

Local Public Contracts Law Required Forms and When They're Due

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