

## Local Public Contracts Law - Required Forms and When They Are Due

Required Forms	References	When Forms Are Due	Type of Procurement
Ownership Disclosure Form	N.J.S.A. 52:25-24.2 N.J.S.A. 40A:11-23.2(c)	With Bid Submission	All Procurements
Acknowledgement of Addenda	N.J.S.A. 40A:11-23.1(a) N.J.S.A. 40A:11-23.2(e)	With Bid Submission	All Procurements
Bidder's Checklist	N.J.S.A. 40A:11-23.1(b)	With Bid Submission	Construction
Bid Guarantee	N.J.S.A. 40A:11-21 N.J.S.A. 40A:11-23.2(a)	With Bid Submission	Construction (required) and Goods or services (if required by contracting unit)
Consent of Surety	N.J.S.A. 40A:11-22 N.J.S.A. 40A:11-23.2(b)	With Bid Submission	Construction
Named Subcontractors in Bid for Listed Specialty Trades	N.J.S.A. 40A:11-16 N.J.S.A. 40A:11-23.2(d)	With Bid Submission	Construction (Does Not Apply to Road Work)
<a href="#">Federal Non-Debarment Certification</a>	N.J.S.A. 52:32-44.1	Prior to Contract Award	Construction
<a href="#">Business Registration Certificate</a>	N.J.S.A. 52:32-44	Prior to Contract Award	All Procurements
Public Works Contractor Registration Certificate	N.J.S.A. 34:11-56.48 et seq.	Prior to Contract Award	Construction
<a href="#">Disclosure of Investment Activities in Iran Certification</a>	N.J.S.A. 40A:11-2.1; N.J.S.A. 52:32-58	Prior to Contract Award	See <a href="#">LFN 2023-11</a> *Goods and Services
<a href="#">Certification - Prohibited Activities in Russia/Belarus</a>	N.J.S.A. 52:32-60.1	Prior to Contract Award	See <a href="#">LFN 2024-04</a> *Goods and Services
Prevailing Wage Rates 10% Certification	N.J.S.A. 34:11-56.27a	Prior to Contract Award	Construction
EEO/AA Form AA-201	N.J.S.A. 10:5-32; N.J.A.C. 17:27-3.1 N.J.A.C. 17:27-6.2	After Notice of Award, Prior to Signing Contract	Construction
EEO/AA Form AA-302 or Letter of Federal Approval or Certificate of Employee Information Report	N.J.S.A. 10:5-32; N.J.A.C. 17:27-3.1 N.J.A.C. 17:27-4.2	After Notice of Award, Prior to Signing Contract	Goods & Services

\* Certain public works contracts (as defined under the Prevailing Wage Act) are considered "goods and services" contracts.