions made or _____list of contributions attached.

Note: **“Professional Business Entity”** means an individual including the individual's spouse, if any and any child living at home, person; firm, corporation; professional corporation; partnership; organization or association. The definition of a professional business entity includes all principals who own 10% or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the entity as well as any subsidiaries directly controlled by the professional business entity.

POLITICAL CANDIDATE/COMMITTEE ACCOUNTS

June 7, 2011
(Two Year Period)

**Current Holder of Elected Atlantic County Office and Campaign Committee for
Elected Atlantic County Office
Limit \$300 per election cycle (primary and general) per Ord. No. 10 of 2007**

A. Contributions over the limits to section "A" candidates will disqualify contributors from County contracts

Candidate	Election Year	Office	Candidate / Committee Name 1	Candidate / Committee Name 2
Balles, Frank X.	2011	County Sheriff	Balles for Sheriff	
Bell, Colin	2011	Freeholder	Colin Bell for Freeholder	
Bertino, James	2011	Freeholder	Friends of Jim Bertino	
Carney, James	2010	Surrogate	Jim Carney for Surrogate	
Curcio, James	2009	Freeholder	James Curcio	Finnerty Curcio and Russo Freeholder
Curcio, James	2010	Surrogate	Curcio for Surrogate	
Dase, Richard	2010	Freeholder	Friends of Rich Dase for Freeholder	
Dickinson, Doug	2011	Freeholder	Doug Dickinson for 5 th District Freeholder	
Farina, Denise	2011	Freeholder	Denise Farina for Freeholder	
Formica, Frank	2009	Freeholder	Formica for Freeholder	
Garrett, Charles	2010	Freeholder	Charles Thomas Garrett	
Giordano, Frank	2009	Freeholder	Giordano, Falcone & Mason for Freeholder	Friends of Frank Giordano for Freeholder
Hurley, Patrick K.	2011	County Sheriff	Patrick K. Hurley/County Sheriff	
Jackson, Stephan	2011	County Executive	Stephan Jackson for County Executive	
Levinson, Dennis	2011	County Executive	Levinson for Executive	Friends of Dennis Levinson
Marino, Alex	2011	Freeholder	Friends of Alex Marina	
McDevitt, Joe	2010	Freeholder	Joe McDevitt 4 Freeholder	
McGettigan, Ed	2011	County Clerk	Ed McGettigan for County Clerk	
Munoz, Dennis	2011	County Sheriff	Munoz for Sheriff	
Risley, John W., Jr.	2011	Freeholder	John W. Risley, Jr.	
Russo, Thomas	2009	Freeholder	Thomas Russo	
Schroeder, Jim	2011	Freeholder	Jim Schroeder for Freeholder	
Sutton, Frank	2011	Freeholder	Sutton for Freeholder	
Verno, Michele C.	2011	County Clerk	Friends of Michele C. Verno	

Any other candidate for any of the County offices listed above.....

Any Atlantic County Party Committee or Atlantic County Municipal Committee Limit \$500 per calendar year per Ord. No. 10 of 2007

Atlantic County Democrat Committee

Atlantic County Republican Committee

Atlantic County Municipal Committee

Others Limited to \$500 per calendar year per Ord. No. 10 of 2007

Any Candidate Committee; State Political Party; County Political Party; Any Political Action Committee (PAC)
that are involved in the financial or in-kind support of candidates for elective County office; County election
and/or Atlantic County political parties

**B. Other Disclosable Contributions, but not limited by Ord. No. 10 of 2007
(these contributions do not disqualify a professional business entity from
having or seeking a contract with Atlantic County Government)**

Candidate	Election Year	Office	Candidate / Committee Name 1	Candidate / Committee Name 2
Addiego, Dawn Marie	2011	Senate	Dawn Addiego	
Albano, Nelson	2011	Assembly	Van Drew, Albano for Assembly	Van Drew, Albano & Milam for 1 st District
Amodeo, John	2011	Assembly	Amodeo and Polistina for Assembly	Amodeo for Assembly
Billhimer, Bradley	2011	Assembly	Billhimer for Assembly	
Brown, Chris	2011	Assembly	Friends of Chris Brown	
Boyce, Peter F.	2011	Assembly	Boyce Your Voice for Assembly	
Cooper, Alisa	2011	Assembly	Alisa Cooper for Assembly	
Connors, Christopher J.	2011	Senate	Connors, Rumpf and VanPelt	Connors and Rumpf
Delany, Patrick	2011	Assembly	Pat Delaney	
DeWeese, David S.	2011	Senate	DeWeese for NJ Senate	
Fiocchi, Samuel	2011	Assembly	Fiocchi for Assembly	
Gove, Dianne C.	2011	Assembly		
Greto, Thomas W.	2011	Senate		
Haines, Philip E.	2011	Senate	Phil Haines	
Halley, Paul J.	2011	Assembly		
Kearney, Carla	2011	Assembly	Kearney for 9 th Assembly	
Milam, Matthew	2011	Assembly	Van Drew Albano and Milam for 1 st District	
Pertnoy-Schmidt, Sharyn	2011	Assembly	Sharyn Pertnoy-Schmidt	
Polistino, Vince	2008	Assembly	Amodeo and Polistino for Assembly	
Polistino, Vince	2011	Senate	Vince Polistna	
Rudder, Scott	2011	Assembly	Scott Rudder	
Rumpf, Brian	2011	Assembly	Election Fund of Connors and Rumpf	Connors, Rumpf and VanPelt
Ryan, Dorothy A.	2011	Senate	Dorothy A. Ryan	
Stein, Gary	2011	Assembly	Gary Stein	
Storck, Raymond J.	2011	Assembly	Raymond J. Storck	
Tyner, Damon	2011	Assembly	Tyner for Assembly	
Van Drew, Jeff	2011	Senate	Van Drew and Albano for Assembly	Van Drew Albano & Milan for 1 st District
Walters, Suzanne M.	2011	Assembly	Walters for Assembly	
Whelan, Jim	2011	Senate	Friends of Whelan Kuehner and Spellman	Jim Whelan for Assembly
Burlington County Democrat Committee				
Burlington County Republican Committee				
Cape May County Democrat Committee				
Cape May County Republican Committee				
Cumberland County Democrat Committee				
Cumberland County Republican Committee				
Ocean County Democrat Committee				
Ocean County Republican Committee				

AFFIRMATIVE ACTION INFORMATION

Please complete the following:

Company Name _____

1. Our Company has a Federal Affirmative Action Plan Approval:

YES _____

NO _____

- a. If yes, submit a photographic copy of the Approval

2. Our Company has a New Jersey Certificate of Employee Information Report:

YES _____

NO _____

- a. If yes, submit a Photographic copy of the Certificate

3. Our Company has neither of the above, therefore send us Form AA-302 (Affirmative Action Employee Information Report)

SEND AA-302 _____
(check if applicable)

I certify that the above information is correct to the best of my knowledge.

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NON-COLLUSION AFFIDAVIT

State of New Jersey)
) ss

County of _____

I, _____ 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 _____, the bidder making the Proposal for the herein project, and that I executed the said Proposal with full authority to do so, that said bidder has not directly or indirectly entered into any agreement, 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 County of Atlantic relies 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 project.

I warrant that no requirement or commitment was made in reference to any political contribution to any party, person, or elected official and that no undisclosed benefits of any kind were promised to any one connected with County government or any political party in reference hereto.

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

NAME OF CONTRACTOR

I further warrant and represent that I have never been convicted of or acknowledge nor admitted to any payment of kickbacks or unlawful gifts to any government official or employee for which conduct the County of Atlantic deems me disqualified from doing business with County of Atlantic under such circumstances.

I also understand that the above disqualification does not apply to any vendor who cooperates with the prosecution and gives supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

SWORN AND SUBSCRIBED TO
BEFORE ME THE _____ DAY
OF _____ 20____

Signature of Notary Public

Notary Public of _____

My Commission Expires _____

SIGNATURE OF AFFIANT

PRINT OR TYPE NAME OF AFFIANT

AFFIDAVIT OF COMPLIANCE ON CONTRACTOR'S RECYCLING PROGRAM

(CONTRACTOR MUST COMPLETE, SIGN AND NOTARIZE THIS FORM AND SUBMIT WITH BID PACKAGE)

The County of Atlantic has pursuant to P.L. 1987, Chapter 102, adopted the Atlantic County Recycling Plan and Ordinance #7 of 1988, which designates the following commercial and institutions materials as recyclable and mandates the recycling thereof;

Glass, food and beverage containers: clear, amber, green

Newspapers

Aluminum beverage cans

corrugated cardboard

White office paper

Computer Paper

I. a. I hereby acknowledge that compliance with all applicable recycling laws is a material term and condition of my contract with the County of Atlantic.

I. b. I hereby certify that _____

Name of Company

(check as many as apply)

_____ currently is recycling.

_____ agrees to commence or continue recycling during the term of this contract with the County.

II. The following recyclable waste generated during the performance of this contract, in accordance with the requirements of the applicable N.J. Municipal Recycling Plan, or other applicable State or local recycling law, shall be recycled:

_____ Aluminum Cans

_____ Glass

_____ Plastic

_____ Newspaper

_____ Office Paper

_____ Computer Paper

_____ Asphalt

_____ Concrete

_____ Other Please Specify _____

Signed and sealed
before me on

_____, 20____

NAME

TITLE

NOTARY

DATE

FORMS

(REVISED 4/10)

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 and distributed to the public agency through the Division'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 Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

CONTRACTORS INSURANCE REQUIREMENTS

A/. GENERAL REQUIREMENTS

1/ The Contractor(s) shall provide and pay for insurance coverage of such type and in such amounts as will completely protect the Contractor and the County, its elected officials, officers, agents, servants employees and assigns against any and all risks of loss (including costs of defense) or liability arising out of this contract.

2/ The insurance should be furnished by insurance companies with and "A- (Excellent) VII" or better or better rating as published in the most recent editions of Best Insurance Key Rating and shall be authorized to conduct business in the State of New Jersey.

3/ It is recognized that in some instances that insurance may be acceptable which is underwritten by an insurance company that is not reported in the BEST GUIDE , or the coverage is extended under a self insured program. This insurance, or self insurance, must be in conformity with the rules and regulations of the Commissioner of Insurance of the State of New Jersey. Any insurance or self insurance of this type is subject to the review and acceptance by the County Risk Manager or the County Counsel. Furthermore written proof of acceptability by the Office of the Commissioner of Insurance may be necessary.

4/ The Contractor(s) shall furnish the County with Certificates of Insurance, as shown under "B" Specific Coverage Requirements, policies for General Liability must be endorsed to include the County of Atlantic as an **Additional Insured, a copy of ISO Endorsements CG 20 10 is required along with the certificate.** The Certificates of Insurance shall set out the types of coverage, the limits of liability, describe the operation by reference to this contract and provide for (30 days) written notice to the County of cancellation and/or non-renewal. All of the Contractors. Deductibles or Retention's shall be the sole responsibility of the contractor, those in excess of \$10,000 are to be disclosed and are subject to approval by the County. If requested actual policy copies or incurred loss information may be required.

5/ The policies and specified limits of coverage must be effective prior to the commencement of work and must remain in force until final acceptance of the work under the contract. **Contracts that involve construction, installation, or maintenance repair must maintain completed operations insurance, endorsing the County as an additional insured for a term of two (2) years beginning on the date of the final acceptance. They also must include a copy of I.S O. Endorsement CG 2037 , or its equivalent.**

6/ The Contractor(s) shall obtain, and furnish the County, certificates of insurance from their subcontractor(s) or sub sub contractor(s) showing polices in force with coverage and limits as described under these insurance requirements.

7/ The Certificate of Insurance with a **A COPY OF THE ADDITIONAL INSURED ENDORSEMENTS** , are to be signed by a person authorized by the insuring company(s) to bind coverage on its behalf. Neither approval by the County nor failure to disapprove Certificates of Insurance/ furnished by the Contractor shall release the Contractor from full responsibility for all liability including costs of defense. Insurance is required as a measure of protection and the Contractor's liability is not limited thereby.

8/ The Certificates of Insurance, must be submitted to the County and shall be subject to the review and approval of the County Counsel or Risk Manager.

9/ If at any time during the term of this contract or any extension thereof, if any of the required policies of insurance should expire, change or be canceled, it will be the responsibility of the Contractor, prior to the expiration, change or cancellation, to furnish to the County a Certificate of Insurance indicating renewal or an acceptable replacement of the policy so that there will be no lapse in any coverage. In the event of interruption of any coverage for any reason, all payments and work under the contract shall cease and not be resumed until coverage has been restored and a current Certificate of Insurance received and approved.

10/ Any policy of insurance that is written on a claims made basis shall, under the terms of this contract, be renewed or the coverage extended for a period of not less than three years and shall provide coverage for the period operations were performed by the contractor. Proof of such extension shall annually be presented to the Risk Manager for the County of Atlantic and indicate the retroactive date of coverage or indicate that all prior acts coverage is provided.

11/ Insurance or Risk Funding maintained by the County shall be considered as Excess over Contractors Insurance. Insurance or Risk Funding Maintained by the County of Atlantic does not provide protection for Contractors liability.

12/ Certificates of Insurance and Evidence of Property Forms shall show the Certificate Holder as follows:

COUNTY OF ATLANTIC
COUNTY OFFICE BUILDING
1333 ATLANTIC AVENUE
ATLANTIC CITY, NEW JERSEY 08401
ATTN.: ROBERT GRIST, RISK MANAGER

Certificates of Insurance not reading as above will not be acceptable and will delay contract signature and/or payment.

13/ Questions regarding these insurance requirements may be directed to Robert Grist at (609)-345-6700 Ext. 2495. Certificates for approval may be preliminarily submitted to Robert Grist via fax to (609)-343-2164, or to (609)-343-2373.

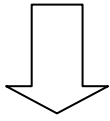
B./ SPECIFIC COVERAGE REQUIREMENTS

1/ The following items are the minimum mandatory types of insurance coverage to be carried under the preceding requirements:

- a) Workers Compensation-Statutory Limits , Employers Liability - with minimum limits of - \$1,000,000/1,000,000/1,000,000.
- b) General Liability in a comprehensive form, with minimum limits as follows:
 - 1/ Each Occurrence \$1,000,000
 - 2/ Damage to Rented or Leased Properties \$ 100,000
 - 3/ Medical Expense \$ 5,000
 - 4/ Personal & Adv. Injury \$1,000,000
 - 5/ General Aggregate \$2,000,000
 - 6/ Products-Completed Operations Aggregate \$2,000,000
- c) Motor Vehicle Liability Insurance in a comprehensive form, endorsed to include pollution coverage, with minimum limits of \$1,000,0000 CSL
 - 1/ Owned Vehicles
 - 2/ Hired/Leased Vehicles
 - 3/ Non-Owned Vehicles
- d) Excess/Umbrella liability with minimum limits of \$1,000.000
- e) Professional Liability Insurance, with minimum limits of \$1,000,000/\$3,000,000

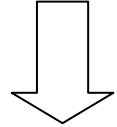
January , 2010

BID CHECK LIST



Checked Items required with bid

Items submitted with bid
(Bidder's **INITIALS**)



A **FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF BID**

X	Complete and sign Proposal page(s) ORIGINAL SIGNATURES	
X	Political Disclosure Statement	
	Bid guarantee (bid bond or certified /cashier's check)	
	Certificate from a Surety Company (Consent of Surety)	
	Acknowledgment of receipt of addenda or revisions (if any)	
	Employee Benefit Affidavit (Executive order # 2000-4)	
	Copy of Certificate for Public Works Contractor Registration	
	Subcontractors Affidavit (N.J.S.A. 40A:11-16), includes Plumbing, HVAC, Electrical and Structural Steel	
	Plumbers Affidavit	

B **MANDATORY ITEM(S) REQUIRED PRIOR TO AWARD OF CONTRACT**

X	Copy of New Jersey Business Registration Certificate for bidder and designated subcontractors	
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C **FAILURE TO SUBMIT ANY OF THESE ITEMS AT TIME OF BID MAY BE CAUSE FOR REJECTION**

X	Non-Collusion Affidavit	
X	Affirmative Action Page (AA 201 Completed & Submitted)	
X	Affidavit of Compliance on Contractor's Recycling	
X	References (if required)	
X	Deviations from Specifications, if applicable, attached in letter form	
	Other :	

Print Name of Bidder : _____ Date: _____

Signed By: _____

Print Name & Title: _____

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED
WHERE INDICATED AND RETURNED WITH ALL ITEMS**